



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.

THURSDAY, NOVEMBER 13, 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 28, 2025 Board Meeting Minutes (pg. 5)
6. Approve October 28, 2025 Board Work Session Minutes (pg. 9)

7. Approve November 3, 2025 Budget Minutes (pg. 11)
8. Approve Bills (pg. 12)
9. Approve Personnel Report (pg. 48)
10. Approve the Final Payment to R&K Electric for the Steele County Fairgrounds Electrical Safety Project in the amount of \$112,183.64. (pg. 49)
11. Approve 2026 - 2027 Farmland Lease Agreement to high bidder Dean Schroeder in an amount of \$1,612.50 per year and authorize the Chair to sign. (pg. 53)
12. Adopt **Resolution #2025-047** accepting a donation from the American Legion Auxiliary Unit 77 in an amount of \$500.00 to be used for establishing an Honor Guard Detail within the Steele County Sheriff's Office. (pg. 58)
13. Adopt **Resolution #2025-048** accepting a donation from Kindness Crew Daycare (Lisa Korbel) in an amount of \$250 to help Veterans in need. (pg. 60)
14. Approve updating sections 7.1.1 and 7.1.3 of the Steele County Personnel Rules and Policies to designate Christmas Eve as a full day observed holiday. (pg. 62)
15. Approve update section 8.2 of the Steele County Personnel Rules and Policies to increase employer provided term life insurance coverage to \$50,000 for non-exempt, non-union employees. (pg. 64)
16. Approve 2026 office lease agreement with MN Prairie in an amount of \$14.00 per sq ft / \$200,704 annually and authorize Chair to sign the lease. (pg. 66)
17. Approve 2026 office space lease for MRCI in an amount of \$17.65 per sq ft / \$27,639 annually and authorize the Chair to sign the lease. (pg. 70)
18. Approve the contract renewal for 2026-2027 with USICG to perform the County's actuarial valuation of its Other Post-Employment Benefits plan and authorize Madison Melcher, Steele County Financial Analyst to sign. (pg 74)

5:15 p.m. – Public Hearing for “Amendment to Ordinance #42, Regulating Cannabis Businesses” (pg. 81)

- Motion to open Public Hearing
- Reason and Speaker
- Chair opens for public testimony
- Chair closes Public Testimony
- Further Board discussion
- Motion to close

19. Action Item if necessary

General Agenda

20. November Anniversary Report (pg. 112)

21. Adopt **Resolution #2025-049** approving the 2026–2028 MNPEA Essential Jailers unit collective bargaining agreement. (pg. 114)

County Board Work Session – November 13, 2025

22. Action Items

Information Items

23. Internal Central Services Committee Minutes – Tuesday, November 4, 2025 (pg. 117)

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee – Tuesday, November 18th at 8 a.m. in the Boardroom

Strategic Planning Session – Monday, November 24th at 8 a.m. at the Annex Building

County Board Work Session – Tuesday, November 25th at 4 p.m. in the Boardroom

County Board Meeting – Tuesday, November 25th at 5 p.m. in the Boardroom

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

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

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 28, 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 28, 2025 with Commissioner's Krueger, Brady, Glynn, Prokopec, and Abbe present. Also present were Human Resources Director Gina McGuire, IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, Sheriff Lon Thiele, Public Works Director Ronald Gaines, County Attorney Robert Jarrett, Public Health Ethan Rindfleisch, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to approve the agenda with amendments as described below. Ayes all

Amendments to the agenda:

Add # 15a Cannabis Ordinance #42 Proposed Revisions.

Add #18a: Designate Ronald Gaines as the Steele County Engineer for State Aid Purposes.

Comments and Correspondence:

Public Comment: No Comments

Correspondence: None

Consent Agenda:

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

- A. Approve the minutes of October 14, 2025 Board Meeting
- B. Approve the minutes of October 14, 2025 Board Work Session
- C. Approve Bills
- D. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

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

Resignations/Retirements/Terminations:

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

Open Positions – Approved to Fill:

Position	Department	Notes
Network Support Specialist	IT	Recruiting - begin soon
Patrol Deputy –2	Sheriff's Office	Recruiting/Backgrounding
Correctional Officer – 3	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 – 3	Highway	On-hold
Assistant County Engineer	Highway	On-hold
Technical Clerk II	PT & E	On-hold

- E. 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.
- F. Adopt **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.
- G. 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.
- H. Approve agreement for Legal Services between City of Owatonna and Steele County.
- I. Approve Courtroom A Audio upgrade with CTi. in an amount of \$52,853.08.
- J. Approve MN Snowmobile Safety Enforcement Grant in an amount of \$2,261.80.

General Agenda:

Ethan Rindfleisch presented an overview of the proposed changes to Ordinance #42 as they relate to low potency hemp products. By consensus, the Board agreed that a public hearing could be scheduled for November 13, 2025 to consider comments regarding the proposed changes.

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

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve a \$200,000 award ceiling for the 2026 Opioid Response Initiative (ORI) Awards. Ayes all.

Commissioner Abbe offered the following **Resolution No. 2025-044 approving the 2026 – 2028 AFSCME Probation Officers Unit Collective Bargaining Agreement**, seconded by Commissioner Krueger. 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 Glynn offered the following **Resolution No. 2025-045 approving the 2026 – 2028 AFSCME Courthouse Unit Collective Bargaining Agreement**, 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.

Commissioner Krueger offered the following **Resolution No. 2025-046 appoint Ronald Gaines as the Steele County Engineer, to receive state aid funding**, 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 Historical Center meeting and Rice Steele Extension meeting.

Commissioner Prokopec reported his attendance at SPERO and a Work Session.

Commissioner Abbe reported his attendance at MNP Joint Powers Board, Public Safety and Health, and OPED meetings.

Commissioner Krueger reported his attendance at MNP Joint Powers Board, attended the Public Health drive through Flu Clinic, District 9 AMC meeting and an OPED meeting.

Commissioner Brady reported his attendance at Spero, Soil and Water Conservation meeting, and Rice County Extension meeting.

County Attorney had nothing to report.

County Administrator reported OPED meeting (Riverland College efforts increase attendance at the Owatonna Campus) and labor negotiations continue.

LISTING OF BILLS
October 28, 2025

Athletica Sports Systems Unlimited	10,127.42
Bureau Of Criminal Apprehension	7,200.00
Cardinal Health 110 LLC	9,673.85
Central Farm Services	25,344.17
CivicPlus LLC	7,945.00
Crysteel Truck Equipment Inc	3,212.52
Custom Communications Inc	2,195.47
Erickson Engineering Co LLC	12,032.00
Fidlar Technologies Inc	2,071.10
Health Management Associates Inc	17,019.93
Kennedy & Graven, Chartered	4,345.50
Minnesota Counties Computer Coop	6,724.35
Moore Md/Kellyanna J	3,980.17
Mower County Jail	6,500.00
Office of MN IT Services	3,218.05
Rice-Steele 911 Center	2,638.50
RT Vision Inc	7,340.00
Short Elliott Hendrickson Inc	66,758.19
Stewart Sanitation	2,251.86
Streichers Inc	2,286.89
Summit Food Services LLC	6,921.60
Thomson Reuters - West	3,668.06
UKG Kronos Systems LLC	3,490.00
107 Payments less than 2000	36,944.52
Final Total:	253,889.15

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 by Commissioner Abbe, seconded by Commissioner Glynn to go into close session for the purpose of discussing the purchase of real property at 5:54 p.m. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to end close session at 6:39 p.m. Ayes all

Motion by Krueger, seconded by Prokopec to form an exploratory committee to research the possible purchase of real property with participation by Commissioner Brady and Abbe, Administrator Fry, Facilities Director Jake Rysavy and County Attorney Rob Jarrett.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 6:40 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

October 28, 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 28, 2025 with Commissioner's Krueger, Brady, Glynn, Prokopec, and Abbe present. Also present were Public Works Director Ronald Gaines, County Attorney Robert Jarrett, Public Health Ethan Rindfleisch, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Jessica Green from Northland Securities gave a presentation discussing how the use of Steele County reserves may affect the county's credit rating. The county's reserves policy sets a minimum balance for assigned and unassigned general funds at 45%. If the fund balance exceeds 55%, the policy indicates that the "board will consider" the use of fund balance for one-time expenditures such as for capital projects. The percentage of assigned/unassigned general fund balance as compared to the operating budget for year end 2023 was 65.52%. The percentage increased to 74.49% for year-end 2024, putting the balance above the 55% desired maximum. Jessica relayed information to the Board there are no concerns regarding the impact to the credit rating if the planned funds are used for CIP.

Leota Lind gave a presentation regarding Steele County Health Alliance. She discussed the five goals for SCHA which are: Work collaboratively with DHS to solidify the role of County Based Purchasing (CBP) in delivery of Minnesota Health Care Programs, Work with other CBPs to educate legislators and County Commissioners about the unique value and health outcomes and economic impact of CBP as well as examples of successful legislative strategies they can support, marketing campaign to our members, evaluate and develop programs and services offered to address Social Determinants of Health and health equity to current members and to work with MN Community Measurement to develop tools and measures that compare rural and urban health care data re: utilization, cost and member outcomes.

Renae presented a funding request related to the Steele County Statewide Affordable Housing Aid Funds. Steele County received funds under SAHA and similar to the process adopted for the homeless funds program, the board approved an RFP process. Solicitation of proposals went out last spring. We received one proposal from the city of Owatonna which included information regarding the building of affordable single-family homes, targeting households earning less than 80% of the Area Median Income (AMI), with a priority focus on those below 50%AMI, in accordance with SAHA's affordability thresholds. The project also supports creating accessible housing for families who may otherwise, never be able to achieve homeownership, which are explicitly prioritized under the SAHA program. The \$200,000 requested

would go for the infrastructure costs of the proposed 10 home development. The Board requested a continuance.

Discussion regarding the Amendment to Ordinance #42 was moved to the Board agenda as the first item on regular agenda.

Meeting was adjourned at 4:59 p.m.

Chairman

ATTEST: _____
Administrator

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

November 3, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 8:00 a.m. on November 3, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Finance Analyst Madison Melcher, County Sheriff Lon Thiele, Sheriff Deputy Scott Hanson, Jail Administrator Anthony Buttera, Assistant Jail Administrator Paul Prissel, and County Administrator Renae Fry.

Administrator Renae Fry opened discussions covering Detention Center roof replacement and the Beaver Lake project for 2026 CIP. The uses of the Highway 14 Turnback fund of \$1.4 million options were explored.

The Commissioners reviewed the 2026 Appropriations and requested the budget reflect for each entity the same dollars as designated in 2025.

Meeting was adjourned at 11:45 a.m.

Chairman

ATTEST: _____
Administrator

SBENDORF
11/6/25 11:56AM

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

11/6/25 11:56AM

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			
8251	BRN Lawn & Landscape LLC					
11	10-301-000-0000-6512		1,100.00	Oct Lawn Care	3905	Bldg Repair & Maintenance Y
8251	BRN Lawn & Landscape LLC		1,100.00	1 Transactions		
61505	Gopher State One-Call					
20	10-301-000-0000-6260		39.15	October locates	5101510	Consultants/Admin Fee N
61505	Gopher State One-Call		39.15	1 Transactions		
51300	Metro Sales Inc					
22	10-301-000-0000-6410		255.47	Hwy contract base & usage	Inv2896583	Office Supplies N
51300	Metro Sales Inc		255.47	1 Transactions		
4247	RT Vision Inc					
29	10-301-000-0000-6301	8	1,801.32	Timecard-Plus Sub 1/1/26-12/31	INV1298	Equip/Software Maint N
4247	RT Vision Inc		1,801.32	1 Transactions		
4879	Shred Right					
31	10-301-000-0000-6410		42.53	Security console 10/09/25	0058498	Office Supplies Y
4879	Shred Right		42.53	1 Transactions		
85167	Stewart Sanitation					
34	10-301-000-0000-6250		110.29	Garbage service - October	954346	Utilities N
85167	Stewart Sanitation		110.29	1 Transactions		
87305	Thompson Sanitation					
36	10-301-000-0000-6250		35.00	Oct Recycling	100016	Utilities N
37	10-301-000-0000-6250		35.00	Sep Recycling	99740	Utilities N
87305	Thompson Sanitation		70.00	2 Transactions		
301	DEPT Total:		3,418.76	Administration	7 Vendors	8 Transactions
302	DEPT			Road & Bridge Maintenance Expense		
8251	BRN Lawn & Landscape LLC					
6	10-302-000-0000-6537		150.00	CSAH #7 Mowing	3905	County Contracts Y
7	10-302-000-0000-6537		150.00	CSAH #48 Mowing	3905	County Contracts Y
8	10-302-000-0000-6537		150.00	CSAH #45 Mowing	3905	County Contracts Y
9	10-302-000-0000-6537		150.00	CSAH #34 Mowing	3905	County Contracts Y
10	10-302-000-0000-6537		150.00	CSAH #2 Mowing	3905	County Contracts Y

SBENDORF

11/6/25 11:56AM

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
8251	BRN Lawn & Landscape LLC		750.00	5 Transactions		
5217	Crane Creek Asphalt					
12	10-302-000-0000-6525		354.28	WEB Mix CSAH 2	4800011190	CSAH Supplies - Aggregate/Asphalt N
13	10-302-000-0000-6525		1,077.12	WEB Mix CR 174	4800011190	CSAH Supplies - Aggregate/Asphalt N
5217	Crane Creek Asphalt		1,431.40	2 Transactions		
1308	Miner's Outdoor & Rec					
23	10-302-000-0000-6801		353.13	Chaps & helmet	229939	Osha/Safety Supplies N
1308	Miner's Outdoor & Rec		353.13	1 Transactions		
9923	Steve James Excavating Inc					
32	10-302-000-0000-6525		60.00	2 yds screen dirt	19205	CSAH Supplies - Aggregate/Asphalt N
33	10-302-000-0000-6529		29.40	5 yds crushed concrete	19237	Co Rd Supplies N
9923	Steve James Excavating Inc		89.40	2 Transactions		
302	DEPT Total:		2,623.93	Road & Bridge Maintenance Expense	4 Vendors	10 Transactions
304	DEPT			Equipment Maintenance & Shops		
10067	Auto Value Owatonna					
1	10-304-000-0000-6513		79.95	Molded creeper	197021031	Tools N
2	10-304-000-0000-6513		33.99	12 point socket	197021083	Tools N
3	10-304-000-0000-6520		57.48	Antifreeze #2196	197021118	Machinery/Vehicle Parts N
4	10-304-000-0000-6520		118.23	O-ring,flare,oil line #2255	197021211	Machinery/Vehicle Parts N
5	10-304-000-0000-6520		38.99	Urethane adhesive 2246	197021314	Machinery/Vehicle Parts N
10067	Auto Value Owatonna		328.64	5 Transactions		
5217	Crane Creek Asphalt					
14	10-304-000-0000-6512		210.80	Web Mix Shop	4800011190	Bldg Repair & Maintenance N
5217	Crane Creek Asphalt		210.80	1 Transactions		
16480	Crysteel Truck Equipment Inc					
15	10-304-000-0000-6520		1,940.00	Straighten frame #2200	B33156	Machinery/Vehicle Parts N
16	10-304-000-0000-6520		10,789.00	Insurance Claim #2198	B33435	Machinery/Vehicle Parts N
17	10-304-000-0000-6520		1,897.00	Motor #2151	LP224653	Machinery/Vehicle Parts N
16480	Crysteel Truck Equipment Inc		14,626.00	3 Transactions		
22531	Erosion Control Inc					
18	10-304-000-0000-6512		70.00	Irrigation Winterization	1251	Bldg Repair & Maintenance N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
22531	Erosion Control Inc					
		70.00		1 Transactions		
26511	Force America Inc					
19	10-304-000-0000-6520	79.13	USB Key #2247	2104442	Machinery/Vehicle Parts	N
26511	Force America Inc	79.13		1 Transactions		
50510	McNeilus Steel Inc					
21	10-304-000-0000-6520	37.44	Angle tube drop #2255	01290867	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc	37.44		1 Transactions		
56125	NAPA Auto Parts					
24	10-304-000-0000-6513	16.64	6 point socket	066815	Tools	N
56125	NAPA Auto Parts	16.64		1 Transactions		
4097	Nuss Truck & Equipment					
25	10-304-000-0000-6520	47.65	DCDL switch kit #2201	PSO245152	Machinery/Vehicle Parts	N
26	10-304-000-0000-6520	374.31	Blower motor&brake adj#2131	PSO250613	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	421.96		2 Transactions		
9922	Owatonna Ace Hardware					
27	10-304-000-0000-6511	46.95	Shop supplies	4346/5	Maint Shop Supplies & Materials	N
9922	Owatonna Ace Hardware	46.95		1 Transactions		
8253	Owatonna Filters					
28	10-304-000-0000-6512	913.68	Pleated filters for PW Bldg	5966	Bldg Repair & Maintenance	Y
8253	Owatonna Filters	913.68		1 Transactions		
86520	Terminal Supply Company					
35	10-304-000-0000-6511	80.38	Cable ties	60413-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company	80.38		1 Transactions		
9376	Trueman Welters Inc					
38	10-304-000-0000-6520	1,676.65	S5 Foam #2225	IE60702	Machinery/Vehicle Parts	N
39	10-304-000-0000-6520	490.48	Safety shield #2181	IE60702	Machinery/Vehicle Parts	N
9376	Trueman Welters Inc	2,167.13		2 Transactions		
3897	Venture Hydraulics Inc					
40	10-304-000-0000-6520	98.35	Fitting & monoblok #2255	43708	Machinery/Vehicle Parts	N

SBENDORF

11/6/25 11:56AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3897 Venture Hydraulics Inc		98.35	1 Transactions		
99500 Ziegler, Inc					
44 10-304-000-0000-6520		373.54	Blade brush kit #2215	002121823	Machinery/Vehicle Parts N
99500 Ziegler, Inc		373.54	1 Transactions		
304 DEPT Total:		19,470.64	Equipment Maintenance & Shops	14 Vendors	22 Transactions
310 DEPT			Capital Construction		
77570 Short Elliott Hendrickson Inc					
30 10-310-000-0000-6537		7,810.50	Steele County Crosswalk	497220	County Contracts N
77570 Short Elliott Hendrickson Inc		7,810.50	1 Transactions		
9217 WHKS & Co					
41 10-310-000-0000-6262		7,854.70	Prof Serv 074-602-008	55711	Sales Tax Consultants Y
42 10-310-000-0000-6262		2,127.51	Prof Serv 074-628-004	55735	Sales Tax Consultants Y
9217 WHKS & Co		9,982.21	2 Transactions		
4364 WSB & Associates Inc					
43 10-310-000-0000-6262		1,422.00	Prof Serv 074-648-007	017953-28	Sales Tax Consultants Y
4364 WSB & Associates Inc		1,422.00	1 Transactions		
310 DEPT Total:		19,214.71	Capital Construction	3 Vendors	4 Transactions
10 Fund Total:		44,728.04	Road & Bridge Fund		44 Transactions
Final Total:		44,728.04	28 Vendors	44 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	44,728.04	Road & Bridge Fund	
	All Funds	44,728.04	Total	Approved by,
				
				

SBENDORF

11/6/25

3:57PM

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

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Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT			County Wide			
	4879 Shred Right						
43	01-003-000-0000-6801		42.53	Shred documents	58851	General Expense	Y
	4879 Shred Right		42.53	1 Transactions			
3	DEPT Total:		42.53	County Wide	1 Vendors	1 Transactions	
5	DEPT			Board Of Commissioners			
	7867 Glynn/John						
102	01-005-000-0000-6331		35.70	Mileage Jan-Sept	04/24/2025	Mileage Reimbursement	N
	7867 Glynn/John		35.70	1 Transactions			
	37025 Innovative Office Solutions LLC						
104	01-005-000-0000-6410		89.07	Copy paper	4970432	Office Supplies	Y
	37025 Innovative Office Solutions LLC		89.07	1 Transactions			
	51300 Metro Sales Inc						
22	01-005-000-0000-6410		664.97	Copier use - Commissioners	2919080	Office Supplies	N
	51300 Metro Sales Inc		664.97	1 Transactions			
5	DEPT Total:		789.74	Board Of Commissioners	3 Vendors	3 Transactions	
31	DEPT			County Administrator			
	6032 APG Media of Southern Minnesota LLC						
94	01-031-000-0000-6242		1.93	Ord 42 amendment	1072212	Publishing	N
	6032 APG Media of Southern Minnesota LLC		1.93	1 Transactions			
	9987 Fry/Renae						
100	01-031-000-0000-6331		66.50	Mileage-AMC Region 9 mtg	10/27/2025	Mileage Reimbursement	N
101	01-031-000-0000-6331		30.80	Mileage-SEMN Together mtg	10/30/2025	Mileage Reimbursement	N
	9987 Fry/Renae		97.30	2 Transactions			
	37025 Innovative Office Solutions LLC						
109	01-031-000-0000-6410		28.64	Notepads, sticky notes	4950639	Office Supplies	Y
15	01-031-000-0000-6410		18.95	Calendars for 2026	4965545	Office Supplies	Y
	37025 Innovative Office Solutions LLC		47.59	2 Transactions			
	51300 Metro Sales Inc						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
23	01-031-000-0000-6410		Copier use - Admin	2919080	Office Supplies	N
51300	Metro Sales Inc		1 Transactions			
31	DEPT Total:	257.65	County Administrator	4 Vendors	6 Transactions	
32	DEPT		Human Resources			
37025	Innovative Office Solutions LLC					
105	01-032-000-0000-6410	13.86	Copy paper	4970432	Office Supplies	Y
106	01-032-000-0000-6410	13.86	Copy paper	4970432	Office Supplies	Y
37025	Innovative Office Solutions LLC	27.72	2 Transactions			
51300	Metro Sales Inc					
24	01-032-000-0000-6410	110.83	Copier use - HR	2919080	Office Supplies	N
51300	Metro Sales Inc	110.83	1 Transactions			
32	DEPT Total:	138.55	Human Resources	2 Vendors	3 Transactions	
41	DEPT		Auditor			
4212	Bussler Publishing Inc					
2	01-041-000-0000-6242	168.00	2nd half RE taxes 10/8,15 ad	39407	Publishing	N
4212	Bussler Publishing Inc	168.00	1 Transactions			
37025	Innovative Office Solutions LLC					
110	01-041-000-0000-6410	2.19	Post-it notes	4968074	Office Supplies	Y
111	01-041-000-0000-6410	16.19	Calendar refill	4968591	Office Supplies	Y
108	01-041-000-0000-6410	51.46	Copy paper	4970432	Office Supplies	Y
37025	Innovative Office Solutions LLC	69.84	3 Transactions			
51300	Metro Sales Inc					
26	01-041-000-0000-6410	167.03	PTE printers	2919080	Office Supplies	N
51300	Metro Sales Inc	167.03	1 Transactions			
9936	Mueller/Jennifer					
29	01-041-000-0000-6331	150.08	Mileage-MACATFO fall conf	10/22-10/23/2021	Mileage Reimbursement	N
9936	Mueller/Jennifer	150.08	1 Transactions			
41	DEPT Total:	554.95	Auditor	4 Vendors	6 Transactions	

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	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
44	DEPT				Financial Administrator			
	37025	Innovative Office Solutions LLC						
107		01-044-000-0000-6410		29.67	Copy paper	4970432	Office Supplies	Y
	37025	Innovative Office Solutions LLC		29.67	1 Transactions			
	51300	Metro Sales Inc						
25		01-044-000-0000-6410		221.66	Copier use - Finance	2919080	Office Supplies	N
	51300	Metro Sales Inc		221.66	1 Transactions			
	8948	Townsquare Media Faribault						
119		01-044-000-0000-6242		240.00	2nd half taxes KRFO-AM radio	6067540-1	Publishing	Y
120		01-044-000-0000-6242		174.00	2nd half taxes KRFO-FM radio	6067540-1	Publishing	Y
121		01-044-000-0000-6242		60.00	2nd half taxes KRFO-AM online	6067540-1	Publishing	Y
122		01-044-000-0000-6242		58.00	2nd half taxes KRFO-AM online	6067540-1	Publishing	Y
	8948	Townsquare Media Faribault		532.00	4 Transactions			
44	DEPT Total:			783.33	Financial Administrator	3 Vendors	6 Transactions	
62	DEPT				Central Services			
	9983	CallTower						
95		01-062-000-0000-6210		614.54	Phone charges 10/26 - 11/25/25	202827814	Telephone	N
	9983	CallTower		614.54	1 Transactions			
	8499	Counties Providing Technology						
96		01-062-000-0000-6301		4,731.00	Gen tech/assist/support-Oct	3258	Equip/Software Maint	Y
	8499	Counties Providing Technology		4,731.00	1 Transactions			
	16282	Crosstown Cartage Inc						
5		01-062-000-0000-6801		324.00	Contracted mail services	10/24/2025	General Expense	N
6		01-062-000-0000-6802		180.00	Additional mail services	10/24/2025	Internal Chargeback	N
	16282	Crosstown Cartage Inc		504.00	2 Transactions			
	7887	Streamline Communications LLC						
46		01-062-000-0000-6801		553.25	Annex network port adds	1808	General Expense	Y
	7887	Streamline Communications LLC		553.25	1 Transactions			
62	DEPT Total:			6,402.79	Central Services	4 Vendors	5 Transactions	

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
63	DEPT			Auditor Elections			
	37025 Innovative Office Solutions LLC						
112	01-063-000-0000-6410		5.19	A-Z tab dividers	4968591	Office Supplies	Y
113	01-063-000-0000-6410		24.58	USB drives for elections	4971417	Office Supplies	Y
	37025 Innovative Office Solutions LLC		29.77	2 Transactions			
	10207 Laue/Christine						
20	01-063-000-0000-6331		21.70	Mileage-Dodge Co-elections	10/29/2025	Mileage Reimbursement	N
	10207 Laue/Christine		21.70	1 Transactions			
63	DEPT Total:		51.47	Auditor Elections	2 Vendors	3 Transactions	
91	DEPT			County Attorney			
	37025 Innovative Office Solutions LLC						
16	01-091-000-0000-6410		248.34	Copy paper,legal pads,post-its	4966680	Office Supplies	Y
	37025 Innovative Office Solutions LLC		248.34	1 Transactions			
	78500 Sheriff Of Freeborn Co						
42	01-091-000-0000-6343		100.00	Subpoena svc 74-CV23845	2025-863	Service Fees	N
41	01-091-000-0000-6343		100.00	Subpoena svc 74-CV23845	2025-874	Service Fees	N
	78500 Sheriff Of Freeborn Co		200.00	2 Transactions			
	28250 Sheriff of Goodhue County						
116	01-091-000-0000-6343		300.00	Subpoena svc-St v Mitchell	2025-873,874,875	Service Fees	N
	28250 Sheriff of Goodhue County		300.00	1 Transactions			
	70550 Thomson Reuters - West						
117	01-091-000-0000-6410		2,379.18	Westlaw charges - October	852746002	Office Supplies	N
118	01-091-000-0000-6410		111.23	Library charges	852822365	Office Supplies	N
	70550 Thomson Reuters - West		2,490.41	2 Transactions			
91	DEPT Total:		3,238.75	County Attorney	4 Vendors	6 Transactions	
101	DEPT			County Recorder			
	10355 eRecording Partners Network LLC						
97	01-101-000-0000-5520		7.50	Refund well cert charge	A000458801	Fees	N
	10355 eRecording Partners Network LLC		7.50	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	
5925	Government Forms and Supplies						
103	01-101-000-0000-6410		258.61	#9 blank canary envelopes	0357516	Office Supplies	N
5925	Government Forms and Supplies		258.61	1 Transactions			
84035	Tri-M Graphics						
181	01-101-000-0000-6410		357.31	#10 envelopes - 2000	108599	Office Supplies	N
84035	Tri-M Graphics		357.31	1 Transactions			
101	DEPT Total:		623.42	County Recorder	3 Vendors	3 Transactions	
103	DEPT			Assessor			
3693	Loffler Companies Inc						
98	01-103-000-0000-6301		39.80	Meter billing for copier	5173201	Equip/Software Maint	N
3693	Loffler Companies Inc		39.80	1 Transactions			
103	DEPT Total:		39.80	Assessor	1 Vendors	1 Transactions	
104	DEPT			GIS			
9965	Ellingson/Alison						
9	01-104-000-0000-6330		10.00	Parking-GIS/LIC conf	10/3/2025	Travel Expenses	N
7	01-104-000-0000-6330		803.99	Lodging-GIS/LIC conf	9/30-10/3/2025	Travel Expenses	N
8	01-104-000-0000-6330		148.41	Meals-GIS/LIC conf	9/30-10/3/2025	Travel Expenses	N
10	01-104-000-0000-6331		302.40	Mileage-GIS/LIC conf	9/30-10/3/2025	Mileage Reimbursement	N
9965	Ellingson/Alison		1,264.80	4 Transactions			
5012	Flatgard/Nick						
11	01-104-000-0000-6331		302.40	Mileage-GIS/LIC conf	9/30-10/3/2025	Mileage Reimbursement	N
5012	Flatgard/Nick		302.40	1 Transactions			
104	DEPT Total:		1,567.20	GIS	2 Vendors	5 Transactions	
105	DEPT			Planning & Zoning			
6032	APG Media of Southern Minnesota LLC						
66	01-105-000-0000-6242		1.40	Public Notice-BOA mtg-Nov	1072213	Publishing	N
6032	APG Media of Southern Minnesota LLC		1.40	1 Transactions			
13000	City Of Blooming Prairie						
78	01-105-000-0000-6805		593.81	Bldg permit reimb - October	Oct bldg permits	Bl Pr Reimb-Bldg Permit	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
13000	City Of Blooming Prairie		593.81	1 Transactions		
84035	Tri-M Graphics					
57	01-105-000-0000-6410		156.58	Business cards-AB & TS	108346	Office Supplies N
84035	Tri-M Graphics		156.58	1 Transactions		
105	DEPT Total:		751.79	Planning & Zoning	3 Vendors	3 Transactions
111	DEPT			Buildings & Grounds		
10067	Auto Value Owatonna					
67	01-111-000-0000-6304		169.52	Batteries	197020344	Equipment Maintenance & Repairs N
10067	Auto Value Owatonna		169.52	1 Transactions		
8251	BRN Lawn & Landscape LLC					
68	01-111-040-0000-6380		720.00	Weekly mow & trim-Admin	3906	Grounds Maintenance Y
69	01-111-041-0000-6380		300.00	Weekly mow & trim-Annex	3906	Grounds Maintenance Y
70	01-111-042-0000-6380		280.00	Weekly mow & trim-CH	3906	Grounds Maintenance Y
71	01-111-043-0000-6380		120.00	Weekly mow & trim-Atty	3906	Grounds Maintenance Y
72	01-111-044-0000-6380		620.00	Weekly mow & trim-DC	3906	Grounds Maintenance Y
75	01-111-045-0000-6380		180.00	Weekly mow & trim-CCA	3906	Grounds Maintenance Y
73	01-111-049-0000-6380		180.00	Weekly mow & trim-Alex	3906	Grounds Maintenance Y
8251	BRN Lawn & Landscape LLC		2,400.00	7 Transactions		
9537	Brooks/Jocelyn					
76	01-111-000-0000-6331		142.38	203.4 miles x .70	6/6 - 10/28/2025	Mileage Reimbursement N
9537	Brooks/Jocelyn		142.38	1 Transactions		
11215	Central Farm Services					
77	01-111-044-0000-6300		1,510.12	Diesel	46213	Bldg Repairs & Maintenance N
11215	Central Farm Services		1,510.12	1 Transactions		
5202	Clearview Window Cleaning					
3	01-111-042-0000-6300		2,435.00	Window cleaning - CH	28485	Bldg Repairs & Maintenance Y
4	01-111-045-0000-6300		245.00	Window cleaning - CCA	28485	Bldg Repairs & Maintenance Y
5202	Clearview Window Cleaning		2,680.00	2 Transactions		
8288	Four Seasons Electric					
12	01-111-040-0000-6300		115.00	Locate signs in Admin pkg lot	15290	Bldg Repairs & Maintenance N
79	01-111-040-0000-6300		295.66	Repair flickering lights	15309	Bldg Repairs & Maintenance 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	
80	01-111-044-0000-6300		Locate underground to bldg	15324	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	560.66	3 Transactions			
7843	Goodyear Commercial Tire					
82	01-111-000-0000-6304	141.81	Tires	128-1160684	Equipment Maintenance & Repairs	N
83	01-111-050-0000-6320	1,211.76	Tires	128-1160684	Vehicle Repairs & Maintenance	N
84	01-111-050-0000-6320	8.00	Fuel surcharge	128-1160684	Vehicle Repairs & Maintenance	N
7843	Goodyear Commercial Tire	1,361.57	3 Transactions			
36550	IFACS					
14	01-111-040-0000-6300	33.28	Shelf tap & insert bits	5369104	Bldg Repairs & Maintenance	Y
85	01-111-040-0000-6300	12.21	Nylon mounting set	5369860	Bldg Repairs & Maintenance	Y
36550	IFACS	45.49	2 Transactions			
4710	Interstate Power Systems Inc					
18	01-111-044-0000-6300	1,468.80	High coolant temp alarm	R001225904.01	Bldg Repairs & Maintenance	N
4710	Interstate Power Systems Inc	1,468.80	1 Transactions			
52550	MEI Total Elevator Solutions					
21	01-111-042-0000-6300	473.85	Repair elevator	1153285	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions	473.85	1 Transactions			
1311	Met-Con Construction Faribault Div					
86	01-111-049-0000-6300	4,500.00	Generator pad	38393	Bldg Repairs & Maintenance	N
1311	Met-Con Construction Faribault Div	4,500.00	1 Transactions			
51630	Mike's Repair					
87	01-111-000-0000-6304	160.00	Tire mounting	112655	Equipment Maintenance & Repairs	Y
51630	Mike's Repair	160.00	1 Transactions			
9467	Miller/Nikola					
88	01-111-000-0000-6331	110.04	157.2 miles x .70	8/1 - 10/31/2025	Mileage Reimbursement	N
9467	Miller/Nikola	110.04	1 Transactions			
9683	Northland Pest Control					
31	01-111-045-0000-6300	65.00	Pest control - CCA	16234	Bldg Repairs & Maintenance	Y
32	01-111-042-0000-6300	105.00	Pest control - CH	16235	Bldg Repairs & Maintenance	Y
33	01-111-041-0000-6300	85.00	Pest control - Annex	16236	Bldg Repairs & Maintenance	Y
34	01-111-040-0000-6300	65.00	Pest control - Admin	16237	Bldg Repairs & Maintenance	Y

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9683	Northland Pest Control		320.00	4 Transactions		
585	Olympic Fire Protection Corp					
36	01-111-040-0000-6300		145.00	Measure leak - 2nd floor	10006797	Bldg Repairs & Maintenance N
35	01-111-040-0000-6300		919.71	Valve replacement	10006802	Bldg Repairs & Maintenance N
585	Olympic Fire Protection Corp		1,064.71	2 Transactions		
8253	Owatonna Filters					
37	01-111-044-0000-6300		3,827.34	Filters - DC	5965	Bldg Repairs & Maintenance Y
8253	Owatonna Filters		3,827.34	1 Transactions		
9088	Summit Fire Protection					
54	01-111-044-0000-6300		317.25	Semi-annual inspection	3604572	Bldg Repairs & Maintenance Y
9088	Summit Fire Protection		317.25	1 Transactions		
87305	Thompson Sanitation					
91	01-111-040-0000-6300		70.00	Recycling-Admin-October	100012	Bldg Repairs & Maintenance N
90	01-111-041-0000-6300		35.00	Recycling-Annex-October	100013	Bldg Repairs & Maintenance N
92	01-111-043-0000-6300		35.00	Recycling-Attorney-October	100014	Bldg Repairs & Maintenance N
89	01-111-042-0000-6300		35.00	Recycling-CH-October	100015	Bldg Repairs & Maintenance N
87305	Thompson Sanitation		175.00	4 Transactions		
111	DEPT Total:		21,286.73	Buildings & Grounds	18 Vendors	37 Transactions
121	DEPT			Veteran Service		
5602	ASC Psychological Services					
1	01-121-751-0000-6820		4,250.00	Psycohsocial evals x 5	19211	Grant Expense Y
5602	ASC Psychological Services		4,250.00	1 Transactions		
121	DEPT Total:		4,250.00	Veteran Service	1 Vendors	1 Transactions
201	DEPT			Sheriff		
8458	American Tower Corporation					
169	01-201-297-0000-6347		712.87	BP tower rent-Oct 2025	414416038	T-BI Pr Lease Payments N
8458	American Tower Corporation		712.87	1 Transactions		
5487	LexisNexis Risk Data Management					
172	01-201-000-0000-6425		200.00	Searches/reports - October 25	1100218344	Investigation Expense N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5487	LexisNexis Risk Data Management		200.00	1 Transactions		
9257	MN Secretary of State - Notary					
173	01-201-000-0000-6241		120.00	Notary application - CSteneman	11052025	Membership Dues N
174	01-201-000-0000-6241		120.00	Notary application - JBendey	11052025	Membership Dues N
9257	MN Secretary of State - Notary		240.00	2 Transactions		
9900	Porras/Gabriel Sanchez					
38	01-201-000-0000-5521		10.00	Wage levy writ overpmt - Albarra	81-CV22465	Levy Income N
9900	Porras/Gabriel Sanchez		10.00	1 Transactions		
83255	Rice-Steele 911 Center					
39	01-201-000-0000-6304		4,320.00	CJDN Access 7/1/25-6/30/26	205-JD-72	Contracts N
83255	Rice-Steele 911 Center		4,320.00	1 Transactions		
4139	SEMNECB					
115	01-201-000-0000-6241		1,570.00	Fiscal agent fee 7/1-12/31/25	11012025	Membership Dues N
4139	SEMNECB		1,570.00	1 Transactions		
1663	Sign Pro Of Owatonna, Inc.					
45	01-201-000-0000-6293		559.42	Vinyl wall graphics	1153445	Gun Permit Expenses N
1663	Sign Pro Of Owatonna, Inc.		559.42	1 Transactions		
85300	Streichers Inc					
47	01-201-000-0000-6408		1,341.00	Ballistic panel vest - KWoltman	I1789318	Uniforms/Uniform Reimbursement N
48	01-201-000-0000-6408		258.00	Carrier - KWoltman	I1789318	Uniforms/Uniform Reimbursement N
49	01-201-000-0000-6408		121.00	Trauma plate - KWoltman	I1789318	Uniforms/Uniform Reimbursement N
52	01-201-000-0000-6408		302.00	Sergeant badge-2-JHolm	I1790351	Uniforms/Uniform Reimbursement N
53	01-201-000-0000-6408		302.00	Sergeant badge-2-TBrase	I1790351	Uniforms/Uniform Reimbursement N
85300	Streichers Inc		2,324.00	5 Transactions		
9778	Sweet Towing LLC					
180	01-201-000-0000-6806		1,060.00	SC25-1259 2JV616 2025 Kia	77675	Vehicle Towing Y
179	01-201-000-0000-6806		1,060.00	SC25-1259 JRP416 2016 Chevy	77761	Vehicle Towing Y
9778	Sweet Towing LLC		2,120.00	2 Transactions		
201	DEPT Total:		12,056.29	Sheriff	9 Vendors	15 Transactions

207 DEPT

Sheriff Special Deputies

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
85300	Streichers Inc					
50	01-207-000-0000-6410		10.00	Nameplate - MThompson	I1790191	Office Supplies N
51	01-207-000-0000-6410		10.00	Nameplate - MMensing	I1790191	Office Supplies N
85300	Streichers Inc		20.00	2 Transactions		
207	DEPT Total:		20.00	Sheriff Special Deputies	1 Vendors	2 Transactions
208	DEPT			Coroner		
51200	Michaelson Funeral Homes Inc					
27	01-208-000-0000-6801		200.00	Removal/transport-RZiemke	04/25/2025	General Expense Y
51200	Michaelson Funeral Homes Inc		200.00	1 Transactions		
208	DEPT Total:		200.00	Coroner	1 Vendors	1 Transactions
251	DEPT			Jail		
4346	Advanced Correctional Healthcare Inc					
168	01-251-000-0000-6269		1,107.96	Mental health services-Nov 25	RINV-007837	Site Mental Health Services 6
167	01-251-000-0000-6270		15,763.82	Medical services - November 25	RINV-007837	Medical Services 6
4346	Advanced Correctional Healthcare Inc		16,871.78	2 Transactions		
10215	Christeyns					
170	01-251-000-0000-6560		893.84	Laundry detergents	2025-30289-00	Janitorial Supplies N
10215	Christeyns		893.84	1 Transactions		
9580	Mower County Jail					
28	01-251-000-0000-6439		455.00	Inmate boarding - October	10/24/2025	Prisoner Board N
9580	Mower County Jail		455.00	1 Transactions		
4879	Shred Right					
175	01-251-000-0000-6304		42.53	Document shredding 10/9/2025	0058497	Contract Serv./Bldg Maint Y
176	01-251-000-0000-6304		42.53	Document shredding 10/23/2025	0059177	Contract Serv./Bldg Maint Y
4879	Shred Right		85.06	2 Transactions		
85167	Stewart Sanitation					
177	01-251-000-0000-6254		262.86	Waste pick-up - November 25	953658	Garbage Disposal N
85167	Stewart Sanitation		262.86	1 Transactions		
8247	Summit Food Services LLC					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
55	01-251-000-0000-6441		Inmate meals 10/11 - 10/17/25	INV2000256227	Prisoner Meals	N
56	01-251-000-0000-6441		Inmate meals 10/18 - 10/24/25	INV2000256771	Prisoner Meals	N
178	01-251-000-0000-6441		Inmate meals 10/25-10/31/2025	INV2000257311	Prisoner Meals	N
8247	Summit Food Services LLC		3 Transactions			
251	DEPT Total:	28,950.94	Jail	6 Vendors	10 Transactions	
252	DEPT		Community Corrections			
37025	Innovative Office Solutions LLC					
17	01-252-000-0000-6410	45.50	Post-its, notepads, calendar, etc	4968386	Office Supplies	Y
159	01-252-000-0000-6410	19.31	Easel pad	4973755	Office Supplies	Y
37025	Innovative Office Solutions LLC	64.81	2 Transactions			
4879	Shred Right					
44	01-252-000-0000-6410	42.53	Paper shredding	58895	Office Supplies	Y
4879	Shred Right	42.53	1 Transactions			
84035	Tri-M Graphics					
165	01-252-000-0000-6410	86.66	Business cards - TE, SA, AS	108574	Office Supplies	N
84035	Tri-M Graphics	86.66	1 Transactions			
252	DEPT Total:	194.00	Community Corrections	3 Vendors	4 Transactions	
281	DEPT		Emergency Management			
9174	Kelleher, Helmrich & Associates Inc					
19	01-281-000-0000-6199	1,500.00	Online SDS program renewal	20253520	Safety Program	Y
9174	Kelleher, Helmrich & Associates Inc	1,500.00	1 Transactions			
585	Olympic Fire Protection Corp					
114	01-281-000-0000-6199	126.00	2 fire extinguishers	74435	Safety Program	N
585	Olympic Fire Protection Corp	126.00	1 Transactions			
9146	Ringhofer/Megan					
40	01-281-000-0000-6331	296.80	Mileage-AMEM conference	9/15-9/17/2025	Mileage Reimbursement	N
9146	Ringhofer/Megan	296.80	1 Transactions			
281	DEPT Total:	1,922.80	Emergency Management	3 Vendors	3 Transactions	

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
391	DEPT		Environmental Services			
10206	GFL Environmental Services USA LLC					
81	01-391-000-0000-6550	143.69	Used oil - October	LQ03073260	Household Hazardous Waste	N
13	01-391-000-0000-6550	143.69	Used oil & filter pick up	LQ03095967	Household Hazardous Waste	N
10206	GFL Environmental Services USA LLC	287.38	2 Transactions			
87305	Thompson Sanitation					
93	01-391-000-0000-6548	75,722.74	Recycling contract - October	99639	Recycling	N
87305	Thompson Sanitation	75,722.74	1 Transactions			
391	DEPT Total:	76,010.12	Environmental Services	2 Vendors	3 Transactions	
481	DEPT		Public Health Nursing			
10172	Air Chek					
136	01-481-463-6049-6464	181.50	Radon kits - 30	37007	EH-General Supplies & Outreach	N
10172	Air Chek	181.50	1 Transactions			
10084	Cardinal Health 110 LLC					
138	01-481-462-6047-6468	2,902.16	COVID vaccine - 30 doses	7445023932	COVID Vaccine	Y
139	01-481-462-6047-6468	135.40-	Customer rebate	7445033337	COVID Vaccine	Y
137	01-481-462-6047-6434	219.57	Tubersol - 20 doses	7445895231	Medical Supplies	Y
10084	Cardinal Health 110 LLC	2,986.33	3 Transactions			
8789	Dahle/Teya F					
140	01-481-461-6059-6383	220.20	Reflective consulting	1711	Contract Services	Y
8789	Dahle/Teya F	220.20	1 Transactions			
37025	Innovative Office Solutions LLC					
141	01-481-461-6040-6410	13.19	Folders	4960183	Office Supplies	Y
142	01-481-000-0000-6410	34.42	Folders	4962340	Office Supplies	Y
143	01-481-000-0000-6410	64.03	Blank business cards	4969581	Office Supplies	Y
37025	Innovative Office Solutions LLC	111.64	3 Transactions			
2779	Mn Dept Of Health					
144	01-481-465-6057-6240	2,391.00	2026 Homecare license renewal	02043	License & Permits	N
2779	Mn Dept Of Health	2,391.00	1 Transactions			
7944	Red Oxygen					
145	01-481-461-6011-6210	41.44	Texting services	3144680	Telephone	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
146	01-481-461-6040-6210	41.43	Texting services	3144680	Telephone	N
7944	Red Oxygen	82.87	2 Transactions			
85147	Stericycle Inc					
147	01-481-000-0000-6322	121.55	Hazardous waste	8012302087	Service Agreements	N
85147	Stericycle Inc	121.55	1 Transactions			
9354	Straight River Taxi					
148	01-481-460-6012-6465	580.00	Taxi tickets-November-58	168491	Pass Thru - Patient Supplies & Service	N
9354	Straight River Taxi	580.00	1 Transactions			
84035	Tri-M Graphics					
150	01-481-461-6066-6464	600.00	Vaping posters - design	108320	General Supplies & Outreach	N
149	01-481-000-0000-6410	159.39	#10 envelopes	108546	Office Supplies	N
84035	Tri-M Graphics	759.39	2 Transactions			
10005	Weinberg Construction LLC					
151	01-481-460-6012-6465	8,565.00	Ramp construction	11032025	Pass Thru - Patient Supplies & Service	Y
10005	Weinberg Construction LLC	8,565.00	1 Transactions			
481	DEPT Total:	15,999.48	Public Health Nursing	10 Vendors	16 Transactions	
502	DEPT		Steele Co Community Ctr			
8251	BRN Lawn & Landscape LLC					
74	01-502-000-0000-6380	140.00	Weekly mow & trim-CommCtr	3906	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC	140.00	1 Transactions			
9683	Northland Pest Control					
30	01-502-000-0000-6300	65.00	Pest control - CommCtr	16233	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control	65.00	1 Transactions			
502	DEPT Total:	205.00	Steele Co Community Ctr	2 Vendors	2 Transactions	
521	DEPT		Park And Recreation			
8251	BRN Lawn & Landscape LLC					
154	01-521-000-0000-6304	475.00	Beaver Lake mowings-October	3903	Lawn Mowing Contract	Y
155	01-521-000-0000-6304	200.00	Canoe landing mowings-October	3904	Lawn Mowing Contract	Y

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8251	BRN Lawn & Landscape LLC		675.00	2 Transactions		
13110	City Of Owatonna					
156	01-521-000-0000-6821		2,220.00	Adult class reimbursement	2025-1104-A	Misc Appropriations N
157	01-521-000-0000-6821		6,520.00	Youth class reimbursement	2025-1104-Y	Misc Appropriations N
13110	City Of Owatonna		8,740.00	2 Transactions		
9084	Metro FiberNet LLC					
99	01-521-000-0000-6410		354.95	Internet - FS - November 2025	16713311	Operating Supplies/Truck Repairs Y
9084	Metro FiberNet LLC		354.95	1 Transactions		
72500	Rent N Save Portable					
163	01-521-000-0000-6823		155.00	Beaver Lake portapotty-Oct	85296	Beaver Lake N
72500	Rent N Save Portable		155.00	1 Transactions		
521	DEPT Total:		9,924.95	Park And Recreation	4 Vendors	6 Transactions
550	DEPT			Four Seasons		
6	ASCAP					
153	01-550-000-0000-6410	8	454.17	Annual music license	500704503	Operating Supplies - Contracts N
6	ASCAP		454.17	1 Transactions		
36550	IFACS					
158	01-550-000-0000-6410		30.82	Rink nuts & bolts	5368462	Operating Supplies - Contracts Y
36550	IFACS		30.82	1 Transactions		
52550	MEI Total Elevator Solutions					
160	01-550-000-0000-6410		1,185.00	Elevator repairs	1153265	Operating Supplies - Contracts N
161	01-550-000-0000-6410		1,456.67	Elevator repairs	1153642	Operating Supplies - Contracts N
52550	MEI Total Elevator Solutions		2,641.67	2 Transactions		
9922	Owatonna Ace Hardware					
162	01-550-000-0000-6410		11.98	Clips & hangers	4339/5	Operating Supplies - Contracts N
9922	Owatonna Ace Hardware		11.98	1 Transactions		
8242	SCR					
164	01-550-000-0000-6410		6,427.91	Compressor repairs	W42150	Operating Supplies - Contracts N
8242	SCR		6,427.91	1 Transactions		

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8289	Twin City Filter Service Inc					
166	01-550-000-0000-6410	343.42	Dehumidifier filters	0784881	Operating Supplies - Contracts	N
8289	Twin City Filter Service Inc	343.42	1 Transactions			
550	DEPT Total:	9,909.97	Four Seasons	6 Vendors	7 Transactions	
602	DEPT		Co-Op Extension			
14420	Culligan Inc					
171	01-602-000-0000-6410	21.42	Water & cooler rent-November	15396671-10312C	Office Supplies	N
14420	Culligan Inc	21.42	1 Transactions			
602	DEPT Total:	21.42	Co-Op Extension	1 Vendors	1 Transactions	
1	Fund Total:	196,193.67	General Revenue Fund		159 Transactions	

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5 Human Services Fund

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
445	DEPT			MN Prairie SDA		
	2259 Steele County Transitional Housing					
135	05-445-000-0000-6253		46,000.00	2025 LHPA appropriation	November 2025	Contracted Services-MN Prairie SDA N
	2259 Steele County Transitional Housing		46,000.00	1 Transactions		
445	DEPT Total:		46,000.00	MN Prairie SDA	1 Vendors	1 Transactions
5	Fund Total:		46,000.00	Human Services Fund		1 Transactions

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7 Opioid Settlement Funds

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483	DEPT		Opioid Settlement			
7	Bartsch/Christine					
152	07-483-000-0000-6464	428.65	Rack cards	108321	General Supplies & Outreach	N
7	Bartsch/Christine	428.65	1 Transactions			
10173	Spero					
134	07-483-000-0000-6464	10,222.86	Opioid fund awards	Qtr 3	General Supplies & Outreach	G
10173	Spero	10,222.86	1 Transactions			
483	DEPT Total:	10,651.51	Opioid Settlement	2 Vendors	2 Transactions	
7	Fund Total:	10,651.51	Opioid Settlement Funds		2 Transactions	

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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	
631	DEPT		Judicial Ditch 1			
73300	Rinke-Noonan Attorney at Law					
58	21-631-000-0000-6273	6.46	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.46	1 Transactions			
631	DEPT Total:	6.46	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT		Judicial Ditch 10			
73300	Rinke-Noonan Attorney at Law					
58	21-633-000-0000-6273	6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
633	DEPT Total:	6.45	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT		Judicial Ditch 5			
73300	Rinke-Noonan Attorney at Law					
58	21-634-000-0000-6273	6.46	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.46	1 Transactions			
634	DEPT Total:	6.46	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT		Judicial Ditch 6 & Imp			
73300	Rinke-Noonan Attorney at Law					
58	21-635-000-0000-6273	6.46	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.46	1 Transactions			
635	DEPT Total:	6.46	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT		Judicial Ditch 7			
73300	Rinke-Noonan Attorney at Law					
58	21-636-000-0000-6273	6.46	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.46	1 Transactions			
636	DEPT Total:	6.46	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			
73300	Rinke-Noonan Attorney at Law					

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
58	21-637-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
9239	SF Enterprises LLC						
183	21-637-000-0000-6305		1,730.00	JD11 culvert & tile repair	2004	Construction And Repairs	Y
182	21-637-000-0000-6305		22,697.80	JD11 clean & level spoil	2006	Construction And Repairs	Y
9239	SF Enterprises LLC		24,427.80	2 Transactions			
637	DEPT Total:		24,434.25	JD 11 (Ripley Ditch)	2 Vendors	3 Transactions	
638	DEPT			Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law						
58	21-638-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
638	DEPT Total:		6.45	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
58	21-639-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
639	DEPT Total:		6.45	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law						
58	21-640-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
640	DEPT Total:		6.45	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
58	21-641-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			

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641	DEPT Total:		6.45	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law						
58	21-642-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
642	DEPT Total:		6.45	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
73300	Rinke-Noonan Attorney at Law						
58	21-643-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
643	DEPT Total:		6.45	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
73300	Rinke-Noonan Attorney at Law						
58	21-644-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
644	DEPT Total:		6.45	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
73300	Rinke-Noonan Attorney at Law						
58	21-645-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
645	DEPT Total:		6.45	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
58	21-646-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
646	DEPT Total:		6.45	County Ditch 19	1 Vendors	1 Transactions	

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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	
647	DEPT		County Ditch 20			
73300	Rinke-Noonan Attorney at Law					
58	21-647-000-0000-6273	6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
647	DEPT Total:	6.45	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT		County Ditch 21			
73300	Rinke-Noonan Attorney at Law					
58	21-648-000-0000-6273	6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
648	DEPT Total:	6.45	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT		County Ditch 22			
73300	Rinke-Noonan Attorney at Law					
58	21-649-000-0000-6273	6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
649	DEPT Total:	6.45	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT		County Ditch 23			
73300	Rinke-Noonan Attorney at Law					
58	21-650-000-0000-6273	6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
650	DEPT Total:	6.45	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT		County Ditch 24			
73300	Rinke-Noonan Attorney at Law					
58	21-651-000-0000-6273	6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.45	1 Transactions			
651	DEPT Total:	6.45	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT		County Ditch 25			
73300	Rinke-Noonan Attorney at Law					

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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	
58	21-652-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
652	DEPT Total:		6.45	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
58	21-653-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
653	DEPT Total:		6.45	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
73300	Rinke-Noonan Attorney at Law						
58	21-654-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
654	DEPT Total:		6.45	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
73300	Rinke-Noonan Attorney at Law						
58	21-655-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
655	DEPT Total:		6.45	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law						
58	21-656-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
656	DEPT Total:		6.45	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
73300	Rinke-Noonan Attorney at Law						
58	21-657-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y

SBENDORF

11/6/25 3:57PM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 24

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.45		1 Transactions		
657	DEPT Total:		6.45	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
73300	Rinke-Noonan Attorney at Law						
58	21-658-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
658	DEPT Total:		6.45	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law						
58	21-659-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
659	DEPT Total:		6.45	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law						
58	21-660-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
660	DEPT Total:		6.45	Public Tile Ditch 18	1 Vendors	1 Transactions	
662	DEPT			Judicial Ditch 19			
73300	Rinke-Noonan Attorney at Law						
58	21-662-000-0000-6273		6.45	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
662	DEPT Total:		6.45	Judicial Ditch 19	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law						
58	21-665-000-0000-6273		6.46	Ditch atty monthly retainer	402021	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.46	1 Transactions			

SBENDORF

11/6/25 3:57PM

21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 25

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
		<u>No.</u>	<u>Account/Formula</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
665	DEPT Total:			JD 2 Redetermination	1 Vendors	1 Transactions
21	Fund Total:			County Ditch Fund		33 Transactions

SBENDORF

11/6/25 3:57PM

38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 26

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
111	DEPT			Buildings & Grounds				
	9138 ICS Consulting LLC							
124	38-111-045-0000-6600		3,000.00	New CCA fac bill thru Oct	13176	Capital Outlay - CCA Bldg		Y
	9138 ICS Consulting LLC		3,000.00	1 Transactions				
111	DEPT Total:		3,000.00	Buildings & Grounds	1 Vendors	1 Transactions		
201	DEPT			Sheriff				
	8125 Faribo Plumbing & Heating Inc							
59	38-201-000-0000-6600		2,200.00	Change existing sink	25602	Capital Outlay - Sheriff		N
123	38-201-000-0000-6600		150.00	RO system leak	66109	Capital Outlay - Sheriff		N
	8125 Faribo Plumbing & Heating Inc		2,350.00	2 Transactions				
	9138 ICS Consulting LLC							
125	38-201-000-0000-6600		550.00	Sheriff addn bill thru Oct	13171	Capital Outlay - Sheriff		Y
	9138 ICS Consulting LLC		550.00	1 Transactions				
201	DEPT Total:		2,900.00	Sheriff	2 Vendors	3 Transactions		
550	DEPT			Four Seasons				
	8776 Schwickert's Tecta America LLC							
60	38-550-000-0000-6600		286,511.27	Four Seasons reroof thru Oct	App 3	Capital Outlay - Four Seasons		Y
	8776 Schwickert's Tecta America LLC		286,511.27	1 Transactions				
550	DEPT Total:		286,511.27	Four Seasons	1 Vendors	1 Transactions		
38	Fund Total:		292,411.27	Capital Outlay Fund		5 Transactions		

SBENDORF

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 27

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
	10067 Auto Value Owatonna					
126	53-398-000-0000-6301		60.50	Male pipe for JD tractor	197021439	Equip Repairs N
	10067 Auto Value Owatonna		60.50	1 Transactions		
	7835 Borneke Construction, Inc.					
127	53-398-000-0000-6625		1,141,062.67	Phase V-A & V-B cell constr	Steel 183106 App :	Capital Improvements N
	7835 Borneke Construction, Inc.		1,141,062.67	1 Transactions		
	11215 Central Farm Services					
128	53-398-000-0000-6540		1,412.70	425 gallons of diesel	29588	Machine Fuel N
61	53-398-000-0000-6540		723.12	230 gallons of diesel	8507	Machine Fuel N
	11215 Central Farm Services		2,135.82	2 Transactions		
	8424 Cintas					
129	53-398-000-0000-6304		214.12	Rugs & soap	4248635600	Contract Services Y
	8424 Cintas		214.12	1 Transactions		
	14420 Culligan Inc					
184	53-398-000-0000-6304		199.26	Water & cooler rental-Sept	15146894-09302C	Contract Services N
185	53-398-000-0000-6304		138.78	Water & cooler rental-Oct	15146894-10312C	Contract Services N
	14420 Culligan Inc		338.04	2 Transactions		
	35020 Huber Supply Co Inc					
130	53-398-000-0000-6301		470.08	Cutting tips for probe	1176063	Equip Repairs N
	35020 Huber Supply Co Inc		470.08	1 Transactions		
	36550 IFACS					
131	53-398-000-0000-6301		119.43	Cutoff wheel, flap disc	5369348	Equip Repairs Y
62	53-398-000-0000-6301		36.58	Plug, cutoff wheel	5369765	Equip Repairs Y
	36550 IFACS		156.01	2 Transactions		
	38160 J.R.'s Advanced Recyclers Inc					
132	53-398-000-0000-6304		565.00	108 appliances	116902	Contract Services N
	38160 J.R.'s Advanced Recyclers Inc		565.00	1 Transactions		
	3693 Loffler Companies Inc					
63	53-398-000-0000-6381		1,789.46	LFO new printer	5167435	Cpu Usage & Network Support N

SBENDORF
11/6/25 3:57PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 28

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3693	Loffler Companies Inc		1,789.46	1 Transactions			
51295	Metal Services Of Blooming Prairie Inc						
64	53-398-000-0000-6301		203.68	Materials to fix probe	118820A	Equip Repairs	N
51295	Metal Services Of Blooming Prairie Inc		203.68	1 Transactions			
73956	Road Machinery & Supplies Co						
65	53-398-000-0000-6301		109.60	Bolt & washer	282044	Equip Repairs	N
73956	Road Machinery & Supplies Co		109.60	1 Transactions			
398	DEPT Total:		1,147,104.98	Landfill	11 Vendors	14 Transactions	
53	Fund Total:		1,147,104.98	Landfill Fund		14 Transactions	

SBENDORF
11/6/25 3:57PM
72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 29

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
857	DEPT			Well Disclosure			
	10355 eRecording Partners Network LLC						
133	72-857-000-0000-2100		46.50	Refund well cert charge	A000458801	Mn State Treasurer-Well Disclosure	N
	10355 eRecording Partners Network LLC		46.50	1 Transactions			
857	DEPT Total:		46.50	Well Disclosure	1 Vendors	1 Transactions	
866	DEPT			Conceal & Carry Permits			
	9204 BCA MNJIS Biometrics Unit						
186	72-866-000-0000-2100		1,100.00	BCA fees-permit to carry-Nov 3	74-000086	Mn State Treasurer-Conceal & Carry	N
	9204 BCA MNJIS Biometrics Unit		1,100.00	1 Transactions			
866	DEPT Total:		1,100.00	Conceal & Carry Permits	1 Vendors	1 Transactions	
72	Fund Total:		1,146.50	State Collections Fund		2 Transactions	
	Final Total:		1,718,135.73	155 Vendors	216 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	196,193.67	General Revenue Fund	
	5	46,000.00	Human Services Fund	
	7	10,651.51	Opioid Settlement Funds	
	21	24,627.80	County Ditch Fund	
	38	292,411.27	Capital Outlay Fund	
	53	1,147,104.98	Landfill Fund	
	72	1,146.50	State Collections Fund	
	All Funds	1,718,135.73	Total	Approved by,
				
				

PERSONNEL REPORT

November 13, 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>
Katelynn Paape	Accounting Support Specialist	B22/1	11/05/2025
Lauren Sheely	Adult Probation Officer I	C42/1	11/06/2025
Thomas Brooks	Correctional Officer	B24/4	11/24/2025

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Tonya Ohm	Correctional Officer	Detention Center	11/03/2025

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/Interviewing
County Engineer	Highway	Recruiting/Interviewing
Director of Finance	Finance	DDA Recruiting in Process
Assistant Director of CC	Community Corrections	Interviewing
Landfill Operator (0.5FTE)	Landfill	On-hold
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

Subject: Steele County Fairgrounds Electrical Safety Project /Final Payment

Department: Building & Grounds

Committee Meeting Date: November 6, 2025

Board Meeting Date: November 25, 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:

To approve the Final Payment to R&K Electric for the Steele County Fairgrounds Electrical Safety Project in the amount of \$112,183.64.

Background (*Including Budget Impact*):

R&K Electric was awarded the contract for the Steele County Fairgrounds Electrical Safety Project in the amount of \$1,698,000.00. The project is completed with all punchlist items and closeout documents completed. The final contract amount after change orders was \$1,630,542.04.

Attachments:

Final Payment

AIA® Document G732® – 2019

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	Steele County 1525 South Cedar Ave Owatonna, MN 55060	PROJECT:	SCFF Elect. Upgrades Owatonna MN	APPLICATION NO: 15	Distribution to:
FROM	R&K Electric Inc.	VIA CONSTRUCTION		PERIOD TO: October 31, 2025	OWNER: ☐
CONTRACTOR:	3445 Hoffman Drive Owatonna, MN 55060	MANAGER:		CONTRACT DATE: May 31, 2024	CONSTRUCTION MANAGER: ☐
CONTRACT FOR:	General Construction	VIA ARCHITECT:		PROJECT NOS: I&S Group, Inc. / / Steele County	ARCHITECT: ☐
					CONTRACTOR: ☐
					FIELD: ☐
					OTHER: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$1,698,000.00
2. NET CHANGES IN THE WORK	-\$67,457.96
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$1,630,542.04
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$1,630,542.04
5. RETAINAGE:	
a. 5.00 % of Completed Work (Column D + E on G703)	\$0.00
b. 5.00 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$1,630,542.04
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$1,518,358.40
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$112,183.64
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$0.00
(Line 3 minus Line 6)	

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$79,817.00	\$180,000.00
Total approved this month including Construction Change Directives	\$32,725.04	\$0.00
TOTALS	\$112,542.04	\$180,000.00
NET CHANGES IN THE WORK		-\$67,457.96

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

State of: Minnesota

County of: Steele

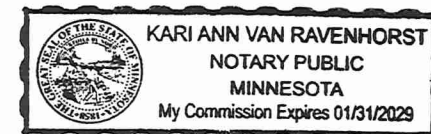
Subscribed and sworn to before

me this

Notary Public: Kari Ann Van Ravenhorst

My Commission expires: January 31, 2029

Date: October 24, 2025



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED **\$112,183.64**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By:

Date:

ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By:

Date: 11/3/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA® Document G703®S – 2017

Continuation Sheet, Contractor-Subcontractor Version

AIA Document G702®S, Application and Certification for Payment, Subcontractor Version, containing Subcontractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

15

APPLICATION DATE:

October 24, 2025

PERIOD TO:

October 31, 2025

ARCHITECT'S PROJECT NO:

I&S Group, Inc.

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Mobilization	73,170.34	73,170.34	0.00	0.00	73,170.34	100.00%	0.00	3,658.52
2	Project Administration	16,296.78	16,296.78	0.00	0.00	16,296.78	100.00%	0.00	814.84
3	Bonds	22,251.31	22,251.31	0.00	0.00	22,251.31	100.00%	0.00	1,112.57
4	Gear	471,204.19	471,204.19	0.00	0.00	471,204.19	100.00%	0.00	23,560.21
4A	Switchboards	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
4B	Panelboards	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
4C	Fuses	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
4D	Enclosed Switches	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
5	Misc Material	319,961.41	319,961.41	0.00	0.00	319,961.41	100.00%	0.00	15,998.07
5A	Grounding & Bonding	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
5B	hangers/Supports	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
5C	Conduits	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
5D	Boxes	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
5E	Wiring Devices	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
6	Misc Labor	435,395.29	435,395.29	0.00	0.00	435,395.29	100.00%	0.00	21,769.76
7	Demo	21,070.68	21,070.68	0.00	0.00	21,070.68	100.00%	0.00	1,053.53
8	Sub (Boring)	121,000.00	121,000.00	0.00	0.00	121,000.00	100.00%	0.00	6,050.00
9	Earthwork	7,650.00	7,650.00	0.00	0.00	7,650.00	100.00%	0.00	382.50
10	Concrete Service Pads	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00	1,500.00
11	OPU Fees PR#1	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
12	Misc Electrical Changes PR #2	56,097.00	56,097.00	0.00	0.00	56,097.00	100.00%	0.00	2,804.85
13	Grandstand panel PR# 3	23,720.00	23,720.00	0.00	0.00	23,720.00	100.00%	0.00	1,186.00

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User Notes:

(3B9ADAA3)

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CCO4	Tamper Proof Fastener, AIC Corrections	32,725.04	0.00	32,725.04	0.00	32,725.04	100.00%	0.00	1,636.25
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	GRAND TOTAL	\$1,630,542.04	\$1,597,817.00	\$32,725.04	\$0.00	\$1,630,542.04	100.00%	\$0.00	\$81,527.10



Steele County Agenda Item

Request for Board Action

Subject: 2026 – 2027 Farmland Lease Agreement

Department: Landfill

Committee: Public Works

Committee Meeting Date: November 10, 2025

Work Session Date: Enter a date.

Board Meeting Date: Enter a date.

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Approve Lease Agreement to high bidder Dean Schroeder for 2026/2027 and authorize the Chair to Sign.

Background (*Including Budget Impact*):

In the past, the landfill rented out 81.5 combined acres of tillable and the grassland.

- 16.5 Acres of tillable land
- 65 Acres of Grassland

In 2026 the landfill will be renting out 75.3 combined acres of tillable and grassland as the landfill needed additional acres of land for the expansion.

- 10.3 Acres of Tillable land
- 65 acres of Grassland

The overall rental payment is low for this lease agreement due to the majority of the property being grassland that has to be maintained as part of the Landfill operating permit.

Attachments:

Map, contract, insurance

**FARMLAND LEASE
LANDFILL
2026-2027**



THIS AGREEMENT is made by and between Steele County (Lessor), and _____ (Lessee).

Description of the Farm. In consideration of the lease and covenants specified below, the Lessor hereby leases to the Lessee real property located in Steele County, Minnesota, legally described as follows:

A portion of the E 1/2 of Section 28, Aurora Township (T 106 N. – R 19 W.) consisting of approximately 75.3 acres (herein called the "Farm"). Attached map indicates actual acreage pertinent to this agreement.

The lessee is advised that 1-3 acres of land on Parcels A & B are subject to wet conditions and crop depredation from wildlife in any given year, which can reduce the harvest yield.

Use of Property. The Farm is to be used for the purpose of farming. Lessee agrees to control noxious weeds and to complete an NRCS Conservation Plan for the farmland, if participating in a current government farm program.

Tillable acres will have crop residue at the beginning and end of the lease.

Liability insurance coverage in the amount of \$500,000 per claimant, \$1.5 million per occurrence will be required for the term of the lease, as per MN Statute.

First cutting of grassland including all slopes shall be completed by July 15th, or renter will be billed an hourly Landfill rate-of \$75.00 hr.

The road ditch along the west side of 64th Ave will be maintained by Landfill and will not be part the lease agreement

Length of Lease. This lease is for a term of two (2) years beginning on January 1, 2026 and ending November 30, 2027, or 15 days after the crop is harvested, whichever is earlier. The lessor and lessee may upon mutual agreement renew this lease for up to one additional term (2 years).

Amount of Lease. The Lessee shall pay to the Lessor as rental for the Farm, the sum of \$1,612.50 each year from 2026-2027, due on or before April 1st of each year of the agreement.

Default. If Lessee fails to make the rental payments when due or fails to fulfill any of the covenants contained in this Lease, the Lessor may terminate this lease agreement and take possession of the Farm.

No Assignment. Lessee agrees not to assign this Lease or sublet the Farm or any part thereof

without the written consent of the Lessor.

Surrender of Premises. Lessee agrees at the expiration or termination of the Lease to vacate the Farm, return gate key, and leave it in as good condition as when taken, subject only to reasonable wear and tear and damage by the elements.

No Waste by Tenant. Lessee agrees to cultivate the Farm in a careful and husband-like manner and to protect all crops from injury and waste, and to protect the trees on the Farm and to cut no green trees and to commit no waste or damage on the Farm and to suffer none to be done.

Removal of Dirt. Lessee agrees not to remove any dirt from the Farm.

Security Deposit in Crops. To secure the payment of the rental and any advance made under this Lease, Lessee hereby sells, conveys and mortgages unto Lessor his entire interest in and to all crops of small grains, corns and all tame and wild hay raised and secured upon the Farm during the season, provided, that if Lessee shall pay or cause to be paid to Lessor, the rent set forth above when due, that this part of the Lease is void and of no effect, otherwise the same shall be construed for all intents and purposes a chattel mortgage with power of statutory foreclosure sales. Lessee agrees to sign any documents to perfect this lien.

Communication. Lessee shall communicate to Lessor when grassland cutting, fertilizer application, and other events are scheduled, and if subcontractors or operators other than Lessee are doing the work.

Lessee agrees that it will save and hold harmless Lessor from any and all claims, causes of action or liability whatever arising out of the use of said premises, including but not limited to property sublet by Lessee.

COUNTY OF STEELE:

By _____
Lessor – Chairman County Board
for Steele County

11-6-2025
Date

LESSEE:

By Dean Schroeder
(Signature of Lessee)

11-6-2025
Date

**BID FORM FOR
RENTAL OF 75.3 ACRES OF GRASSLAND
AND FARMLAND IN SECTION 28,
AURORA TOWNSHIP**

TO: Steele County Board of Commissioners

RE: Bid Opening, November 3, 2025, 10:00 a.m.

Steele County Landfill Office
9420 64th Ave SE
Blooming Prairie, MN 55917

The undersigned hereby agrees to rent 75.3 acres of farmland from 2026-2027, as indicated on the attached map. Please be advised that 1-3 acres of land on Parcels A & B are subject to wet conditions and crop depredation from wildlife in any given year, which can reduce the harvest yield.

The following conditions will be part of the lease agreement with the County:

1. An NRCS Conservation Plan will need to be developed on the HEL acres that are enrolled in the farm program.
2. Tillable acres will have crop residue at the beginning and end of the lease.
3. Liability insurance coverage in the amount of \$500,000 per claimant, \$1.5 million per occurrence will be required for the term of the lease, as per MN Statute.
4. First cutting of grassland **including all slopes shall be completed by July 15'**, or lessee will be billed an hourly Landfill rate-of \$75.00 hr.
5. The road ditch along the west side of 64th Ave will be maintained by Landfill and will not be part the lease agreement.

Lessee agrees to and with the Lessor to pay as rent for the above-mentioned premises, for and during the full term of this Lease no later than April 1st of each year. The lessor and lessee may upon mutual agreement renew this lease for up to one additional term (2-year).

a) Row crops: 10.3 Acres @ \$ 125.00 per acre

b) Grassland: 65 Acres @ \$ 5.00 per acre

Bidder Information:

a. Name of Bidder(s): Dean P Schroeder

b. Address: [REDACTED]

c. Telephone Number: [REDACTED]

d. Authorized Signature: Dean Schroeder



Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or reuse of the data provided herein, regardless of the format or the means of transmission. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION ABOUT THE ACCURACY, CURRENTNESS, SUITABILITY, PERFORMANCE, MERCHANTABILITY, RELIABILITY, OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN shall not be liable for any direct, indirect, special, incidental, compensatory or consequential damages or third party claims resulting in the use of this data, even if Steele County, MN, has been advised of the possibility of such potential loss or damage. This data may not be used in claims that do not allow the exclusion or limitation of incidental or consequential damages.

	Grassland		Roads		US/State Highway		Or
	Title		Symbol_RdType		County Highway		Ra

1:4,800

Aerial Imagery: Spring 2025

Steele County Landfill

Steele County
GIS



Steele County Agenda Item

Request for Board Action

Subject: Donation for the Steele County Sheriff's Office

Department: Sheriff's Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: November 13, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Approve the donation to the Steele County Sheriff's Office

Background (*Including Budget Impact*):

Per State Law, all donations must be approved by the County Board of Commissioners

\$ 500.00

From the American Legion Auxiliary Unit 77

Attachments:

Donation Acceptance Resolution November 13, 2025



**STEELE COUNTY RESOLUTION
ACCEPTANCE OF CASH DONATION
FOR STEELE COUNTY SHERIFF'S OFFICE**

Department: Sheriff's Office

Date: 11/5/2025

Resolution No: 2025-047

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donations offered;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donation of:

\$ 500.00

From the American Legion Auxiliary Unit 77

To be used for establishing an Honor Guard Detail within the Steele County Sheriff's Office.

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

Dated this 13th day of November 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

James, Brady, 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 13th day of November 2025.



Steele County Agenda Item

Request for Board Action

Subject: Veteran Services, \$250 check donation

Department: Veteran Services

Committee: Choose an item.

Committee Meeting Date:

Work Session Date: Enter a date.

Board Meeting Date: November 13, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Donation from the Kindness Crew Daycare (Lisa Korbel), check \$250 to help Veterans in need

Background (*Including Budget Impact*):

n/a

Attachments:

See attached Resolution



STEELE COUNTY RESOLUTION
ACCEPTANCE OF DONATION
VETERANS SERVICES

Department: Veteran Services

Date: 11/13/2025

Resolution No: 2025-048

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donation offered;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donations of:

Donated by The Kindness Crew Daycare (Lisa Korbel), 220 West Holly, Owatonna:

- Check donation of \$250 to help Veterans in need

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

Dated this 13th day of November 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 13th day of November 2025.

Attest



Steele County Agenda Item

Request for Board Action

Subject: Personnel Policy Update: Holidays

Department: Human Resources

Committee: Internal Central Services

Committee Meeting Date: November 4, 2025

Work Session Date: n/a

Board Meeting Date: November 13, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approval.

Recommendation:

Update sections 7.1.1 and 7.1.3 of the Steele County Personnel Rules and Policies to designate Christmas Eve as a full day observed holiday.

Background (*Including Budget Impact*):

Current Policy and Practice: When Christmas Eve falls on a Friday, Saturday, or Sunday, Christmas Eve is not observed as a holiday and employees receive a half-day floating holiday. When Christmas Eve falls on a Monday, Tuesday, Wednesday, or Thursday the County observes a full day holiday.

Recommended Policy Changes Noted Below in Red:

7.1.1 Designation

Official holidays of the County are:

New Years Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day

January 1
Third Monday in January
Third Monday in February
Last Monday in May
July 4
First Monday in September
November 11

Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

Fourth Thursday in November
Fourth Friday in November
~~1/2 or full refer to union contracts~~ December 24
December 25

When any regular holiday falls on a Saturday or Sunday the preceding Friday or following Monday shall be declared a holiday for employees whose normal schedule is Monday through Friday.

7.1.3 December 24th Hours

~~If December 24th falls on a Monday, Tuesday, Wednesday or Thursday the County will observe that day as a full day holiday. When Christmas Eve falls on a Friday, Saturday or Sunday, Christmas Eve will not be observed as a holiday and each employee shall be eligible for one-half (1/2) floating holiday in lieu of Christmas Eve holiday. In this instance the floating holiday may be observed on a date mutually agreed to by the employer and employee. This policy does not apply to employees of the Sheriff's Department and does not apply to those other departments and employees expected to remain on duty during adverse weather or other work requirements, as determined by union contract.~~

When December 24th falls on Friday the Christmas Eve holiday will be observed on December 24th and the Christmas Day holiday will be observed the following Monday. When December 24th falls on a Saturday or Sunday, the preceding Friday shall be observed as the Christmas Eve holiday and the Christmas day holiday will be observed on the following Monday. In all other instances, Christmas Eve and Christmas Day will be observed on their actual calendar dates.

Attachments:

- N/A



Steele County Agenda Item

Request for Board Action

Subject: Personnel Policy Update: Life Insurance

Department: Human Resources

Committee: Internal Central Services

Committee Meeting Date: November 4, 2025

Work Session Date: n/a

Board Meeting Date: November 13, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approval.

Recommendation:

Update section 8.2 of the Steele County Personnel Rules and Policies to increase employer provided term life insurance coverage to \$50,000 for non-exempt, non-union employees.

Background (*Including Budget Impact*):

Current Policy and Practice: Non-exempt, non-union employees receive an employer-paid \$10,000 term life insurance policy at the time of hire. After five years of employment the employer-paid term life insurance policy increases to \$25,000.

Exempt, non-union employees receive an employer-paid \$50,000 term life insurance policy.

Impact: Increasing employer-paid term life insurance to \$50,000 for non-exempt, non-union employees currently impacts two employees.

Current Policy (recommend rewriting):

8.2 Life Insurance

~~Minnesota Mutual Life Insurance Company~~

~~\$10,000 Term Life Coverage Each Employee (after age of 65 coverage \$ decrease)~~

~~\$25,000 Term Life Coverage Each Employee after 5 years of service (after age of 65 coverage \$ decrease)~~

~~Premium Rates Paid by Steele County~~

~~Employees may select dependent life insurance for children at their own cost. It is also possible to increase life insurance for self and spouse at extra cost.~~

~~Additional voluntary life insurance is also available through PERA.~~

Recommended Policy Change:

8.2 Life Insurance

Eligible exempt and non-exempt employees are provided with an employer-paid \$50,000 term life insurance and accidental death & dismemberment (AD&D) policy.

Supplemental, spouse, and/or dependent life insurance is available for purchase by eligible employees. Employee premiums vary depending on age and level of coverage elected. Employee premiums are paid via post-tax payroll deductions semi-monthly.

Attachments:

- N/A



Steele County Agenda Item

Request for Board Action

Subject: Office Space Lease Agreement - MNPrairie

Department: Administration Office

Committee: Internal Central Services

Committee Meeting Date: November 4, 2025

Work Session Date: Enter a date.

Board Meeting Date: November 13, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Approve 2026 office lease agreement with MN Prairie and authorize Chair to sign agreement

Background (*Including Budget Impact*):

MN Prairie (14,336 square feet) leases office space from the County in the Administration Center. Since MN Prairie is a "arms length" agency of the county using federal funds, we are restricted by federal regulations to charge them an amount that cannot exceed our cost to provide the service. The proposed 2026 annual lease rate is \$200,704.00. Per agreement with Waseca and Dodge County, each county will be charging the same amount at \$14.00 per sq ft for 2026.

		Per Ft	
	Rent	Increase	14336 Sq Feet Rented
2023	\$177,623.00	4.0%	\$12.39
2024	\$182,961.00	3.0%	\$12.76
2025	\$182,961.00	3.0%	\$12.76
2026	\$200,704.00	8.0%	\$14.00

Attachments: Lease Agreement

LEASE OF COMMERCIAL SPACE

THIS AGREEMENT, by and between Steele County (the County), Lessor, and Minnesota Prairie County Alliance (MNPrairie), Lessee.

WITNESSETH, that the Lessor in consideration of rents and covenants herein mentioned, does hereby lease to the Lessee, and the Lessee does hereby take from the Lessor, the premises described below in the County of Owatonna, State of Minnesota.

1. Term: (1) year commencing January 1, 2026.

2. Commencement of Lease: The date upon which the term of this lease begins is referred to as the “commencement date” and shall be deemed to be the date which occurs on the first date following delivery of possession.

3. Rent: Rent shall be payable as follows: The annual lease shall be \$200,704.00 which the Lessee shall pay in quarterly installments of \$50,176.00 These rental amounts shall be due in the first month of each calendar quarter, payments beginning January 1, 2026 and in the first month of each successive quarter during the term of this lease. There shall be no security deposit paid.

4. Scope of Lease: Payment of rent **will** cover the following items:

- Approximately 14,336 square feet of office space currently being occupied by employees of Lessee located at 630 Florence Avenue, Owatonna, MN 55060.
- Use of shared conference rooms and other common areas that are presently shared with other employees of Steele County.
- Parking
- Utilities, including water, sewer, gas and electricity
- Garbage and recycling management
- Maintenance of real property
- Lawn care
- Snow removal
- Supplies for restroom facilities
- Cleaning of leased office space
- Cleaning of restrooms, waiting areas and other common areas
- Access key for existing staff with a to be determined charge for new staff
- Real property insurance

The rent payment **will not** cover the following items:

- Copy machines
- Paper shredding
- MNPrairie owned vehicles
- Furniture

- Future physical plant modifications will be discussed on a case-by-case basis
5. **Use:** Exclusive use – Lessor agrees that provided Lessee is not in default herein under during the term of this lease, and any extensions or renewals thereof, Lessors will not lease any portion of the building to any other Lessee.
 6. **Premises:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor, for the term upon and conditions herein provided, the premises described herein.
 7. **Care of Property:** Lessor and Lessee will keep said premises in a neat, clean, and respectful condition. If Lessee believes an unclean condition exists on the property they shall give notice of the same, including the specific conditions which need to be remedied, and the Lessor shall have 30 days in which to cure such condition.
 8. **Sub-lease or Assignment:** Lessee will not assign or underlet said premises or any part thereof without the written consent of Lessor.
 9. **Termination:** Upon termination of the Lease Agreement, Lessor will assume possession and ownership of all personal property, including but not limited to furniture, equipment, and supplies used in the provision of human services. Lessee agrees to remove all personal belongings from the premises no later than the effective date of termination. Any personal belongings left behind after the termination date will be considered abandoned, and the Lessor may dispose of it as it deems necessary or advisable.
 10. **Taxes:** The Lessor shall pay as due all real estate taxes due on the subject property. Payment shall be made directly to the appropriate county officer.
 11. **Insurance:** The Lessor shall maintain insurance on the property and the Lessee shall maintain insurance applicable to its personal property.
 12. **Maintenance, repairs, and alterations:** Routine maintenance which shall include but not be limited to, to light bulbs, cleaning supplies and floor coverings shall be the responsibility of Lessor. In addition, major repairs will be the responsibility of Lessor, unless the negligence and/or abuse of Lessee is the reason for any malfunction or damage.
 13. **Utilities:** The Lessor agrees to pay for all water, light, heat, and other utilities used herein during the term of this lease. Said Lessor is solely responsible for payment of such debts incurred for such use of utilities and will hold the Lessee harmless for any delinquency that may incur from Lessor's non-payment.
 14. **Waiver and Indemnity:** Lessor (including their officers, employees, agents and representatives) shall not be liable to Lessee or those claiming by, through or under Lessee for any injury, death, or property damage occurring in, on or about the property except for negligence directly attributable to the Lessor.

15. Casualty: If the premises or the project shall be partially damaged by fire, or other cause, the Lessor shall at their option, either:

- a) undertake to restore such damages with all due diligence; or
- b) in the event the premises are damaged by fire or other cause to the extent that damage cannot in Lessor's sole judgment be economically repaired within 30 days after the date of such damage, the lease shall be terminated unless otherwise agreed upon by both the Lessor and Lessee.

16. Default: If the Lessee defaults on this lease, the Lessors may use any legal remedy recognized by laws of the State of Minnesota.

17. Parking of vehicles: Lessee agrees that they shall park no private vehicles or Lessee owned vehicles in locations that are designated for public use.

IN TESTIMONY WHEREOF, both parties have signed this lease the date herein first above written.

Lessor, Steele County Board Chair

Lessee, MNPrairie Board Chair



Steele County Agenda Item

Request for Board Action

Subject: MRCI Lease – Administration Center

Department: Administration Office

Committee: Internal Central Services

Committee Meeting Date: November 4, 2024

Work Session Date: Enter a date.

Board Meeting Date: November 13, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

n/a

Recommendation:

Approve 2026 office space lease for MRCI

Background (*Including Budget Impact*):

The County leases 1566 sq ft of office space in the lower level of the Administration Center to MRCI, who works with MN Prairie to provide employment services. The Rates over the past years:

	Rent	Per Ft Increase	1566 Sq Feet rented
2023	\$25,056.00	6.7%	\$16.00
2024	\$26,070.00	4.0%	\$16.65
2025	\$26,856.00	2.9%	\$17.15
2026	\$27,639.00	2.9%	\$17.65

The proposed 2026 lease is \$27,639.00 annually (\$17.65/sq ft), which represents a 2.9% increase over the 2025 rate.

Attachments:

Lease Agreement

Steele County / MRCI
LEASE OF COMMERCIAL SPACE

THIS AGREEMENT is by and between Steele County (the "County"), Lessor, and MRCI WorkSource (MRCI), Lessee.

In consideration of the mutual covenant contained herein, the parties agree as follows:

Section One
Description of Premises

Lessors lease to the Lessee the portion of the premises located at 630 Florence Avenue, City of Owatonna, County of Steele, State of Minnesota, described as follows:

1,566 square feet of office space located on the garden floor of the Steele County Administration Center

Section Two
Term

The term of this lease is for twelve months beginning January 1, 2026, and terminating on December 31, 2026.

Section Three
Rent

Rent shall be payable as follows: the annual lease shall be twenty-three thousand four hundred and ninety dollars and zero cents (\$27,639.00). The Lessee shall pay in monthly payments of one thousand nine hundred and fifty-seven dollars and fifty cents (\$2,303.25). These rental amounts shall be on the first of each month during the calendar year, beginning January 1, 2026. There shall be no security deposit paid.

Section Four
Scope of Lease

Payment of rent will cover the following items:

- Approximately 1,566 square feet of office space as defined in Section One.
- Use of common areas that are presently shared with employees of Steele County.
- Parking
- Utilities, including water, sewer, gas and electricity.
- Garbage and recycling management.
- Maintenance of real property
- Lawn care
- Snow removal
- Supplies for restroom facilities
- Cleaning of leased office space
- Cleaning of restrooms, waiting areas and other common areas
- Real estate taxes due on subject property
- Initial access key card as outlined in Tenant Key Card Policy

- Real property insurance

The rent payment will not cover the following items:

- Copy Machines and other technology
- Paper shredding
- Furniture
- Insurance applicable to its personal property
- Future physical plant modifications will be discussed on a case-by-case basis.

Section Five Restrictions

Lessee shall not use the premises in any manner that will increase the risks covered by insurance on the premises and result in an increase in the rate of insurance or a cancellation of any insurance policy, even if such use may be in furtherance of Lessee's business purposes. Lessee shall not keep, use or sell anything prohibited by any policy of fire insurance covering the premises necessary to keep in force the property and liability insurance. Lessee shall make no improvements to the premises without approval, in writing, from Lessors which shall not be unreasonably withheld.

Section Six Care of Property

Lessor represents that the premises are in fit condition for use by Lessee. Acceptance of the premises by Lessee shall be construed as recognition that the premises are in a good state of repair and in sanitary condition. Lessee shall surrender the premises, in the same condition as when Lessee took possession, allowing for reasonable use and wear, and damage by acts of God, including fires and storms. Before delivery, Lessee shall remove all business signs placed on premises by Lessee and restore the portion of the premises on which they are placed in the same condition as when received.

Lessor and Lessee will keep said premises in a neat, clean and respectful condition. If Lessee believes an unclean condition exists on the property, they shall give notice of the same, including the specific conditions which need to be remedied, and the Lessor shall have 30 days in which to correct such condition.

Routine maintenance which shall include, but not be limited to:

light bulbs, cleaning supplies and floor coverings shall be the responsibility of the Lessor. In addition, major repairs will be the responsibility of Lessor, unless the negligence and/or abuse of the Lessee is the reason for any malfunction or damage.

Section Seven Entry of Premises by Lessor

Lessor reserve the right to enter on the premises at reasonable times to inspect them, perform required maintenance and repairs, or make additions, alterations, or modifications to any part of the building in which the premises are located. The Lessee shall permit Lessor to do so. Lessor may erect scaffolding, post relevant notices, and place moveable equipment in connection with making alterations, additions, or repairs, all without incurring liability to Lessee for disturbance of quiet enjoyment of the premises, or loss of occupation thereof.

Section Eight
Waiver and Indemnity

Lessor (including their officers, employees, agents and representative) shall not be liable to Lessee or those claiming by, through or under Lessee for any injury, death, or property damage occurring in, on or about the property except for negligence directly attributable to the Lessor.

Section Nine
Sub-Lease or Assignment

Lessee will not assign or underlet said premises or any part thereof without the written consent of the Lessor. Any unauthorized assignment, sub-lease, or license to occupy by any Lessee shall be void and shall terminate the lease at the option of the Lessor.

Section Ten
Breach

The appointment of a receiver to take possession of the assets of Lessee, a general assignment for the benefit of the creditors of Lessee, any action taken or allowed to be taken by Lessee under any bankruptcy act, or the failure of Lessee to comply with each and every term and condition of this lease shall constitute a breach of this lease. Lessee shall have 15 days after receipt of written notice from Lessor of any breach to correct the conditions specified in the notice, or if the corrections cannot be made within the 15-day period, Lessee shall have a reasonable time to correct the default if action is commenced by Lessee within 15 days after receipt of the notice.

Section Eleven
Remedies of Lessor for Breach by Lessee

In the event of a breach under this lease, Lessor may terminate the lease on giving 30-days written notice of termination to Lessee. Without such notice, re-entry will not terminate the lease. On termination Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovering the premises and the worth of the balance of this lease over the reasonable rental value of the premises for the remainder of the lease term, which sum shall be immediately due Lessor from Lessee.

MRCI Workforce

Steele County

By: 

Steele County Administrator

Its: CEO

Date: _____

Date: 10/15/2025



Steele County Agenda Item

Request for Board Action

Subject: USICG Contract

Department: Finance Department

Committee: Internal Central Services

Committee Meeting Date: November 4, 2025

Work Session Date: Enter a date.

Board Meeting Date: November 13, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Approve the contract renewal for 2026-2027 with USICG to perform the County's actuarial valuation of its Other Post-Employment Benefits plan and authorize Madison Melcher, Steele County Financial Analyst to sign

Background (*Including Budget Impact*):

Attached is a two-year contract to have USICG to perform the County's actuarial valuation of its Other Post-Employment Benefits (OPEB) plan as required by GASB 75. The first year of valuation will cost the County \$6200, and the 2nd year of review will cost the County approx. \$900-\$1100. The County has used USICG (formerly known as Hildi, Inc) for many years to conduct the required valuation of its OPEB. The County Attorney has reviewed and approved the contract.

Attachments:

USICG two-year contract

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated October 28, 2025 by and between USI Consulting Group, Inc. (USICG - earlier as **Hildi Inc.**) USICG with offices located at 8000 Norman Center Drive, Suite 400, Bloomington, MN 55437 with headquarters at 95 Glastonbury Blvd., Suite 102, Glastonbury, CT 06033 (hereinafter referred to as the "Consultant") and Steele County with offices located at 630 Florence Avenue, Owatonna, MN 55060 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties".

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.
2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.
3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.
4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by

Consultant or others, Consultant grants and agrees to grant to Company, or obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.
6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder.

Company shall notify Consultant of any such claim, action or suit and shall reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.
8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.
11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.
12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.
13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.
14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or

certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company: Ms. Renae Fry
County Administrator
Steele County
630 Florence Avenue
Owatonna, MN 55060

If to Consultant: USI Consulting Group, Inc. (USICG- earlier as **Hildi Inc.**)
8000 Norman Center Drive
Suite 400
Bloomington, MN 55437
Attn: Noel Johnson, FSA
Consulting Actuary

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.
16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.
17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.
18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.
19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

Company: Steele County

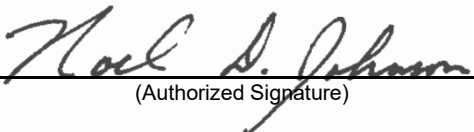
Consultant: USICG (earlier as Hildi Inc.)

By: _____
(Authorized Signature)

Name: Madison Melcher
(Print or Type)

Title: _____
(Print or Type)

Date: _____

By:  _____
(Authorized Signature)

Name: Noel Johnson

Title: Vice President & Consulting Actuary

Date: October 28, 2025

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

In Process

**Exhibit 1 to
AGREEMENT FOR CONSULTING SERVICES
Consultant and Rate Schedule**

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
USICG (Hildi Inc.) Actuaries and Consultants	Consulting Actuaries	January 1, 2026	December 31, 2027

Base Fees

The approximate budget for USICG consulting services is as follows:

	2026 Fiscal Year	2027 Fiscal Year
GASB 75	\$6,200 (includes Rice-Steele 911 Center)	January 1, 2026 actuarial valuation to be used as the base results for this fiscal year. GASB 75 disclosures to be developed for the year ending December 31, 2027. Approximately \$900 - \$1,100

Optional: GASB 75/73/101 consulting review on the true-up benefit payment calculations. Each fiscal year it is possible for some additional fees to occur due to this request from the Company/Client on this important calculation.

These Base Actuarial Fees include the following:

- An Actuarial Report including all information required by the GASB Statements. USICG (Hildi Inc.) will provide an electronic copy of the actuarial report. One to three hard copies of the report can be sent, too, if requested.
- A results meeting by conference call or video call to discuss the results.
- Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated.
- Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports.

All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation or year-end disclosure. Additional charges may occur if there is out of scope work due to an auditor request, OPEB Trust, changes in funding or investment policy for the OPEBs, changes in plan provisions or assumptions, or changes in the GASB disclosure requirements.

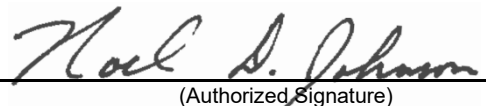
SERVICES OR REQUIREMENTS:

The Agreement for Consulting Services is dated October 28, 2025.

Company: Steele County

Consultant: USICG (earlier as Hildi Inc.)

(Authorized Signature)



(Authorized Signature)

(Date)

October 28, 2025

(Date)

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)



Steele County Agenda Item

Request for Board Action

Subject: Amended Ordinance #42 Regulating Cannabis Businesses

Department: Public Health

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: October 28, 2025

Board Meeting Date: October 28, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Following a Public Hearing, approve the amended Ordinance #42 Regulating Cannabis Businesses.

Background (*Including Budget Impact*):

The Office of Cannabis Management (OCM) required Hemp-Derived Cannabinoid Product (HDCP) retailers licensed under Minn. Stat. 151.72 to register by August 31, 2025, in order to convert their HDCP license to a Lower-Potency Hemp Edible (LPHE) retailer license under the new cannabis statute (Minn. Stat. 342). These registered retailers must apply for LPHE licenses by October 31, 2025. Additionally, retailers that did not previously hold HDCP licenses may apply for LPHE licenses during this timeframe.

Due to the impacts of cannabis use on youth health and the impacts of outlet density on youth access, County staff recommend updating Steele County's ordinance to strengthen restrictions on time, place, and manner of how cannabis and hemp product can be sold. These updates intent to strike a balance between protecting youth from access and exposure to these products, taking a cautious approach as the County builds the capacity to register these businesses and conduct compliance checks, and support local businesses that already have strong age restrictions in place.

The proposed amendments to Ordinances #42 include the following changes in Section 3:

- 1) Limiting sales to retailers that prohibit anyone under 21 from entering at all times, with the exception of beverages sold for on-site consumption in licensed food and beverage establishments with a valid on-sale liquor license.
 - a. Retailers seeking a license after the August 31, 2025, OCM registration deadline must follow the same buffer restrictions as adult-use cannabis retailers.
 - b. To support established local businesses with strong protections against youth access and exposure, retailers registered with OCM by August 31, 2025, are exempt from these buffer requirements.
- 2) Reiterating sections of Minn. Stat. 342 related to legal age of consumption, age verification, minimum clerk age, and packaging & labeling requirements.
- 3) Strengthening time, place, and manner restrictions in alignment with Public Health Law Center recommendations and Steele County's Ordinance 26 regarding tobacco sales:
 - a. Prohibiting the sale of cannabis and hemp products through vending machines, self-service displays, at a moveable place of business, or by delivery sales.
 - b. Prohibiting smoking, sampling, and on-site consumption of cannabis and hemp products (with an exception for licensed food and beverage establishments)
 - c. Prohibiting the sale of products that are attractive to underage persons

If the Board supports the recommended limitation on the sale of low potency hemp, recommend calling for a public hearing on November 13th, 2025.

Pending no objections at the Public Hearing on November 13th, County staff recommend approving these amendments to ensure LPHE retailers and products are regulated with similar caution and intentionality as adult-use cannabis. This approach promotes public health and safety, reduces youth substance use and exposure, and gives the County time to adjust to the new local registration and compliance responsibilities, which did not exist for HDCCP retailers.

Attachments:

OCM's Hemp Registration to License Holder Conversion Guide (pages 4 & 5)

OCM's Hemp Businesses in Minnesota Guide (pages 6 & 11)

Cannabis Fact Sheet

LPHE Retailers in Steele County

Effects of Amended Ordinance No. 42 on Registered Retailers

Registered Retailers Density Maps

DRAFT Amended Ordinance No. 42 Regulating Cannabis Businesses

Transition Process for Hemp Registrants

Hemp registrants must apply for an LPHE license based on their activities and products.

Businesses registered to sell hemp-derived cannabinoid products under Minnesota Statutes, section 151.72 may continue operations during the interim period before the October application window and while their license application(s) are under review.

Once licensed, all LPHE license holders must comply with chapter 342, including requirements to source LPHEs from licensed lower-potency hemp edible manufacturers (LPHE-M) and cannabis businesses, or imported from out-of-state by either a cannabis wholesaler or a lower-potency hemp edible wholesaler (LPHE-W) license holder. Businesses currently operating under the hemp registration and applying for a cannabis business license must comply with chapter 342—including as it relates to LPHEs—immediately upon obtaining their license.

Hemp registrants should apply when OCM opens applications for LPHE licenses on October 1, 2025. The registrant will be permitted to sell for 30 days after the license application window opens. **At the close of the initial LPHE license application period, OCM will begin enforcement actions against unlicensed sellers of hemp-derived cannabinoid products who have not submitted an LPHE license application, are not in the application process for a cannabis business license or have not successfully obtained a cannabis business license.** After the LPHE license application window closes, hemp businesses who do not have a pending LPHE application will no longer be permitted to sell hemp-derived cannabinoid products under Minnesota Statutes, section 151.72.

During the application process for LPHE licensing, pre-licensure inspections will not be required for registered hemp retailers who have already undergone an inspection as part of their registration. However, lower-potency hemp edible manufacturer (LPHE-M), lower-potency hemp edible retailer (LPHE-R), and lower-potency hemp edible wholesaler (LPHE-W) applicants who are not currently registered may be required to complete a pre-licensure review and/or site inspection before obtaining their license. While a pre-licensure inspection may not be required, nothing limits the office's ability to conduct inspections of businesses as provided by law.

Steps to Stay in Compliance



Step 1. Determine the appropriate license type

Assess your business activities and decide whether to apply for a lower-potency hemp edible retail license (LPHE-R), a lower-potency hemp edible manufacturing license (LPHE-M), a lower-potency hemp edible wholesaler license (LPHE-W), or a combination of the above.



Step 2A. For LPHE license applicants

If you plan to apply for an LPHE license, prepare for the application period. Applications for LPHE-R, LPHE-M, and LPHE-W licenses will be accepted from October 1 to October 31, 2025. Ensure you have all necessary documentation ready and remain in good standing with the state of Minnesota and OCM. Your business must not have any outstanding fines or correction orders.

For those planning to obtain a lower-potency hemp edible retailer license and sell LPHEs, you must also obtain a local retail registration directly from your local government. Prepare now by engaging with your local government about their requirements to apply for a local retail registration.



Step 2B. For cannabis business license applicants

If you determined that a cannabis business license is the best fit, you should apply during a cannabis licensing round. If you missed the application window earlier in 2025, future licensing rounds may be available.

Once licensed, cannabis business license holders must immediately comply with chapter 342.



Step 3. Avoid enforcement actions

Failure to submit an application by the close of the LPHE application period in fall 2025 will result in compliance enforcement actions against your business if sales continue.



Step 4. Understand the regulatory transition

Hemp registrants may continue operating under section 151.72 until officially licensed by OCM. Once licensed, they must comply with chapter 342, including—but not limited to—sourcing products from licensed manufacturers (LPHE-M, and cannabis businesses) and using authorized wholesalers (LPHE-W or cannabis wholesaler) if importing LPHE products from out of state.

Registration Requirements

Under Minnesota Statutes, section 151.72, hemp businesses were required to register with OCM in order to sell hemp-derived cannabinoid products. The registration also provided an option to convert to licensure under the chapter 342 framework.

OCM closed the registration window on August 31, 2025. This temporary window, which opened on June 2, allowed businesses seeking to sell hemp-derived cannabinoid products (HDCPs), including hemp-derived THC beverages, to register with OCM ahead of the busy summer season.

Now that the registration period has ended, OCM is moving to the next phase of implementation under Minnesota's cannabis regulatory framework.

Licensing Timelines

OCM will accept applications for hemp business licenses between October 1 and October 31, 2025. All registered businesses who wish to continue selling LPHEs will be required to apply for a license under [Minnesota Statutes, chapter 342](#).

Under [Minnesota Statutes, section 342.18, subdivision 4](#), a hemp business must have been registered prior to the adoption of rules to qualify for conversion to licensure.

Businesses that were not registered with OCM during the registration period will be eligible to apply for a license starting October 1 as well but will not be able to operate until the license has been issued.

Existing hemp registrants will remain governed by Minnesota Statutes, section 151.72 until licenses from OCM are issued. At that point, all LPHE license holders must operate in compliance with Minnesota Statutes, chapter 342. *To support the launch of the adult-use cannabis market and provide continuity for existing hemp-derived businesses and medical cannabis patients, OCM has authorized a [product transition period](#) through December 31, 2025.*

Local Government Considerations

LPHE license holders must maintain compliance with state and local building, fire, and zoning regulations.

In addition to an OCM-issued license and endorsement, LPHE-R license holders must also obtain a **retail registration** from their local government before the business can begin retail sales. Local governments may charge an initial retail registration fee of up to \$125 per location.

Retail registrations may only be issued by the local government after a business receives a license from OCM, pays the local retail registration fee, and, if applicable, passes any preliminary compliance checks conducted by the local government and is found to be in good standing on any applicable property taxes and assessments.

- Local governments may not limit the number of local retail registrations they issue to LPHE-Rs.
- Local governments may not prohibit the possession, transportation, or use of LPHEs in their jurisdictions.
- Local governments are required to conduct annual compliance and age verification checks of LPHE-Rs with a local retail registration.

([Minnesota Statutes, section 342.22](#))

Applicants/license holders should work directly with local governments to obtain a retail registration.

As businesses prepare to apply for a lower-potency hemp edible retailer licenses during the October 1 – October 31 application window, they are encouraged to begin conversations with local governments **now** to ensure there is a process to obtain a local retail registration after OCM issues the hemp business license. **Applicants should reach out to their local government to ensure mutual understanding of what will be required to obtain a local retail registration in addition to the hemp business license from OCM. It is critical for applicants to ensure timing alignment of the issuance of the license and the local retail registration. If these are not issued at the same time, then the retailer may be forced to temporarily halt sales.**

Cannabis Use Health Impacts

Short Term

- Effects of Cannabis include:
 - Relaxed or “high” feeling
 - Racing heart
 - Slower reaction time
 - Slurred speech
 - Trouble thinking, concentrating, or remembering
 - Temporary confusion, anxiety, panic, or paranoia
- There is limited information on how cannabis interacts with other substances including prescription medications

Long Term

- Cannabis can be addictive
 - 1 in 10 adult users will develop cannabis use disorder
 - People who use cannabis before the age of 18 have a 1 in 6 chance of developing cannabis use disorder
- Cannabis use can worsen mental health conditions and can increase the risk of depression, anxiety, mental health emergencies, paranoia, and psychosis, especially in those predisposed to mental illness.
- One study found there was long term cognitive decline of using cannabis products including decreased verbal memory, processing speed, and executive functions.

Traffic Fatalities

- Evidence from Colorado suggests there was an increase in the number of traffic deaths after the legalization of recreational cannabis.
 - Cannabis related driving fatalities were on a rise prior to legalization.
- Alcohol was still the leading cause of substance use related traffic fatalities in Colorado.

Outlet Density and Community Impacts

Use

- **Teens**

- Evidence is inconclusive on whether there is a correlation between outlet density and teen cannabis use.
- Most evidence suggests outlet density has a higher correlation with older teen use (11th graders) than it does on younger teen use (8th graders)

- **Young Adult (18-30)**

- Evidence shows a correlation between increased outlet density and increased young adult cannabis use.

- **Adult**

- Some evidence to support an increase in outlet density is correlated with an increase in cannabis use.
 - One review found increased access to outlets was correlated with frequent or disordered cannabis use.
 - One study found proximity (measured as a shorter drive) to a cannabis retailer was associated with higher odds of testing positive for cannabis.

Crime

- Evidence is inconclusive on a correlation between outlet density and crime.
 - One study found no correlation between outlet density and crime.
 - A study of a city in Washington found there was only a positive correlation between outlet density and crime in areas of low socioeconomic status.

Traffic Crashes

- Evidence is inconclusive on a correlation between outlet density and traffic crashes.
 - A study in Canada found no association.
 - A review found no correlation between outlet density and crashes.
 - States with cannabis retailers and no cannabis retailers were compared.
 - 2 studies found an increase in traffic crashes in states with sellers.
 - 2 studies found no effect.
 - 1 study found an increase in crashes in Colorado but not in Washington.

LPHE Retailers in Steele County



There is a proposal to limit the sale of LPHE products to retailers that are 21+ establishments (liquor stores, smoke/vape shops, etc.) as well as establishments that meet applicable exemptions (holding an on site consumption liquor license).



The Impact of Proposed Buffer Zones

No Buffer Zones



Corporations

14



Locally Owned

14

Proposed Buffer Zones



Corporations



Locally Owned

500' away from a daycare

11

10

500' away from a park

10

13

500' away from a residential
treatment facility

14

14

1000' school

10

8

1000' school and 500' Park

6

7

1000' school and 500' Park,

5

5

Treatment, and Daycare

500' LPHE Retailer & All
Buffers

1

1

The proposed buffer zone of 500' from another LPHE facility would create the following impacts. Of the already established LPHE establishments 5 not within 500' of another LPHE establishment. This means, the total number of sellers under this restriction would likely be 14, after the rights to sell have been limited to one business in the areas where buffer zones overlap. However, in this situation, it is often a locally owned business competing against a corporation for the right to sell.

When limited to 21+ and exempted retailers, the 500' buffer zone from another LPHE facility leaves 7 establishments that are not within 500' of another LPHE selling business. The likely total of LPHE selling establishments with this ordinance in place would be 11.

The Impact to Existing Businesses

No Buffer Zones

	 Corporations	 Locally Owned
Existing 21+ Businesses	2	7
Existing Businesses with On-Sale Liquor Licenses	2	16

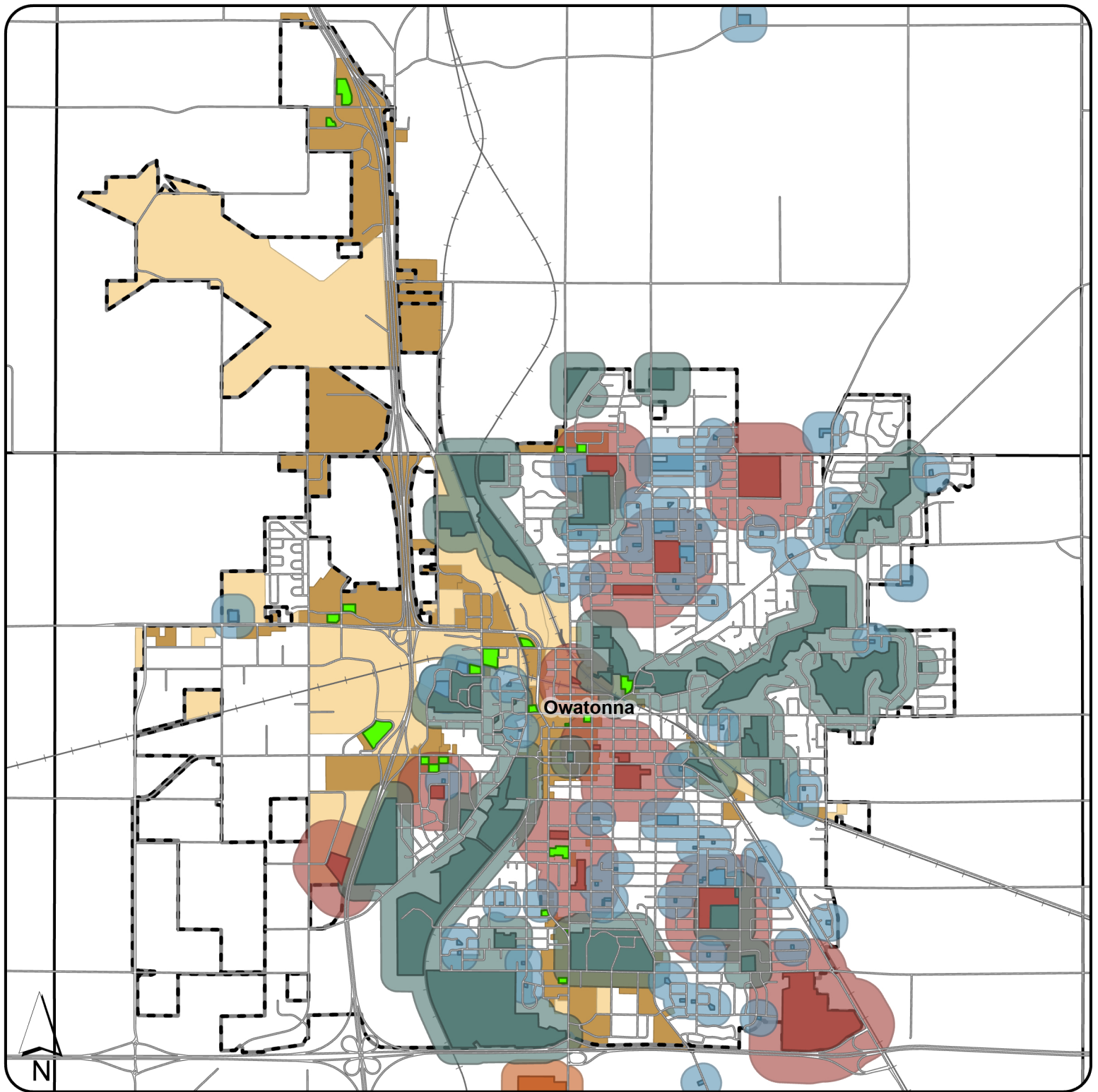
Under Proposed Buffer Zones

	of eligible retailers			
	 Eligible	 Not Eligible	 Corporations	 Locally Owned
Existing 21+ Businesses	2	7	1*	2*
Existing Businesses with On-Sale Liquor Licenses	1	17	0	1

*There is 1 locally owned business and 1 corporation within 500' of one another. Only one would be able to sell. Of the Existing 21+ Businesses, under the buffer zones, there would either be 1 corporation and 1 locally owned business able to sell to 0 corporations and 2 locally owned businesses able to sell.

	of non-eligible retailers			
	 Eligible	 Not Eligible	 Corporations	 Locally Owned
Existing 21+ Businesses	2	7	1	6
Existing Businesses with On-Sale Liquor Licenses	1	17	2	15

Business Name	Business Type	Eligibility	Address	Parcel ID	Town	Total Retailers	38
Circle K (Holiday #373)	Convenience	No	695 Bridge St W	17-418-0201	Owatonna	Eligible (21+)	10
Circle K (Holiday #519)	Convenience	No	330 W NORTH ST	17-643-0101	Owatonna		
Fast Lane	Convenience	No	590 State Ave	17-302-0408	Owatonna		
KWIK TRIP #1088	Convenience	No	410 HOFFMAN DR.	17-609-0101	Owatonna		
KWIK TRIP #237	Convenience	No	135 LANDMARK DR. NE	17-574-0805	Owatonna	Eligible (liquor)	4
KWIK TRIP #403	Convenience	No	2270 NW 46TH ST.	17-518-0102	Owatonna		
KWIK TRIP #435	Convenience	No	1075 W. FRONTAGE RD.	17-581-0204	Owatonna	Total Eligible	14
KWIK TRIP #641	Convenience	No	1220 S. OAK AVE.	17-183-0106	Owatonna		
KWIK TRIP #806	Convenience	No	320 MINERAL SPRINGS RD.	17-622-0101	Owatonna	Online Store/Priv:	10
Owatonna Fuel & Food (Marathon)	Convenience	No	401 N Cedar Ave	17-104-0101	Owatonna		
Cash Wise Foods	Grocery	No	495 W North St	17-669-0101	Owatonna	Other Ineligible	14
Fareway	Grocery	No	831 Oak Avenue South	17-626-0101	Owatonna		
Target Store T1068	Grocery	No	301 Park Dr.	17-338-0201	Owatonna	Total Ineligible	24
23rd State	Online/Priv Res	No	202 N CEDAR AVE, STE 1	17-100-0904	Owatonna		
MN Relief Co. LLC	Online/Priv Res	No	202 N CEDAR AVE, STE 1	17-100-0904	Owatonna		
N H Corp	Online/Priv Res	No	202 N CEDAR AVE, STE 1	17-100-0904	Owatonna		
Next Level Dispensary	Online/Priv Res	No	770 25TH ST NE	17-588-0104	Owatonna		
NiceDeeler LLC	Online/Priv Res	No	202 N CEDAR AVE, STE 1	17-100-0904	Owatonna		
On Cloud 9	Online/Priv Res	No	202 N CEDAR AVE, STE 1	17-100-0904	Owatonna		
Slifer Supply Co. L.L.C.	Online/Priv Res	No	202 N CEDAR AVE, STE 1	17-100-0904	Owatonna		
Sprout LLC	Online/Priv Res	No	202 N CEDAR AVE, STE 1	17-100-0904	Owatonna		
The Bake Shoppe	Online/Priv Res	No	311 S MAIN ST	16-101-0517	Medford		
The Land of 10K Buds	Online/Priv Res	No	131 LINCOLN AVE	17-010-2315	Owatonna		
GNC 9625	Other	No	1100 West Frontage Road	17-534-0101	Owatonna		
218 Off Sale	Liquor	Yes	419 Highway Ave S	14-036-1015	Blooming Prairie		
Cash Wise Liquor	Liquor	Yes	495 W North St	17-669-0101	Owatonna		
Firehouse Liquor	Liquor	Yes	120 26th St. NW	17-591-0112	Owatonna		
KWIK SPIRITS #1088	Liquor	Yes	410 HOFFMAN DR.	17-609-0101	Owatonna		
BP Tavern & Offsale	Liquor/Bar	Yes	340 E Main St	14-100-0819	Blooming Prairie		
Cekoo Tobacco	Tobacco	Yes	1836 S Cedar Ave	17-021-1106	Owatonna		
Medford Tobacco Plus	Tobacco	Yes	2350 43rd St NW # 101	17-576-0104	Owatonna		
OT Smoke Shop Plus	Tobacco	Yes	1100 Frontage Road W Suite 110	17-534-0101	Owatonna		
Owatonna Smoke N Vape	Tobacco	Yes	1407 S Oak Avenue	17-138-0001	Owatonna		
Owatonna Smoke Shop	Tobacco	Yes	641 W Bridge Street	17-427-0101	Owatonna		
Bunkies Grille and Lanes	Bar/Recreation	Yes*	311 east main st	14-100-1309	Blooming Prairie		
Inside Swing LLC	Bar/Recreation	Yes*	685 w bridge st #5	17-418-0203	Owatonna		
Grapeful LLC	Bar/Restaurant	Yes*	306 N Cedar Ave Ste #2	17-100-1902	Owatonna		
Owatonna Eagles 1791	Bar/Restaurant	Yes*	141 East Rose Street	17-100-2016	Owatonna		



Steele County Cannabis Ordinance

City of Owatonna : Map 1

Daycare: All facilities registered with MN DHS as a Child Care Center or Family Child Care.

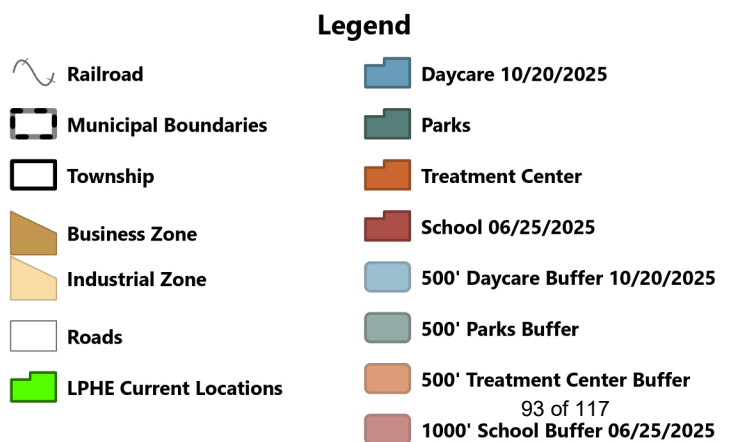
Parks: All public parks and athletic fields/facilities.

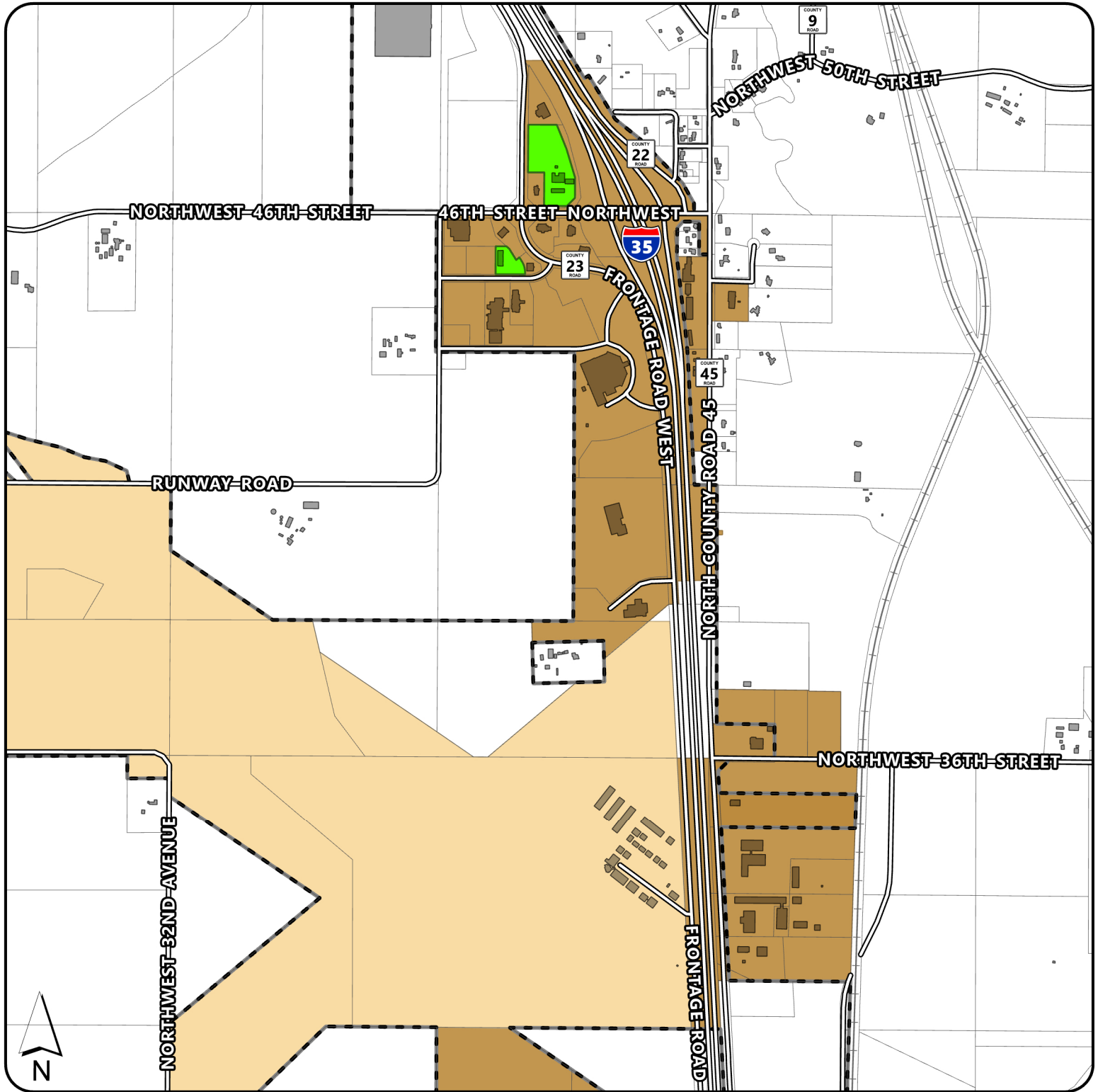
Treatment Center: All residential treatment centers registered with MN DHS.

School: All public, non-public, charters, or colleges registered with MDE.

Steele County GIS:
10/20/2025

0 0.5 1
Miles





Steele County Cannabis Ordinance

City of Owatonna : Map 2

Daycare: All facilities registered with MN DHS as a Child Care Center or Family Child Care.

Parks: All public parks and athletic fields/facilities.

Treatment Center: All residential treatment centers registered with MN DHS.

School: All public, non-public, charters, or colleges registered with MDE.

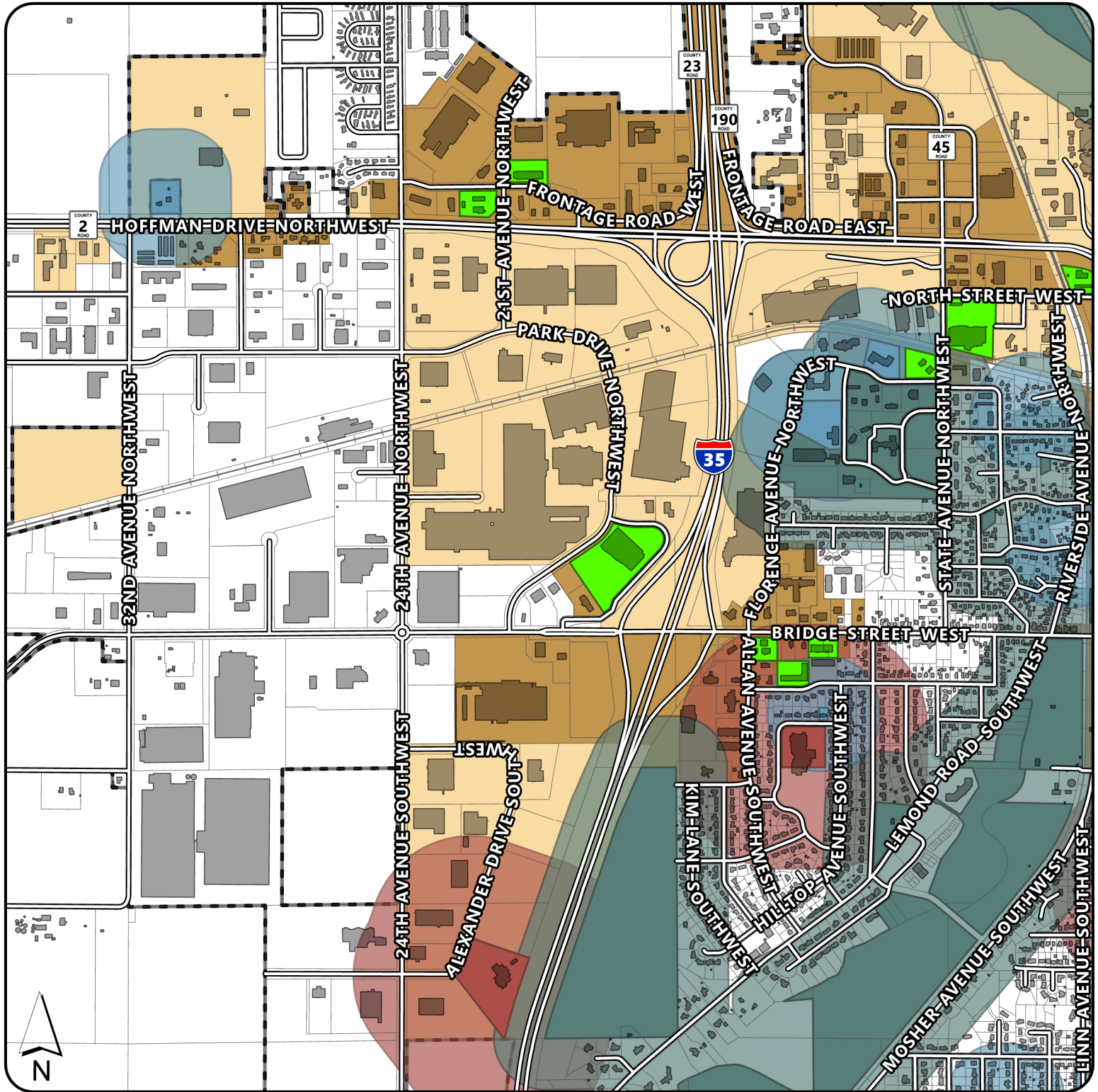
Steele County GIS:
10/20/2025

0 500 1,000
Feet

- Roads
- Railroad
- Buildings
- Parcel
- Municipal Boundaries
- Business Zone
- Industrial Zone
- LPHE Current Locations

Legend

- Daycare 10/20/2025
- Parks
- Treatment Center
- School 06/25/2025
- 500' Daycare Buffer 10/20/2025
- 500' Parks Buffer
- 500' Treatment Center Buffer
- 1000' School Buffer 06/25/2025



Steele County Cannabis Ordinance City of Owatonna : Map 3

Daycare: All facilities registered with MN DHS as a Child Care Center or Family Child Care.

Parks: All public parks and athletic fields/facilities.

Treatment Center: All residential treatment centers registered with MN DHS.

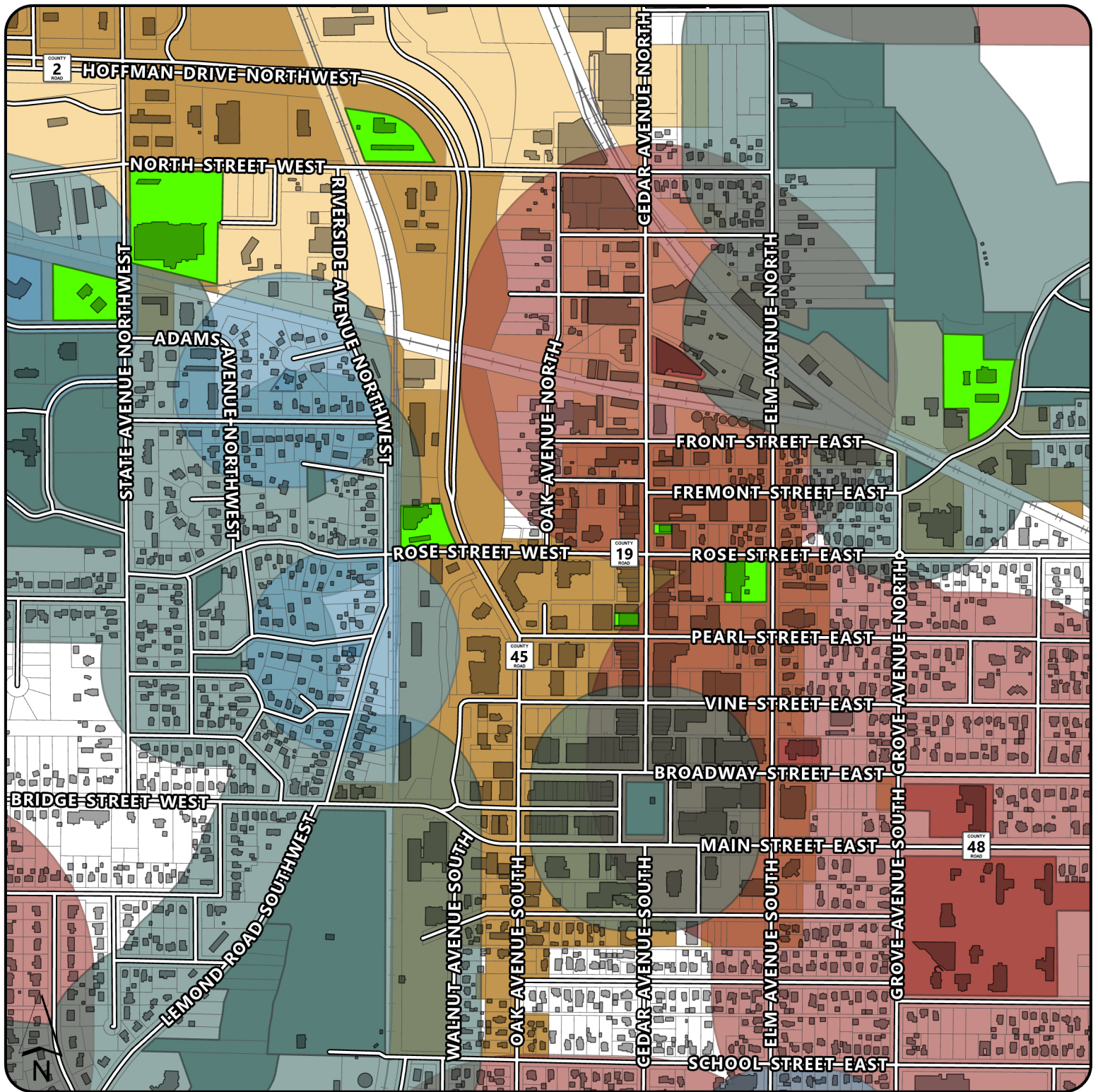
School: All public, non-public, charters, or colleges registered with MDE.

Steele County GIS:
10/20/2025

0 500 1,000
Feet

Legend

- Roads
- Railroad
- Buildings
- Parcel
- Municipal Boundaries
- Business Zone
- Industrial Zone
- LPHE Current Locations
- Daycare 10/20/2025
- Parks
- Treatment Center
- School 06/25/2025
- 500' Daycare Buffer 10/20/2025
- 500' Parks Buffer
- 500' Treatment Center Buffer
- 1000' School Buffer 06/25/2025



Steele County Cannabis Ordinance

City of Owatonna : Map 4

Daycare: All facilities registered with MN DHS as a Child Care Center or Family Child Care.

Parks: All public parks and athletic fields/facilities.

Treatment Center: All residential treatment centers registered with MN DHS.

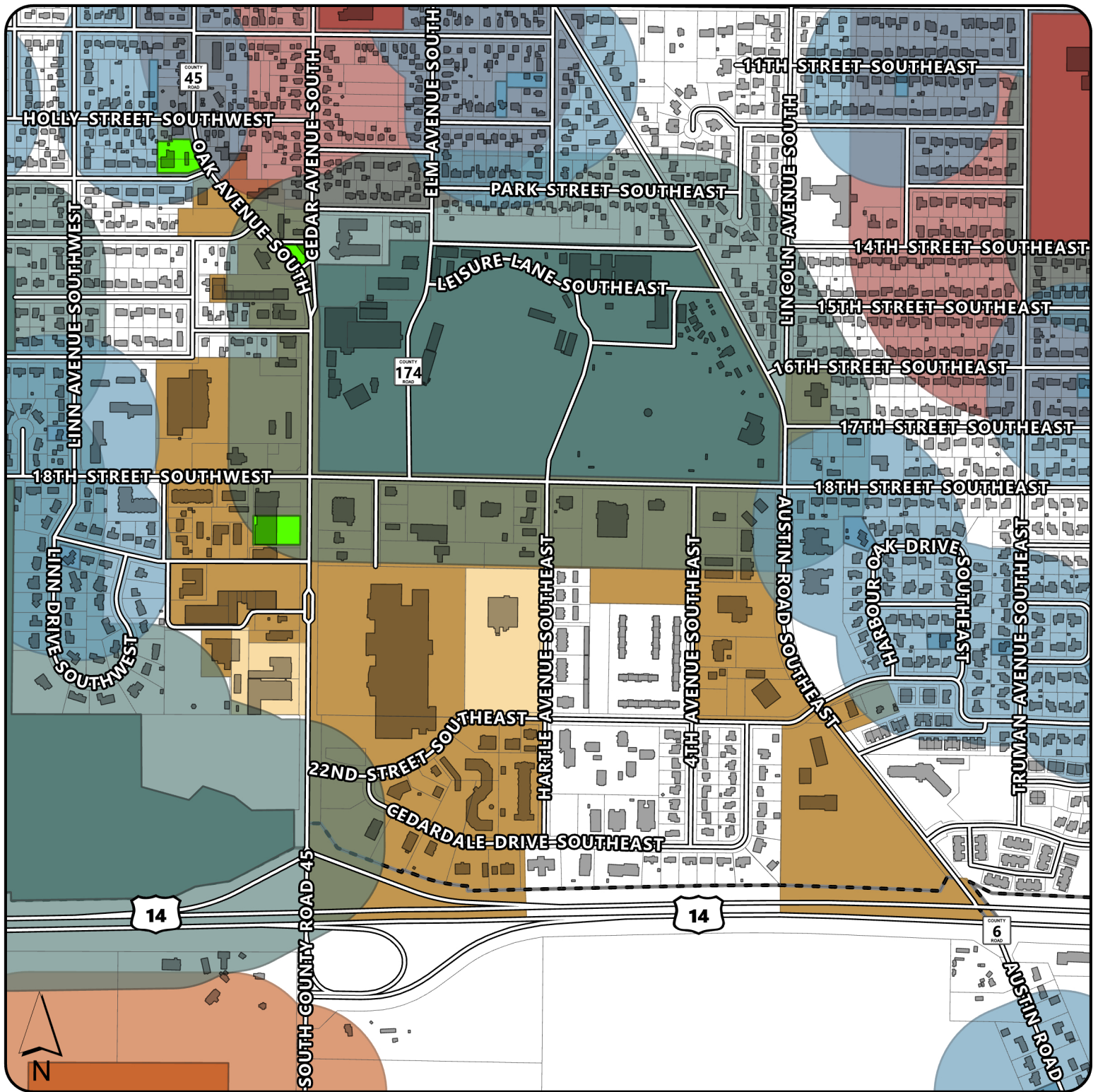
School: All public, non-public, charters, or colleges registered with MDE.

Steele County GIS:
10/20/2025

0 500 1,000
Feet

Legend

- Roads
- Railroad
- Buildings
- Parcel
- Municipal Boundaries
- Business Zone
- Industrial Zone
- LPHE Current Locations
- Daycare 10/20/2025
- Parks
- Treatment Center
- School 06/25/2025
- 500' Daycare Buffer 10/20/2025
- 500' Parks Buffer
- 500' Treatment Center Buffer
- 1000' School Buffer 06/25/2025



Steele County Cannabis Ordinance

City of Owatonna : Map 5

Daycare: All facilities registered with MN DHS as a Child Care Center or Family Child Care.

Parks: All public parks and athletic fields/facilities.

Treatment Center: All residential treatment centers registered with MN DHS.

School: All public, non-public, charters, or colleges registered with MDE.

Steele County GIS:
10/20/2025

0 500 1,000
Feet

Legend

- Roads
- Railroad
- Buildings
- Parcel
- Municipal Boundaries
- Business Zone
- Industrial Zone
- LPHE Current Locations
- Daycare 10/20/2025
- Parks
- Treatment Center
- School 06/25/2025
- 500' Daycare Buffer 10/20/2025
- 500' Parks Buffer
- 500' Treatment Center Buffer
- 1000' School Buffer 06/25/2025

Ordinance Number 42

ORDINANCE REGULATING CANNABIS BUSINESSES

The County Board of Steele County Ordains:

Section 1: Administration

Section 2: Registration of Cannabis Businesses

Section 3: Requirements for Cannabis Businesses

Section 4: Temporary Cannabis Events

Section 5: Local Government as a Cannabis Retailer

Section 6: Effective Date

Section 1: Administration

101. Findings and Purpose. Steele County makes the following findings:

The purpose of this Ordinance is to implement the provisions of Minnesota Statutes Chapter 342, which authorizes Steele County to protect the public health, safety, and welfare of its residents by regulating cannabis businesses within the legal boundaries of Steele County.

Steele County finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Steele County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

102. Authority & Jurisdiction

(a) Steele County has the authority to adopt this Ordinance pursuant to:

- i. MINN. STAT. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- ii. MINN. STAT. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower- potency hemp edible retail businesses.
- iii. MINN. STAT. § 152.0263, subd. 5, regarding the use of cannabis in public places.
- iv. MINN. STAT. § 394.21, regarding the authority of a local authority to adopt zoning ordinances.

(b) For Steele County jurisdictions subject to county zoning per the Steele County Zoning Ordinance section 401 Steele County will be the registration authority for those jurisdictions unless that jurisdiction opts out of county zoning.

- (c) For Steele County incorporated cities that have not opted into county zoning per the Steele County Zoning Ordinance, those jurisdictions may request that Steele County be the registration authority only through the following procedure:
- i. The jurisdiction submits a letter of interest and a copy of the jurisdiction's cannabis-related zoning ordinances or regulations to the Steele County Property Tax and Elections Director.
 - ii. The Steele County Property Tax and Elections Director shall review the letter and the jurisdiction's submitted ordinances and regulations.
 - iii. If the Steele County Property Tax and Elections Director agrees to be the registration authority for the jurisdiction, delegation of registration will become effective upon receipt of the jurisdiction's delegation opt-in resolution.
 - iv. The jurisdiction must agree to indemnify Steele County, including all costs and attorney's fees, in the event of any legal action arising from the interpretation or application of the jurisdiction's cannabis-related zoning ordinances or regulations, representations of whether a cannabis business complies or does not comply with the jurisdiction's cannabis-related zoning ordinances or regulations, or the jurisdiction's officer's or employee's negligence with respect to the application of the jurisdiction's zoning ordinances or regulations concerning cannabis.
 - v. Once the above requirements are completed, the Steele County Property Tax and Elections Director will provide registration on behalf of the local jurisdiction.
- (d) Delegating registration authority to Steele County in such a manner does not opt a jurisdiction into Steele County zoning. Cities or townships who have delegated registration authority to Steele County may adopt ordinances under paragraph 206, and Sections 3 and 4 below if Steele County has not adopted conflicting provisions.
- (e) Jurisdictions delegating registration authority to Steele County must inform the Steele County Property Tax and Elections Director of any cannabis-related ordinances or regulations passed after delegating registration authority to Steele County. The Steele County Property Tax and Elections Director has the sole discretion whether to act as the registration authority for a jurisdiction. The Steele County Property Tax and Elections Director also has the discretion to terminate its registration authority for a jurisdiction.

103. Severability

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

104. Enforcement

The Steele County Property Tax and Elections Director or his/her designee is responsible for the administration and enforcement of this Ordinance (except for compliance checks conducted by the Steele County Sheriff's Office under paragraph 203.d.). Any violation of the provisions of this Ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by Minnesota law. Violations of this Ordinance can occur regardless

of whether a permit is required for a regulated activity listed in this Ordinance.

104. Definitions

- (a) Unless otherwise noted in this Section, words and phrases contained in MINN. STAT. § 42.01 and the rules promulgated pursuant to any of these acts shall have the same meanings in this Ordinance.
- (b) *Cannabis Cultivation*: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. Cultivation includes harvesting cannabis flower from mature plants, packaging and labeling immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transporting cannabis flower to a cannabis manufacturer located on the same premises, and performing other actions described in MINN. STAT. § 342.01 subd. 27 and approved by the Office of Cannabis Management.
- (c) *Cannabis Retail Business*: A retail location of a cannabis retailer, a cannabis mezzobusiness with a retail operations endorsement, a cannabis microbusiness with a retail operations endorsement, a medical cannabis retailer, or a medical combination business. This definition excludes lower-potency hemp edible retailers unless otherwise noted in this Ordinance.
- (d) *Cannabis Retailer*: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product(s) to a consumer and not for the purpose of resale in any form.
- (e) *Daycare*: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
- (f) *Lower-potency Hemp Edible*: As defined under MINN. STAT. § 342.01 subd. 50.
- (g) *Office of Cannabis Management*: Minnesota Office of Cannabis Management, referred to as “OCM” in this Ordinance.
- (h) *Preliminary License Approval*: OCM pre-approval for a cannabis business license for applicants who qualify under MINN. STAT. § 342.17.
- (i) *Residential Treatment Facility*: As defined under MINN. STAT. § 245.462 subd. 23.
- (j) *Retail Registration*: An approved registration issued by Steele County to a state- licensed cannabis retail business.
- (k) *School*: A public school as defined under MINN. STAT. § 120A.05 or a nonpublic school that must meet the reporting requirements under MINN. STAT. § 120A.24.

- (l) *State License*: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2: Registration of Cannabis Businesses

201. Consent to registering of Cannabis Businesses

- (a) For the jurisdictions covered by this Ordinance (paragraph 102), no individual or entity may operate a state-licensed cannabis retail business within Steele County without first registering with Steele County.
- (b) Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation per MINN. STAT. § 342.22 subd. 5(e).
- (c) This Section does not apply to a cannabis retail business operated by a Minnesota Tribal government in Indian country, as defined in United States Code, title 18, section 1151.

202. Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, Steele County shall conduct a preliminary compliance check to ensure compliance with local ordinances. Per MINN. STAT. § 342.13(f), within 30 days of receiving a copy of a state license application from OCM, Steele County shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code. If a jurisdiction that has delegated registration authority to Steele County receives a state license application from OCM, that jurisdiction shall immediately forward the application to the Steele County Property Tax and Elections Director.

203. Registration & Application Procedure

- (a) Fees.
1. Steele County shall not charge an application fee.
 2. A registration fee, as established in Steele County's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
 3. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under MINN. STAT. § 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
 4. Any renewal retail registration fee imposed by Steele County shall be charged at the time of the second renewal and each subsequent renewal thereafter.
 5. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under MINN. STAT. § 342.11, whichever is less.
 6. A medical combination business operating an adult-use retail location may only be

charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this Section, of the adult-use retail business.

7. All fees collected by Steele County will be retained by Steele County.

(b) Application Submittal.

Steele County shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of MINN. STAT. § 342.22.

1. An applicant for a retail registration shall fill out an application form, as provided by the Steele County Property Tax and Elections Director. Said form shall include, but is not limited to:
 - a. Full name of the property owner and applicant;
 - b. Address, email address, and telephone number of the applicant;
 - c. The address and parcel ID for the property which the retail registration is sought; and
 - d. Certification that the applicant complies with the requirements of local ordinances, including those established pursuant to MINN. STAT. § 342.13.
2. The applicant shall include with the form:
 - a. the registration fee as required in paragraph 201; and
 - b. a copy of a valid state license or written notice of OCM license preapproval.
3. Once an application is considered complete, the Steele County Property Tax and Elections Director shall inform the applicant as such, process the application fees, and review the application for approval or denial.
4. The application fee shall be non-refundable once processed.

(c) Application Approval

1. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under section 2.6.
2. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this Ordinance.
3. A state-licensed cannabis retail business application that meets the requirements of this Ordinance shall be approved.

(d) Annual Compliance Checks.

1. The Steele County Sheriff's Office shall complete at minimum one compliance check

per calendar year of every cannabis business with a Steele County issued retail registration to assess if the business meets age verification requirements, as required under MINN. STAT. § 342.22 subd. 4(b), MINN. STAT. § 342.24, and this Ordinance.

2. The Steele County Sheriff's Office shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.
 3. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.
 4. Any failures under this Section must be reported to the Office of Cannabis Management.
- (e) Location Change. A state-licensed cannabis retail business shall be required to submit a new application for registration under paragraph 203 above if it seeks to move to a new location still within the legal boundaries of Steele County.

204. Renewal of Registration

- (a) The Steele County Property Tax and Elections Director shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.
- (b) A state-licensed cannabis retail business shall apply to renew registration on a form established by the Steele County Property Tax and Elections Director.
- (c) A cannabis retail registration issued under this ordinance shall not be transferred.
- (d) Renewal Fees. The Steele County Property Tax and Elections Director shall charge a renewal fee for the registration starting at the second renewal, as established in Steele County's fee schedule.
- (e) Renewal Application. The application for renewal of a retail registration shall include, but is not limited to, items required under section 203.b. of this Ordinance.

205. Suspension of Registration

- (a) When Suspension is Warranted.

The Steele County Property Tax and Elections Director may suspend a cannabis retail business's registration if it violates this Ordinance or poses an immediate threat to the health or safety of the public. The Steele County Property Tax and Elections Director shall immediately notify the cannabis retail business in writing the grounds for the suspension.

- (b) Notification to OCM.

The Steele County Property Tax and Elections Director shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the Steele County Property Tax and Elections Director and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

(c) Length of Suspension.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The Steele County Property Tax and Elections Director may reinstate a registration if it determines that the violations have been resolved.

The Steele County Property Tax and Elections Director shall reinstate a registration if OCM determines that the violation(s) have been resolved.

(d) Civil Penalties.

Subject to MINN. STAT. 342.22, subd. 5(e) the Steele County Property Tax and Elections Director may impose a civil penalty, as specified in Steele County's Fee Schedule, for registration violations, not to exceed \$2,000.

206. Limiting of Registrations

- (a) If Steele County has one active cannabis retail business registration for every 12,500 residents as determined annually by Minnesota State Demographic Center, the Steele County Property Tax and Elections Director shall not register additional state-licensed cannabis retail businesses. For purposes of determining the number of cannabis retail business registrations for Steele County, if a number under 12,500 remains after applying the 12,500 increments to Steele County's population, that fractional amount is also accorded one active cannabis retail business registration. By way of example, the most recent population calculation for Steele County as of the date of adoption is 37,422. Based on this population, the maximum number of active business registrations in the county is three (3) registrations. This limitation does not include a Minnesota Tribal government operating a cannabis retailer in Indian country, as defined in United States Code, title 18, section 1151, within Steele County.
- (b) In applying this limitation, cannabis retail business applications will be prioritized based upon the date the application is received by the Steele County Property Tax and Elections Director. Applications will be reviewed in the order the applications were received, starting with the earliest received. Incomplete applications or those not following the requirements of this Ordinance will be removed from the order. If applications are received on the same day and those applications outnumber the maximum number of registrations allowed, a committee with the Steele County Property Tax and Elections Director, Steele County Administrator, Steele County Finance Director, the Steele County Sheriff, and the Owatonna Community Development Director as members will select which application(s) to accept. The decision shall be based upon factors such as completeness, feasibility of the proposal, safety, community needs, and distance from

other cannabis retailers.

Section 3: Requirements for Cannabis Businesses

301. Minimum Buffer Requirements

- (a) A cannabis business shall not operate within 1,000 feet of a school. A cannabis business shall not operate within 500 feet of a day care.
- (b) A cannabis business shall not operate within 500 feet of a residential treatment facility.
- (c) A cannabis business shall not operate within 500 feet of a public park that is regularly used by minors, including a playground or athletic field and the Steele County Free Fair grounds.
- (d) A cannabis retail business shall not operate within 1,000 feet of another cannabis retail business.
- (e) All setback distances referenced above will be measured from the property lines for the parcel on which the above-described use is located. Per MINN. STAT. § 462.357 subd. 1e, nothing in paragraph 301 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.
- (f) Any business not registered with the Minnesota Office of Cannabis Management (OCM) on or before August 31, 2025, under MINN. STAT. § 151.72, to sell hemp-derived cannabinoid products, that seeks to obtain a Lower-Potency Hemp Edible (LPHE) retailer license under MINN. STAT. § 342.46, must comply with all buffer requirements in this section.
 - 1. Businesses registered with OCM on or before August 31, 2025, that seek to obtain a LPHE retailer license are exempt from the buffer requirements in this section, provided that such retailers remain continuously operated at the same location. This exemption is non-transferable and shall terminate upon the sale, transfer, or relocation of the business.

302. ~~Hours of Operation~~ Prohibited Sales and Other Restrictions

- (a) ~~Applicability.~~ The provisions in this section apply to all registered cannabis retail businesses in Steele County, including lower-potency hemp edible retailers, unless otherwise noted. ~~Approved products include adult-use cannabis, lower-potency hemp edible, and medical cannabinoid products.~~
- (b) ~~Hours of operation.~~ Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, or ~~hemp-derived consumer~~ lower-potency hemp edible products between the hours of 10:00 a.m. and 9:00 p.m., seven days a week.
- (c) ~~Legal age.~~ No person shall sell any approved product to any person under the age of 21.

1. Businesses licensed or endorsed to sell medical cannabinoid products may sell medical cannabinoid products to persons under age 21 who are enrolled in the medical registry program pursuant to MINN. STAT. § 342.24 subd. 1.
- (d) Age verification. Before any sale of approved products, the registered cannabis business must verify, by means of government-issued photographic identification containing the bearer's date of birth, that the purchaser is at least 21 years of age.
- (e) Minimum clerk age. Individuals employed by a registered cannabis business must be at least 21 years of age to sell or handle approved products.
- (f) Age restrictions and eligible retail locations. Except as provided in this subsection, no person shall sell or offer for sale any approved products, except in registered retail establishments that prohibit persons under the age of 21 from entering at all times.
1. Businesses licensed or endorsed to sell medical cannabinoid products may allow entry to persons under age 21 who are enrolled in the medical registry program for the sole purpose of purchasing medical cannabinoid products pursuant to MINN. STAT. § 342.24.
 2. Lower-potency hemp edible beverages may be sold for on-site consumption in licensed food and beverage establishments that:
 - i. Operate a permanently constructed bar service area under a valid on-sale intoxicating liquor or 3.2 malt liquor license under MINN. STAT. § 340A
 - ii. Store and dispense such beverages only by an employee age 21 or older from behind the bar counter to patrons age 21 or older;
- (g) Prohibited sales practices. In addition to the prohibitions set forth under MINN. STAT. § 342.27 subd. 12 and MINN. STAT. § 342.46 subd. 7, no registered cannabis business shall sell or offer to sell any approved product:
1. By means of any type of vending machine.
 2. By means of self-service display. All approved products, including lower-potency hemp edible beverages, must be stored in a locked case behind the sales counter, in a storage unit, or in another area not freely accessible by the general public. This does not prohibit registered cannabis businesses from displaying single product samples pursuant to MINN. STAT. § 342.27 subd. 5.

3. At a moveable place of business. Only fixed location businesses may sell approved products.
 4. By means of delivery sales. All sales of approved products must be conducted in person, in a registered cannabis business, in over-the-counter sales transactions. This does not prohibit the sale of medical cannabinoid products by medical cannabis combination businesses by curbside pick-up as allowed in MINN. STAT. § 342.51 subd. 5.
 5. That does not comply with the packaging and labeling required under MINN. STAT. § 342.62 and 342.63 as may be amended from time to time, except that:
 - i. No lower-potency hemp edible beverage may be sold outside of its original packaging; and,
 - ii. No lower-potency hemp edible product may be sold that does not indicate a single serving by scoring or use of another indicator that appears on the product. If it is not possible to indicate a single serving by scoring or use of another indicator that appears on the product, the lower-potency hemp edible may not be packaged in a manner that includes more than a single serving in each container.
 6. By any other means, to any other person, or in any other manner or form prohibited by state or other local law, ordinance provision, or other regulation.
- (h) Smoking prohibited. Smoking is prohibited within the indoor area of any registered cannabis business.
- (i) Samples prohibited. No samples of any approved products may be distributed free of charge. The distribution of approved products as a free donation is prohibited.
- (j) On-site consumption prohibited. No registered cannabis business may allow on-site consumption of approved products.
1. Businesses may allow employee medical cannabis use and on-site use for quality control pursuant to MINN. STAT. § 342.24 subd. 2.
 2. This prohibition does not apply to licensed food and beverage establishments lawfully serving lower-potency hemp edible beverages for on-site consumption.

- (k) Products that are attractive to underage persons. No person shall sell or offer to sell any products that are attractive to individuals under age 21 as described in MINN. STAT. § 342.62 subd. 3.

303. Insurance

No individual or entity may operate a state-licensed cannabis business within the city without first presenting a Certificate of Insurance to the City Administrator's Office as evidence of the following coverages for the location which shall meet the following minimum Limits of Liability:

(a) Commercial General Liability (CGL)

- i. 1.5 million each occurrence;
- ii. \$3 million General Aggregate; and
- iii. \$3 million Products and Completed Operations aggregate (or Product Liability)

(b) Workers' Compensation Insurance:

- i. As required by Minnesota state law;
- ii. Employer's Liability Insurance;
 - \$500,000 per accident
 - \$500,000 disease policy limit
 - \$500,000 disease each employee

(c) Commercial Auto Insurance:

- i. \$1 million combined single limit including coverage for hired and non-owned vehicles.

303. Advertising

- (a) This Section applies only to areas of Steele County that are covered by the Steele County Zoning Ordinance, including jurisdictions that have opted into Steele County zoning. Jurisdictions that have requested Steele County to register cannabis businesses but have not opted into Steele County zoning must certify to the Steele County Property Tax and Elections Director that a proposed cannabis business complies with its sign requirements.
- (b) Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business. Signs must comply with the requirements of the Steele County Zoning Ordinance, section 1514.

Section 4: Temporary Cannabis Events

401. License or Permit Required for Temporary Cannabis Events

(a) License Required.

A license or permit is required to be issued and approved by the Steele County Property Tax and Elections Director prior to holding a Temporary Cannabis Event.

(b) Registration & Application Procedure

A registration fee, as established in Steele County's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

(c) Application Submittal & Review.

The Steele County Property Tax and Elections Director shall require an application for Temporary Cannabis Events.

1. An applicant shall fill out an application form, as provided by the Steele County Property Tax and Elections Director. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant; and
 - ii. Address, email address, and telephone number of the applicant.
2. The applicant shall include with the form:
 - i. The application fee as required in section 4.1.2; and
 - ii. A copy of the OCM cannabis event license application, submitted pursuant to MINN. STAT. § 342.39 subd. 2.
3. The application shall be submitted to the Steele County Property Tax and Elections Director. If the application is deficient with respect to the above requirements, the Steele County Property Tax and Elections Director shall return the application with a notice of the deficiencies.
4. Once an application is considered complete, the Steele County Property Tax and Elections Director shall inform the applicant as such, process the application fees, and forward the application to the Steele County Sheriff's Office for final approval. The Steele County Sheriff may deny an application if the applicant has not sufficiently planned or detailed feasible safety and security plans.
5. The application fee shall be non-refundable once processed.
6. The application for a license for a Temporary Cannabis Event shall meet the following standards:
 - i. Except for low-potency cannabis edibles, onsite consumption is prohibited.
 - ii. Temporary cannabis events shall only be held between the hours of 10:00 a.m. and 9:00 p.m.
 - iii. Temporary cannabis events are prohibited in residential districts.
 - iv. Temporary cannabis events must comply with the buffer requirements described in section 3.1
 - v. Temporary cannabis events must comply with all requirements detailed in MINN. STAT. § 342.40. The application shall include a detailed plan addressing the requirements of MINN. STAT. § 342.40, subds. 3, 4, 5, 6, 7 and 8.

7. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.
8. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The Steele County Property Tax and Elections Director shall notify the applicant of the standards not met and basis for denial.

Section 5: Local Government as a Cannabis Retailer

501. A municipality may establish, own, and operate a municipal cannabis retail business subject to the restrictions in this Ordinance.

502. A municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under paragraph 206.

503. A municipal cannabis retail store shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 6: Effective Date

This Ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this _____ day of _____, 2024, with the following vote:
Aye _____; No _____; Absent; _____.

Approved and signed this _____ day of _____, 2024.

Steele County Board Chair

ATTEST:

Steele County Administrator

Approved as to Form and Legality

Steele County Attorney

Published in the Owatonna People's Press on _____, _____.

Recorded with the Steele County Recorder on _____, _____.

Document #_____

DRAFT

STEELE COUNTY PERSONNEL AGENDA ITEM
November 13, 2025

NOVEMBER EMPLOYEE ANNIVERSARIES <i>(Information Only – No Action Required)</i>
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Name:	Position:	Department:	Anniversary Date:	Years of Service:
Melissa Trihus	Technical Clerk II	Recorder	November 2 nd	10
Amanda Prestegard	RN	Public Health	November 4 th	1
Madilyn Trupe	Deputy Sheriff Patrol	Sheriff	November 13 th	2
Drew Meyer	Custodian	Facilities and Fleet	November 16 th	3
Alexa Wencil	Long Term Care Supervisor	Public Health	November 21 st	3
Quentin Kroll	Correctional Officer	Detention Center	November 25 th	1
Deb Grems	Office Support Specialist	Public Health	November 27 th	19
Jennifer Mueller	Property Tax & Elections Director	Property Tax & Elections	November 27 th	2



Steele County Agenda Item

Request for Board Action

Subject: 2026 – 2028 MNPEA Essential Jailers 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: November 13, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Adopt a resolution approving the 2026 – 2028 MNPEA Essential Jailers unit collective bargaining agreement.

Background *(Including Budget Impact)*:

An overall agreement was reached between the MNPEA Essential Jailers 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 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.
- Intake Specialist pay increased from \$1.25 per hour worked to \$2.00 per hour worked.
- Bargaining unit members may not use ESST for absences related to weather or other public emergency.

Attachments:

- Resolution



STEELE COUNTY RESOLUTION

Adopting Negotiated Changes to the 2026 – 2028 MNPEA Essential Jailers Unit Collective Bargaining Agreement.

Department: Human Resources

Date: 11/13/2025

Resolution No: 2025-049

WHEREAS, the current Collective Bargaining Agreement between the Minnesota Public Employees Association - Essential Jailers Unit expires effective December 31, 2025; and

WHEREAS, the County has recently negotiated a three (3) year collective bargaining agreement with MNPEA; 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 Minnesota Public Employees Association – Essential Jailers Unit.

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

Dated this 13th day of November, 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 13th day of November, 2025.

Attest



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

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

Tuesday, November 4, 2025 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Brady, Commissioner Glynn, Human Resource Director Gina McGuire, Administrator Renae Fry, IT Director Dave Purscell, and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends approving the 2026 MNPrairie Office Lease Agreement
2. Committee recommends approving the 2026 MRCI Office Lease agreement
3. Committee recommends approving the Update to sections 7.1.1 and 7.1.3 of the Steele County Personnel Rules and Policies to designate Christmas Eve as a full day observed holiday.
4. Committee recommends approving the Update to section 8.2 of the Steele County Personnel Rules and Policies to increase employer provided term life insurance coverage to \$50,000 for non-exempt, non-union employees.
5. Committee recommends approving the Contract renewal for 2026-2027 with USICG to perform the County's actuarial valuation of its Other Post-Employment Benefits plan and authorize Madison Melcher, Steele County Financial Analyst to sign.

Department Head Reports

Administration: InformaCast: Board members need to sign an authorization form that allows the county to send emergency messages to their personal cell phone. See HR for the form. Closing statements are due this Friday for Data Practices complaint filed by the East Side Corridor group. Educator positions are posted for UMN Extension. The new agenda maker toll will go live in January. Public Hearing for the 2026 Fee Schedule planned for November 25th. Still looking for a committee member for the University of MN Extension committee.

Extension Office: Working on filling the vacant position.

Human Resources: One more labor agreement was approved by the union and the contract coming to board next week. Two more groups are voting on their tentative agreements. The highway contract is going to mediation. One group is still in negotiations. Open Enrollment ends tomorrow.

IT: Assessor phone line was marked as SPAM caller. All lines are now marked as vital business lines. Working through start up for InformaCast. Should be going live on November 14th. Prepping for computer refresh for Steele County and MNP.