



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

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

TUESDAY, NOVEMBER 25, 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. Trust for Public Land (TPL)- Intent to Purchase Letter and Map

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 November 13, 2025 Board Minutes
6. Approve November 13, 2025 Board Work Session Minutes

7. Approve Bills
8. Approve Personnel Report
9. Adopt **Resolution #2025-50** accepting donations to Public Health from Bundles of Love and Our Savior's Lutheran Church.
10. Approve drainage ditch annual maintenance and repair levies for pay 2026.
11. Approve a 3% Drainage Ditch Interest Rate for 2026.
12. Adopt **Resolution #2025-51** approving the 2026 Aquatic Invasive Species Prevention Plan.
13. Approve the Live Affiliate Program, a fee-based E-Notary program.
14. Approve Out of State Travel Request – Axon Conference 2026.
15. Approve Amendment for the 2026 Summit Food Service Contract
16. Accept 2024 Emergency Management Performance Grant (EMPG).
17. Adopt **Resolution #2025-57** approving the 2025 Steele County Emergency Operations Plan.

5:15 p.m. – Public Hearing for “2026 Fee Schedule”

Motion to open Public Hearing
Rena Fry to speak regarding Fee Schedule
Chair opens for public testimony
Chair closes Public Testimony
Further Board discussion
Motion to close

18. Possible Action Item
Adopt **Resolution #2025-52** to accept the 2026 Fee Schedule as proposed.

General Agenda

19. Adopt **Resolution #2025-53** approving the 2026 – 2028 LELS Certified Peace Officers unit collective bargaining agreement.
20. Adopt **Resolution #2025-54** approving the 2026 – 2028 LELS Sergeants unit collective bargaining agreement.
21. Adopt **Resolution #2025-55** to approve Aggregate Resource Mapping.

22. Adopt **Resolution #2025-56** to Withdraw from Minnesota Prairie County Alliance Joint Powers Agreement and Approve Settlement Agreement Relating to Steele County's Withdrawal from MNPrairie.
23. Amend Ordinance #42 Regulating Cannabis Businesses. Tabled from the November 13th Public Hearing.

County Board Work Session – Tuesday, November 13, 2025

24. Action Items

Information Items

25. Land Use and Records Committee Minutes – Thursday, November 13, 2025
26. Public Safety & Health Committee Minutes – Tuesday, November 25, 2025

Commissioner Reports:

Next Meeting Notices:

- Public Works Committee – Monday, December 1st at 10 a.m., Public Works Facility
- Internal Central Services – Tuesday, December 2nd at 8 a.m. in the Boardroom
- Property & Maintenance Committee – Thursday, December 4th at 8 a.m. in the Boardroom
- Truth in Taxation – Thursday, December 4th at 6 p.m. in the Boardroom
- AMC Annual Meeting – December 8 – 10 in Bloomington, Mn
- Land Use & Records – Thursday, December 11th at 8 a.m. in the Boardroom
- Public Safety & Health Committee – Tuesday, December 16th at 8 a.m. in the Boardroom
- County Board Work Session – Tuesday, December 16th at 4 p.m. in the Boardroom
- County Board Meeting – Tuesday, December 16th at 5 p.m. in the Boardroom

Adjourn

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

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



November 6, 2025



Steele County
c/o Renae Fry, County Administrator
630 Florence Ave
PO Box 890
Owatonna, MN 55060

Owatonna Township
c/o Joe Elbert, Township Clerk
3082 Havana Rd
Owatonna, MN 55060

Dear County and Township Officials:

The Trust for Public Land (TPL) intends to purchase approximately 171 acres of land in Owatonna Township, Steele County, MN with funds from the Lessard-Sams Outdoor Heritage Council. The land is owned by Oliver D. Randall Irrevocable Trust. TPL intends to acquire the majority of the land (PINs 08-031-2100 and 08-032-3100) before the end of the year and the remaining approximately 25 acres (PINs 08-032-2401 and 08-032-2303) next fall. Soon after acquiring these lands TPL will donate them to the Minnesota Department of Natural Resources (DNR), Division of Wildlife to become an addition to the Somerset Wildlife Management Area (WMA). The property is shown on the attached map.

The acquisition of this land will be a critical addition to the existing Somerset WMA. It contains approximately half a mile of shoreline on the Straight River, and a variety of habitats including grassland, brushland, flood plain forest, and wetlands. A small amount of farmland will be restored to a mix of forest, prairie, and wetland habitats. This complex of habitat is part of an important deer wintering area, rare turtles and mussels are documented on adjacent land and the area also provides habitat for a variety of other wildlife. The land is within 5 miles of Owatonna, and less than an hour from the Twin Cities, Rochester, and Mankato providing close to home public recreation opportunities for hunting, hiking and wildlife observation. It will also provide the DNR with better access for management of the WMA.

The land will become a part of Minnesota's outdoor recreation system available for wildlife-based recreation such as bird-watching, hiking, hunting, fishing and foraging. Donations of land by conservation groups like The Trust for Public Land utilizing Outdoor Heritage Fund (Legacy) funding require County Board and Township Board notification, which is provided by this letter. As always, State of Minnesota Payment in lieu of Taxes (PILT) payments will be made to Steele County when this property becomes State land. The estimated PILT payment will be more than \$8,000 per year which is greater than the current real estate taxes of \$6,730.

We are excited to add this land to the State WMA system. This property has many diverse habitat features important to wildlife populations and water quality protection, while also providing a variety of outdoor recreational experiences. If you have any questions, or would like us to come meet with you, please do not hesitate to contact us.

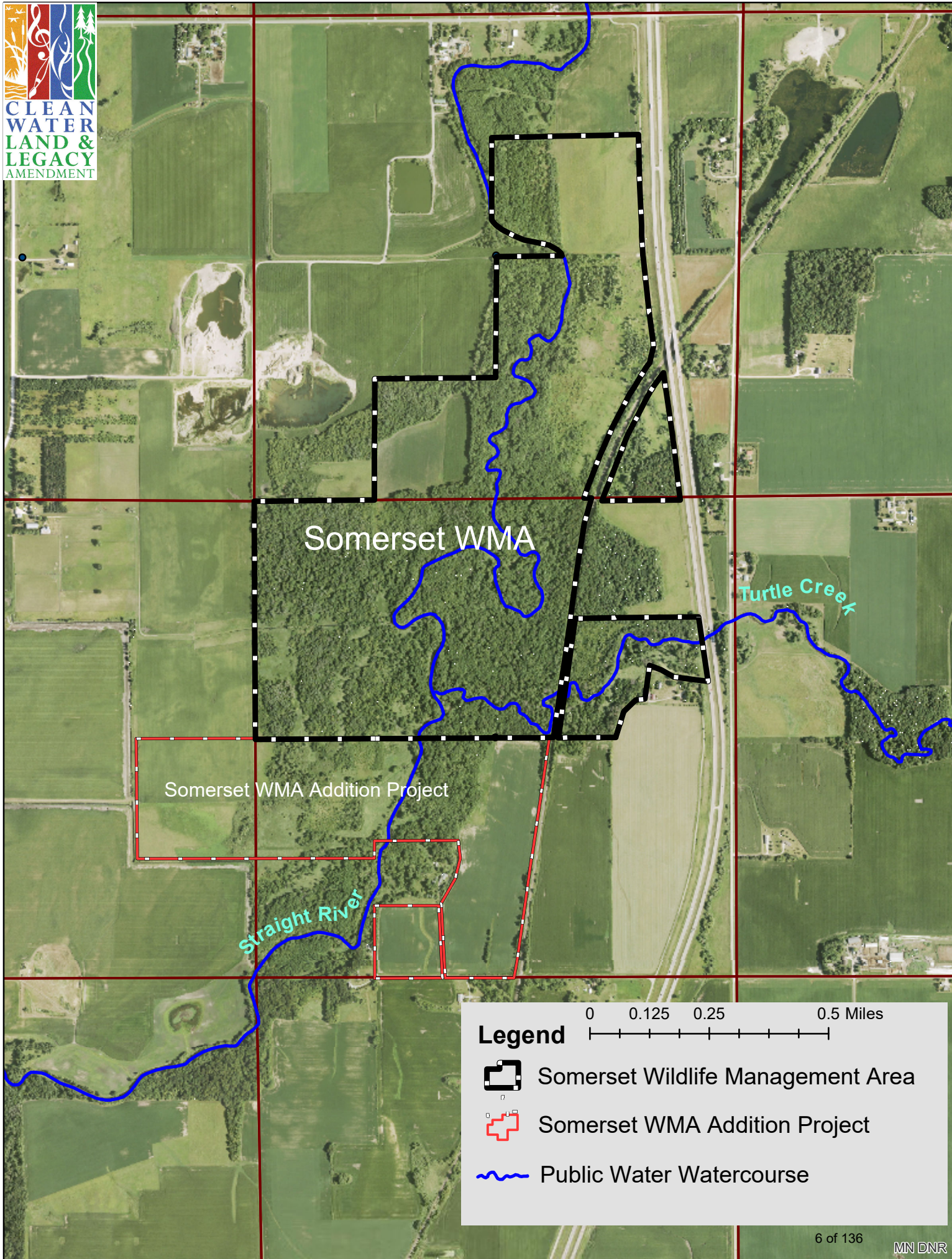
Sincerely,



Bob McGillivray
Land Protection Director
The Trust for Public Land
651-999-5307
bob.mcgillivray@tpl.org



Jeanine Vorland
Area Wildlife Manager
MN DNR
507-475-2900
jeanine.vorland@state.mn.us



PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

November 13, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on November 13, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Human Resources Director Gina McGuire, IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, County Assessor Brian Anderson, County Attorney Robert Jarrett, Assistant County Attorney Campbell Housh, Public Health Director Amber Aaseth, Public Health Specialist Ethan Rindfleisch, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

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

Amendments to the agenda:

- Item #14: add Juneteenth to the list of holidays in the handbook.
- Item #16: MNP Lease agreement - remove the "Access Keys" portion from #4. in the lease agreement.

Comments and Correspondence:

Public Comment: 1 person spoke regarding a lack of transparency. 1 person spoke regarding the restoration of collaboration with the county.

Correspondence: None

Consent Agenda:

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

- A. Approve the minutes of October 28, 2025 Board Meeting
- B. Approve the minutes of October 28, 2025 Board Work Session
- C. Approve the minutes of November 3, 2025 Budget Meeting
- D. Approve Bills
- E. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
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Katelynn Paape	Accounting Support Specialist	B22/1	11/05/2025
Lauren Sheely	Adult Probation Officer	IC42/1	11/06/2025
Thomas Brooks	Correctional Officer	B24/4	11/24/2025

Resignations/Retirements/Terminations:

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

- F. Approve the Final Payment to R&K Electric for the Steele County Fairgrounds Electrical Safety Project in the amount of \$112,183.64.
- G. 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.
- H. 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. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- I. Adopt **Resolution #2025-048** accepting a donation from Kindness Crew Daycare (Lisa Korbelt) in an amount of \$250 to help Veterans in need. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- J. Approve 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.
- K. 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.
- L. 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.
- M. 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.
- N. 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.

General Agenda:

The November Anniversaries were read.

Name:	Position:	Department:	Annv. Date:	YOS:
Melissa Trihus	Technical Clerk II	Recorder	November 2nd	10
Amanda Prestegard RN		Public Health	November 4th	1
Madilyn Trupe	Deputy Sheriff Patrol	Sheriff	November 13th	2
Drew Meyer	Custodian	Facilities and Fleet	November 16th	3
Alexa Wencil	Long Term Care Supv	Public Health	November 21st	3
Quentin Kroll	Correctional Officer	Detention Center	November 25th	1
Deb Grems	Office Support Splst	Public Health	November 27th	19
Jennifer Mueller	PT&E Director	PT & E	November 27th	2

Commissioner Glynn offered the following **Resolution No. 2025-049** approving the 2026–2028 MNPEA Essential Jailers unit collective bargaining agreement, 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.

Public Hearing: 5:15 pm – Amendment to Ordinance #42 Regulating Cannabis Businesses

Renae Spoke regarding the Amendment. The original Ordinance did not reference low potency products. Staff recommended limiting sales of low potency products to those existing 21+ establishments. The Owatonna City Council completed their second reading, approving their ordinance with the changes being proposed by staff.

Motion by Glynn, seconded by Krueger to open the public hearing. Ayes all.

No-one from the public spoke and the public hearing portion of the meeting was closed.

Following the hearing, the Commissioners discussed the statutory limitations regarding setbacks and County Attorney Jarrett mentioned that there are changes pending at the federal level that might impact sales of low potency products in Minnesota. Pending clarification regarding setbacks and the impact of possible changes at the federal level, the Commissioner agreed to table consideration of the ordinance amendments. Motion by Commissioner Abbe, seconded by Commissioner Glynn to table this item until November 25, 2025 board meeting. Ayes all.

Commissioner Reports:

Commissioner Glynn reported his attendance at Steele County Budget meeting, Internal Central Services meeting, Land Use and Records meeting, SCFF/County Board Joint meeting.

Commissioner Prokopec reported his attendance at Steele County Budget meeting, Canon River watershed Joint Powers Board meeting, SCFF/County Board Joint meeting, and a Work Session.

Commissioner Abbe reported his attendance at Steele County Budget meeting, Rice Steele 911 Joint meeting, SCFF/County Board Joint meeting, Land Use and Records meeting, and a Work Session

Commissioner Krueger reported his attendance at South County Health Alliance Finance meeting, Steele County Budget meeting, South County Health Alliance budget meeting, Chamber Growth breakfast, Ag Society meeting, Engineering interviews, SEMCAC, Government Day, SCFF/County Board Joint meeting, MNP Finance and a Work Session.

Commissioner Brady reported his attendance at Steele County Budget meeting, Internal Central Services meeting, Steele Rice 911, SCFF/County Board Joint meeting, and a Work Session.

County Attorney had no report.

County Administrator reported her attendance at the OCLA Government Day.

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

Motion by Commissioner Glynn, seconded by Commissioner Krueger to go into closed session at 5:37 p.m. Ayes all.

Discussion took place.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to come out of closed session at 6:17 p.m. Ayes all.

No action was taken.

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 Glynn, seconded by Commissioner Abbe to go into closed session at 6:18 p.m. Ayes all.

Discussion took place.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to come out of closed session at 6:53 p.m. Ayes all.

No action was taken.

LISTING OF BILLS

November 13, 2025

Advanced Correctional Healthcare	16,871.78
ASC Psychological Services	4,250.00
Borneke Construction, Inc.	1,141,062.67
BRN Lawn & Landscape LLC	5,065.00
Cardinal Health 110 LLC	2,986.33

Central Farm Services	3,645.94
City Of Owatonna	8,740.00
Clearview Window Cleaning	2,680.00
Counties Providing Technology	4,731.00
Crysteel Truck Equipment Inc	14,626.00
Faribo Plumbing & Heating Inc	2,350.00
ICS Consulting LLC	3,550.00
MEI Total Elevator Solutions	3,115.52
Met-Con Construction Faribault Div	4,500.00
Mn Dept Of Health	2,391.00
Owatonna Filters	4,741.02
Rice-Steele 911 Center	4,320.00
Schwickert's Tecta America LLC	286,511.27
SCR	6,427.91
SF Enterprises LLC	24,427.80
Short Elliott Hendrickson Inc	7,810.50
Spero	10,222.86
Steele County Transitional Housing	46,000.00
Streichers Inc	2,344.00
Summit Food Services LLC	10,382.40
Sweet Towing LLC	2,120.00
Thompson Sanitation	75,967.74
Thomson Reuters - West	2,490.41
Trueman Walters Inc	2,167.13
Weinberg Construction LLC	8,565.00
WHKS & Co	9,982.21
79 Payments less than 2000	<u>37,818.28</u>
Final Total:	1,762,863.77

Motion by Commissioner Glynn, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 6:54 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

November 13, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 3:00 p.m. on November 13, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, Planning and Zoning Director Amber Brooks, Public Works Director Ronald Gaines, Recorder Rick Kvien, PT&E Director Jennifer Mueller, County Assessor Brian Anderson, Assistant County Attorney Campbell Housh, Emergency and Risk Management Director Kristen Sailer, Public Health Director Amber Aaseth, County Administrator Renae Fry, Public Health Executive Assistant Tonia Miller, Park & Recreation Sean Benz, Human Resource Director Gina McGuire, Public Health Specialist Ethan Rindfleisch, EM Specialist Megan Ringhofer, and Executive Assistant Rebecca Kubicek.

The Steele County Commissioners and Department Heads participated in Emergency Operations Training facilitated by IT Audit Labs, facilitated by Jen Lotze. The team went through an Incident Crisis System Scenario and talked about chaos management, incident management, and a rebuilding plan. This exercise will help Department Heads update their COOP plans.

Renae Fry asked commissioners to consider donating items to the silent auction basket that would be donated to AMC on behalf of the county. Renae also mentioned a meeting date conflict. The Board of Commissioners' December meeting is on the 16th, and this is the same day MNPrairie is having their meeting in Dodge County. To avoid a scheduling conflict, the Board asked if MNPrairie would set their meeting time earlier to assure the commissioner can be make both meetings. The Commissioners did not want to change the currently scheduled Board meeting.

Meeting was adjourned at 4:37 p.m.

Chairman

ATTEST: _____
Administrator

SBENDORF
11/20/25 10:01AM

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

11/20/25 10:01AM

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			
	10364	Gaines/Ronald S				
18	10-301-000-0000-6241		Reimb-MN Engineers License	64859	Membership Dues	N
	10364	Gaines/Ronald S		1 Transactions		
	37025	Innovative Office Solutions LLC				
23	10-301-000-0000-6410		Admin office supplies	4984000	Office Supplies	Y
24	10-301-000-0000-6410		Road maint office supplies	4984000	Office Supplies	Y
25	10-301-000-0000-6801		Eng field supplies	4984000	General Expense	Y
	37025	Innovative Office Solutions LLC		3 Transactions		
	52304	Mn Counties Intergovernmental Trust				
28	10-301-000-0000-6350		Busho Accident	D69342380	Property & Liability Insurance	N
	52304	Mn Counties Intergovernmental Trust		1 Transactions		
	7771	MN Dept of Labor & Industry				
29	10-301-000-0000-6512		Boiler testing	ABR0364427x	Bldg Repair & Maintenance	N
	7771	MN Dept of Labor & Industry		1 Transactions		
301	DEPT Total:		Administration	4 Vendors	6 Transactions	
		1,298.99				
302	DEPT		Road & Bridge Maintenance Expense			
	36550	IFACS				
21	10-302-000-0000-6534		Sign supplies	5370570	Supplies - Signing	Y
	36550	IFACS		1 Transactions		
	48700	M-R Sign Company, Inc				
26	10-302-000-0000-6534		Yield signs	229963	Supplies - Signing	N
27	10-302-000-0000-6534		Arrow signs	229963	Supplies - Signing	N
	48700	M-R Sign Company, Inc		2 Transactions		
	8701	Valley Asphalt Products Inc				
43	10-302-000-0000-6529		Winter Mix CR 177	16551	Co Rd Supplies	N
44	10-302-000-0000-6529		Winter Mix CR 166	16551	Co Rd Supplies	N
	8701	Valley Asphalt Products Inc		2 Transactions		
	10357	Xcel Energy				
46	10-302-000-0000-6534		Street lights - CSAH 2	15260999-4	Supplies - Signing	N
		14.78				

SBENDORF

11/20/25 10:01AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor Name	No.	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099	On Behalf of Name
10357	Xcel Energy				14.78		1 Transactions					
302	DEPT Total:				2,869.50	Road & Bridge Maintenance Expense		4 Vendors		6 Transactions		
303	DEPT					Construction Expense						
9896	Gleason/Sierra											
19	10-303-000-0000-6331				205.10	Mileage - RTVision training		110425		Mileage Reimbursement		N
9896	Gleason/Sierra				205.10		1 Transactions					
303	DEPT Total:				205.10	Construction Expense		1 Vendors		1 Transactions		
304	DEPT					Equipment Maintenance & Shops						
10067	Auto Value Owatonna											
1	10-304-000-0000-6511				26.89	Ball valve		197021714		Maint Shop Supplies & Materials		N
2	10-304-000-0000-6511				50.99	Gen purpose lever		197021827		Maint Shop Supplies & Materials		N
3	10-304-000-0000-6511				143.52	Brake parts cleaner		197022268		Maint Shop Supplies & Materials		N
4	10-304-000-0000-6520				483.19	Flares & lamps #2151		197022372		Machinery/Vehicle Parts		N
10067	Auto Value Owatonna				704.59		4 Transactions					
11215	Central Farm Services											
5	10-304-000-0000-6521				10,258.56	Diesel Fuel		940326		Supplies-Diesel Fuel		N
6	10-304-000-0000-6540				8,655.67	Unleaded fuel		940332		Fuel & Lubricants		N
11215	Central Farm Services				18,914.23		2 Transactions					
10363	Cimline Inc											
7	10-304-000-0000-6600				80,792.00	Mastic Machine		206447		Capital Outlay		N
10363	Cimline Inc				80,792.00		1 Transactions					
16480	Crysteel Truck Equipment Inc											
8	10-304-000-0000-6515				5,825.00	Accident - repair #2246		B33517		Shop Equip Repair & Maintenance		N
9	10-304-000-0000-6520				2,432.74	Cylinders #2131		LP225018		Machinery/Vehicle Parts		N
16480	Crysteel Truck Equipment Inc				8,257.74		2 Transactions					
8459	Freerksen Oil LLC											
15	10-304-000-0000-6520				201.00	Synthetic grease #2245		3007		Machinery/Vehicle Parts		Y
16	10-304-000-0000-6520				60.60	Synguard #2256		3007		Machinery/Vehicle Parts		Y
17	10-304-000-0000-6520				201.00	Synthetic grease #2255		3007		Machinery/Vehicle Parts		Y

SBENDORF

11/20/25 10:01AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8459	Freerksen Oil LLC		462.60	3 Transactions		
36550	IFACS					
20	10-304-000-0000-6520		21.70	Jam nut #2255	5370018	Machinery/Vehicle Parts Y
22	10-304-000-0000-6520		12.70	Adaptor	5370623	Machinery/Vehicle Parts Y
36550	IFACS		34.40	2 Transactions		
56125	NAPA Auto Parts					
30	10-304-000-0000-6511		191.80	Mud flaps	068606	Maint Shop Supplies & Materials N
56125	NAPA Auto Parts		191.80	1 Transactions		
4097	Nuss Truck & Equipment					
31	10-304-000-0000-6520		408.73	Windshield	PSO2418752	Machinery/Vehicle Parts N
4097	Nuss Truck & Equipment		408.73	1 Transactions		
68420	Plunkett's Pest Control, Inc.					
32	10-304-000-0000-6512		118.56	Pest control - November	10239732	Bldg Repair & Maintenance N
68420	Plunkett's Pest Control, Inc.		118.56	1 Transactions		
9923	Steve James Excavating Inc					
37	10-304-000-0000-6520		35.61	Propane #2256	19363	Machinery/Vehicle Parts N
38	10-304-000-0000-6520		59.37	Propane #2256	19415	Machinery/Vehicle Parts N
9923	Steve James Excavating Inc		94.98	2 Transactions		
86520	Terminal Supply Company					
39	10-304-000-0000-6511		1,362.08	Shop supplies	65932-00	Maint Shop Supplies & Materials N
40	10-304-000-0000-6511		233.21	Shop supplies	66031-00	Maint Shop Supplies & Materials N
86520	Terminal Supply Company		1,595.29	2 Transactions		
9376	Trueman Welters Inc					
41	10-304-000-0000-6519		795.65	Cutting Edge - #2181	IE60135	Cutting Edges N
42	10-304-000-0000-6519		795.65	Cutting Edge - #2182	IE60135	Cutting Edges N
9376	Trueman Welters Inc		1,591.30	2 Transactions		
304	DEPT Total:		113,166.22	Equipment Maintenance & Shops	12 Vendors	23 Transactions
310	DEPT			Capital Construction		
22460	Erickson Engineering Co LLC					
10	10-310-000-0000-6535		225.00	Prof serv 074-599-043	17373	Town Bridges Y

SBENDORF

11/20/25 10:01AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
11	10-310-000-0000-6535		346.00	Prof serv 074-599-043	17554	Town Bridges Y
12	10-310-000-0000-6535		931.00	Prof serv 074-599-040	17555	Town Bridges Y
13	10-310-000-0000-6262		353.50	Prof serv 074-599-044	17587	Sales Tax Consultants Y
14	10-310-000-0000-6262		11,577.50	Prof serv 074-599-045	17590	Sales Tax Consultants Y
22460	Erickson Engineering Co LLC		13,433.00	5 Transactions		
77570	Short Elliott Hendrickson Inc					
33	10-310-000-0000-6535		600.00	Prof serv 074-599-044	498058	Town Bridges N
34	10-310-000-0000-6535		600.00	Prof serv 074-599-042	498058	Town Bridges N
35	10-310-000-0000-6535		845.00	Prof serv 074-599-040	498058	Town Bridges N
36	10-310-000-0000-6262		67,306.96	Prof serv 74-648-008	498391	Sales Tax Consultants N
77570	Short Elliott Hendrickson Inc		69,351.96	4 Transactions		
4364	WSB & Associates Inc					
45	10-310-000-0000-6262		4,878.50	Prof serv 074- -628-007	0313300001	Sales Tax Consultants Y
4364	WSB & Associates Inc		4,878.50	1 Transactions		
310	DEPT Total:		87,663.46	Capital Construction	3 Vendors	10 Transactions
10	Fund Total:		205,203.27	Road & Bridge Fund		46 Transactions
	Final Total:		205,203.27	24 Vendors	46 Transactions	

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	205,203.27	Road & Bridge Fund	
	All Funds	205,203.27	Total	Approved by,
				
				

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	31727 Hansen/Kathy						
14	01-003-000-0000-6194		480.00	Lemond cemetery mowing-8x	11/14/2025	Personnel Policy	Y
	31727 Hansen/Kathy		480.00	1 Transactions			
	8690 Kennedy & Graven, Chartered						
16	01-003-000-0000-6194		392.00	MNP legal fees - October 2025	ST625-00003	Personnel Policy	Y
	8690 Kennedy & Graven, Chartered		392.00	1 Transactions			
3	DEPT Total:		872.00	County Wide	2 Vendors	2 Transactions	
5	DEPT			Board Of Commissioners			
	8393 AMC - MACA						
2	01-005-000-0000-6261		50.00	Dist 9 Fall training-GKrueger	85515	Conference & Training	N
	8393 AMC - MACA		50.00	1 Transactions			
5	DEPT Total:		50.00	Board Of Commissioners	1 Vendors	1 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
55	01-013-000-0000-6501		735.50	West information charges-Oct	852754531	Books	N
	70550 Thomson Reuters - West		735.50	1 Transactions			
13	DEPT Total:		735.50	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	8393 AMC - MACA						
3	01-031-000-0000-6261		50.00	Dist 9 Fall training-RFry	85516	Conference & Training	N
	8393 AMC - MACA		50.00	1 Transactions			
	8975 Minnesota Counties Computer Coop						
43	01-031-000-0000-6410	8	178.80	2026 Acrobat licenses-Admin	2511057	Office Supplies	N
	8975 Minnesota Counties Computer Coop		178.80	1 Transactions			
31	DEPT Total:		228.80	County Administrator	2 Vendors	2 Transactions	
32	DEPT			Human Resources			

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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	
34	8975 Minnesota Counties Computer Coop						
	01-032-000-0000-6410	8	268.20	2026 Acrobat licenses-HR	2511057	Office Supplies	N
	8975 Minnesota Counties Computer Coop		268.20	1 Transactions			
58	9348 Vault Health						
	01-032-000-0000-6801		352.60	DOT 4th quarter randoms	FL00691580	General Expense	N
	9348 Vault Health		352.60	1 Transactions			
59	8338 Verified First LLC						
	01-032-000-0000-6260		112.70	Backgrounds	INV-00578420	Background Checks	Y
	8338 Verified First LLC		112.70	1 Transactions			
32	DEPT Total:		733.50	Human Resources	3 Vendors	3 Transactions	
41	DEPT			Auditor			
193	4212 Bussler Publishing Inc						
	01-041-000-0000-6242		84.00	2nd half Ag & MH taxes ad	39599	Publishing	N
	4212 Bussler Publishing Inc		84.00	1 Transactions			
35	8975 Minnesota Counties Computer Coop						
	01-041-000-0000-6410	8	357.60	2026 Acrobat licenses-PT&E	2511057	Office Supplies	N
	8975 Minnesota Counties Computer Coop		357.60	1 Transactions			
41	DEPT Total:		441.60	Auditor	2 Vendors	2 Transactions	
44	DEPT			Financial Administrator			
4	6032 APG Media of Southern Minnesota LLC						
	01-044-000-0000-6242		330.00	2nd half RE tax - 4 ads	13098-1025	Publishing	N
	6032 APG Media of Southern Minnesota LLC		330.00	1 Transactions			
32	8975 Minnesota Counties Computer Coop						
	01-044-000-0000-6410	8	357.60	2026 Acrobat licenses-Finance	2511057	Office Supplies	N
	8975 Minnesota Counties Computer Coop		357.60	1 Transactions			
44	DEPT Total:		687.60	Financial Administrator	2 Vendors	2 Transactions	
61	DEPT			Information Technology			
	8975 Minnesota Counties Computer Coop						

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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	
36	01-061-000-0000-6410	8	357.60	2026 Acrobat licenses-IT	2511057	Office Supplies	N
	8975 Minnesota Counties Computer Coop		357.60	1 Transactions			
	18450 Office of MN IT Services						
154	01-061-000-0000-6212		1,631.16	Internet fees - October 2025	DV25100411	M-Net Expenses	N
	18450 Office of MN IT Services		1,631.16	1 Transactions			
61	DEPT Total:		1,988.76	Information Technology	2 Vendors	2 Transactions	
62	DEPT			Central Services			
	9887 CivicPlus LLC						
152	01-062-000-0000-6301	8	5,278.77	2026 Social Media archiving	354900	Equip/Software Maint	Y
	9887 CivicPlus LLC		5,278.77	1 Transactions			
	16282 Crosstown Cartage Inc						
8	01-062-000-0000-6801		324.00	Contracted mail services	11/07/2025	General Expense	N
9	01-062-000-0000-6802		165.00	Additional mail services	11/07/2025	Internal Chargeback	N
	16282 Crosstown Cartage Inc		489.00	2 Transactions			
	5655 High Point Networks						
15	01-062-000-0000-6301	8	14,015.70	2026 Veeam backup renewals	2799433	Equip/Software Maint	Y
	5655 High Point Networks		14,015.70	1 Transactions			
	4419 Matrix Communications Inc						
20	01-062-000-0000-6801		150.00	Phone system support	M009801	General Expense	N
	4419 Matrix Communications Inc		150.00	1 Transactions			
	8859 Quadient Leasing USA Inc						
51	01-062-000-0000-6215		413.78	Coverage - December 2025	Q2074818	Postage	N
52	01-062-000-0000-6215	8	827.56	Coverage - Jan-Feb 2026	Q2074818	Postage	N
	8859 Quadient Leasing USA Inc		1,241.34	2 Transactions			
	9767 UKG Kronos Systems LLC						
56	01-062-000-0000-6301		3,514.64	HRIS operating cost-Oct 2025	I10080029978	Equip/Software Maint	N
	9767 UKG Kronos Systems LLC		3,514.64	1 Transactions			
62	DEPT Total:		24,689.45	Central Services	6 Vendors	8 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	
91	DEPT		County Attorney			
8975	Minnesota Counties Computer Coop					
26	01-091-000-0000-6410	8	2026 Acrobat licenses-Atty	2511057	Office Supplies	N
44	01-091-000-0000-6410	8	2026 Adobe creative suite-Atty	2511057	Office Supplies	N
46	01-091-000-0000-6410	8	2026 Adobe Sign-Atty	2511057	Office Supplies	N
8975	Minnesota Counties Computer Coop		3 Transactions			
9363	PITNEY BOWES GLOBAL FINANACIAL SVC					
49	01-091-000-0000-6304		Meter lease 10/1 - 12/31/2025	3107492969	Misc Contracts	N
9363	PITNEY BOWES GLOBAL FINANACIAL SVC		1 Transactions			
91	DEPT Total:		County Attorney	2 Vendors	4 Transactions	
101	DEPT		County Recorder			
51300	Metro Sales Inc					
23	01-101-000-0000-6410		Copies	INV2933186	Office Supplies	N
51300	Metro Sales Inc		1 Transactions			
8975	Minnesota Counties Computer Coop					
41	01-101-000-0000-6410	8	2026 Acrobat licenses-Recorder	2511057	Office Supplies	N
8975	Minnesota Counties Computer Coop		1 Transactions			
69675	Pro-West & Associates Inc					
50	01-101-000-9306-6600		Property sales script update	INV-2615	Capital Outlay - Compliance Fund	N
69675	Pro-West & Associates Inc		1 Transactions			
101	DEPT Total:		County Recorder	3 Vendors	3 Transactions	
103	DEPT		Assessor			
8975	Minnesota Counties Computer Coop					
33	01-103-000-0000-6410	8	2026 Acrobat licenses-Assessor	2511057	Office Supplies	N
8975	Minnesota Counties Computer Coop		1 Transactions			
103	DEPT Total:		Assessor	1 Vendors	1 Transactions	
104	DEPT		GIS			
8975	Minnesota Counties Computer Coop					
27	01-104-000-0000-6410	8	2026 Acrobat licenses-GIS	2511057	Office Supplies	N

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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	
8975	Minnesota Counties Computer Coop		178.80	1 Transactions			
104	DEPT Total:		178.80	GIS	1 Vendors	1 Transactions	
105	DEPT			Planning & Zoning			
8975	Minnesota Counties Computer Coop						
29	01-105-000-0000-6410	8	357.60	2026 Acrobat licenses-P&Z	2511057	Office Supplies	N
8975	Minnesota Counties Computer Coop		357.60	1 Transactions			
105	DEPT Total:		357.60	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						
205	01-111-042-0000-6300		426.90	Lock & key install	4638	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		426.90	1 Transactions			
9571	Agile Fleet Inc						
61	01-111-050-0000-6410		2,637.52	Annual service 11/1 - 12/31/25	INV933000172	Office Supplies	N
62	01-111-050-0000-6410	8	13,187.59	Annual service 1/1/26-10/31/26	INV933000172	Office Supplies	N
9571	Agile Fleet Inc		15,825.11	2 Transactions			
6980	Block Plumbing & Heating Inc						
63	01-111-041-0000-6300		37.60	Moen cartridge 1225	72757	Bldg Repairs & Maintenance	N
6980	Block Plumbing & Heating Inc		37.60	1 Transactions			
988	Jetter Clean Inc						
195	01-111-040-0000-6300		275.00	Clean bathroom sink drains	OWT-14493	Bldg Repairs & Maintenance	N
988	Jetter Clean Inc		275.00	1 Transactions			
7860	Metropolitan Mechanical Contractors Inc						
77	01-111-042-0000-6300		215.00	Adjust boiler temp	10030063	Bldg Repairs & Maintenance	N
7860	Metropolitan Mechanical Contractors Inc		215.00	1 Transactions			
51630	Mike's Repair						
64	01-111-000-0000-6304		168.00	Tire mounting	112726	Equipment Maintenance & Repairs	Y
65	01-111-000-0000-6304		168.00	Tire mounting	112727	Equipment Maintenance & Repairs	Y
197	01-111-000-0000-6304		168.00	Tire mounting	112805	Equipment Maintenance & Repairs	Y

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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	
51630	Mike's Repair		504.00	3 Transactions		
37	8975 Minnesota Counties Computer Coop	8	89.40	2026 Acrobat licenses-B&G	2511057	Office Supplies
	8975 Minnesota Counties Computer Coop		89.40	1 Transactions		N
204	7796 Ripple/Mary		175.98	251.4 miles x .70	8/1 - 10/31/25	Mileage Reimbursement
	7796 Ripple/Mary		175.98	1 Transactions		N
66	8995 Southern Lock & Glass LLC		467.70	Door closers	19175	Grounds Maintenance
	8995 Southern Lock & Glass LLC		467.70	1 Transactions		Y
67	85167 Stewart Sanitation		178.10	Recycling - Admin - November	953660	Bldg Repairs & Maintenance
68	01-111-040-0000-6300		95.47	Recycling - Annex - October	954344	Bldg Repairs & Maintenance
70	01-111-041-0000-6300		74.19	Recycling - CH - October	954347	Bldg Repairs & Maintenance
71	01-111-042-0000-6300		54.76	Recycling - CH - October	954347	Bldg Repairs & Maintenance
	01-111-043-0000-6300		54.76	Recycling - Atty - October	954347	Bldg Repairs & Maintenance
85167	Stewart Sanitation		402.52	4 Transactions		
75	5626 Trugreen Processing Center		868.56	Lawn service-Admin-October	217154928	Grounds Maintenance
72	01-111-040-0000-6380		120.90	Lawn service-CH-October	217154928	Grounds Maintenance
73	01-111-042-0000-6380		54.94	Lawn service-Atty-October	217154928	Grounds Maintenance
76	01-111-043-0000-6380		985.86	Lawn service-Atty-October	217154928	Grounds Maintenance
	01-111-044-0000-6380		985.86	Lawn service-DC-October	217154928	Grounds Maintenance
5626	Trugreen Processing Center		2,030.26	4 Transactions		
111	DEPT Total:		20,449.47	Buildings & Grounds	11 Vendors	20 Transactions
121	DEPT			Veteran Service		
12	2072 Gilormini/Rene		60.76	Mileage-ASC meeting	11072025RG	Mileage Reimbursement
13	01-121-000-0000-6331	8	50.00	2026 NACVSO membership	16502RG	Membership Dues & Subscriptions
	2072 Gilormini/Rene		110.76	2 Transactions		N
206	37025 Innovative Office Solutions LLC		49.48	Copy paper	4986912	Office Supplies
	01-121-000-0000-6410		49.48			Y

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC		49.48	1 Transactions			
8975	Minnesota Counties Computer Coop						
42	01-121-000-0000-6410	8	178.80	2026 Acrobat licenses-Veterens	2511057	Office Supplies	N
8975	Minnesota Counties Computer Coop		178.80	1 Transactions			
121	DEPT Total:		339.04	Veteran Service	3 Vendors	4 Transactions	
201	DEPT			Sheriff			
3275	Anhorn's Gas & Tire						
190	01-201-000-0000-6320		664.08	4 new tires - 7425	45994	Vehicle Maintenance	Y
3275	Anhorn's Gas & Tire		664.08	1 Transactions			
10366	BCA Training						
191	01-201-000-0000-6261		150.00	Crime Reporting trng -JBedney	43605	Conference & Training	N
192	01-201-000-0000-6261		150.00	Crime Reporting trng -CSteneman	43605	Conference & Training	N
10366	BCA Training		300.00	2 Transactions			
18110	Dean's Westside Towing						
194	01-201-000-0000-6806		632.00	Tow Polaris ranger SC25-1267	154191	Vehicle Towing	Y
18110	Dean's Westside Towing		632.00	1 Transactions			
8565	Leads Online LLC						
196	01-201-000-0000-6304	8	3,230.00	2026 PowerPlus inves system	421993	Contracts	Y
8565	Leads Online LLC		3,230.00	1 Transactions			
51630	Mike's Repair						
198	01-201-000-0000-6320		288.00	4 tires - mounted & aligned	112746	Vehicle Maintenance	Y
51630	Mike's Repair		288.00	1 Transactions			
8975	Minnesota Counties Computer Coop						
38	01-201-000-0000-6410	8	447.00	2026 Acrobat licenses-SCSO	2511057	Office Supplies	N
8975	Minnesota Counties Computer Coop		447.00	1 Transactions			
52304	Mn Counties Intergovernmental Trust						
199	01-201-000-0000-6350		2,500.00	Deductible 24PC466 Ulrich	D238116179	Property & Liability Insurance	N
52304	Mn Counties Intergovernmental Trust		2,500.00	1 Transactions			
52513	Mn Dept Of Transportation						

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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	
200	01-201-297-0000-6347	8	2026 Hayfield lease/electircal	767095	T-BI Pr Lease Payments	N
52513	Mn Dept Of Transportation		1 Transactions			
585	Olympic Fire Protection Corp					
201	01-201-000-0000-6320		Fire extinguisher svc-squads	74464	Vehicle Maintenance	N
202	01-201-000-0000-6320		3 new extinguishers-squads	74464	Vehicle Maintenance	N
585	Olympic Fire Protection Corp		2 Transactions			
3248	Personnel Evaluation, Inc					
203	01-201-000-0000-6801		Pre-emplmt exam - DS	56334	Misc Expense	6
3248	Personnel Evaluation, Inc		1 Transactions			
201	DEPT Total:	8,737.08	Sheriff	10 Vendors	12 Transactions	
208	DEPT		Coroner			
9860	Klapperich/Julie					
18	01-208-000-0000-6801	500.00	Death investigations - 7	October 2025	General Expense	6
9860	Klapperich/Julie	500.00	1 Transactions			
49916	Mayo Clinic					
21	01-208-000-0000-6801	1,800.00	Autopsy - ROsmundson	3196090	General Expense	6
22	01-208-000-0000-6801	1,800.00	Autopsy - AHanson	3196090	General Expense	6
49916	Mayo Clinic	3,600.00	2 Transactions			
4229	Moore Md/Kellyanna J					
47	01-208-000-0000-6801	3,980.17	Coroner services - November	November 2025	General Expense	6
4229	Moore Md/Kellyanna J	3,980.17	1 Transactions			
208	DEPT Total:	8,080.17	Coroner	3 Vendors	4 Transactions	
251	DEPT		Jail			
10067	Auto Value Owatonna					
5	01-251-000-0000-6320	169.52	Battery for 21-204	197020344	Vehicle Maintenance	N
10067	Auto Value Owatonna	169.52	1 Transactions			
10215	Christeyns					
6	01-251-000-0000-6560	304.23	Laundry detergent	2025-31555-00	Janitorial Supplies	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	
10215	Christeyns		304.23	1 Transactions		
7	15550 Court Sports And More Inc					
	01-251-000-0000-6192		3,711.00	Employee uniform conversion	1232	Uniform Allowance N
	15550 Court Sports And More Inc		3,711.00	1 Transactions		
10	3682 Diamond Medical					
	01-251-000-0000-6432		7,239.35	Pharmacy - October 2025	INV001539501	Medical Payments N
	3682 Diamond Medical		7,239.35	1 Transactions		
24	5830 Midwest Monitoring & Surveillance					
	01-251-000-0000-6451		517.32	UA testing	DT1025102	Operating Supplies Y
	5830 Midwest Monitoring & Surveillance		517.32	1 Transactions		
31	8975 Minnesota Counties Computer Coop					
	01-251-000-0000-6410	8	268.20	2026 Acrobat licenses-SCDC	2511057	Office Supplies N
	8975 Minnesota Counties Computer Coop		268.20	1 Transactions		
155	18450 Office of MN IT Services					
	01-251-000-0000-6211		42.50	Fiber management fees-Oct 25	DV25100411	Radio - Computers - Cameras N
	18450 Office of MN IT Services		42.50	1 Transactions		
48	62945 Owatonna Hospital					
	01-251-000-0000-6432		777.76	ER visit - CT	EH17727600000	Medical Payments Y
	62945 Owatonna Hospital		777.76	1 Transactions		
53	4879 Shred Right					
	01-251-000-0000-6304		44.75	Document shredding	60418	Contract Serv./Bldg Maint Y
	4879 Shred Right		44.75	1 Transactions		
54	8247 Summit Food Services LLC					
	01-251-000-0000-6441		3,460.80	Inmate meals 11/1 - 11/7/2025	INV2000257967	Prisoner Meals N
	8247 Summit Food Services LLC		3,460.80	1 Transactions		
57	618 Turnkey Corrections					
	01-251-000-0000-6418		14.62	Indigent fees - October	22727	Lock-Up Supplies N
	618 Turnkey Corrections		14.62	1 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
251	DEPT Total:	16,550.05	Jail	11 Vendors	11 Transactions
252	DEPT		Community Corrections		
4064	Alcohol Monitoring System Inc				
1	01-252-000-0000-6274	1,473.58	SCRAM monitoring	358013	Scram Monitoring N
4064	Alcohol Monitoring System Inc	1,473.58		1 Transactions	
6884	Language Line Services Inc				
19	01-252-000-0000-6284	267.10	Translator services	11753480	Interpreter Services Y
6884	Language Line Services Inc	267.10		1 Transactions	
5830	Midwest Monitoring & Surveillance				
25	01-252-000-0000-6270	628.74	Lab services - October 2025	DT1025110	Chemical Testing Y
5830	Midwest Monitoring & Surveillance	628.74		1 Transactions	
8975	Minnesota Counties Computer Coop				
30	01-252-000-0000-6410	8	2026 Acrobat licenses-CCA	2511057	Office Supplies N
45	01-252-000-0000-6410	8	2026 Adobe Sign-CCA	2511057	Office Supplies N
8975	Minnesota Counties Computer Coop	742.85		2 Transactions	
4879	Shred Right				
157	01-252-000-0000-6410	42.53	Paper shredding	60831	Office Supplies Y
4879	Shred Right	42.53		1 Transactions	
252	DEPT Total:	3,154.80	Community Corrections	5 Vendors	6 Transactions
281	DEPT		Emergency Management		
10362	IT Audit Labs				
17	01-281-000-0000-6260	2,500.00	Tabletop exercise project	66542	Consultant N
10362	IT Audit Labs	2,500.00		1 Transactions	
8975	Minnesota Counties Computer Coop				
40	01-281-000-0000-6410	8	2026 Acrobat licenses-EM	2511057	Office Supplies N
8975	Minnesota Counties Computer Coop	268.20		1 Transactions	
281	DEPT Total:	2,768.20	Emergency Management	2 Vendors	2 Transactions
391	DEPT		Environmental Services		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10206	GFL Environmental Services USA LLC						
11	01-391-000-0000-6550		230.00	Used oil & filter pick up	LQ02996620	Household Hazardous Waste	N
60	01-391-000-0000-6550		86.21	Used oil & filter pick up	LQ3127871	Household Hazardous Waste	N
10206	GFL Environmental Services USA LLC		316.21	2 Transactions			
391	DEPT Total:		316.21	Environmental Services	1 Vendors	2 Transactions	
481	DEPT			Public Health Nursing			
115	Aaseth/Amber						
160	01-481-465-6056-6331		154.00	Mileage - October 2025	November 2025	Mileage Reimbursement	N
115	Aaseth/Amber		154.00	1 Transactions			
8204	Adams/Penny						
161	01-481-460-6009-6331		50.05	Mileage - October 2025	November 2025	Mileage Reimbursement	N
8204	Adams/Penny		50.05	1 Transactions			
10287	Akers/Kenzie T						
78	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10287	Akers/Kenzie T		20.00	1 Transactions			
3566	Anderson/Gaynelle						
162	01-481-460-6009-6331		30.10	Mileage - October 2025	November 2025	Mileage Reimbursement	N
3566	Anderson/Gaynelle		30.10	1 Transactions			
9803	Anselmo/Jocelyn M						
79	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
9803	Anselmo/Jocelyn M		20.00	1 Transactions			
2574	Archambault/Kristi						
118	01-481-460-6009-6331		23.10	Mileage - October 2025	November 2025	Mileage Reimbursement	N
2574	Archambault/Kristi		23.10	1 Transactions			
8783	Availity LLC						
177	01-481-460-6009-6383		88.69	Medicare billing charges	INV01473815	Contract Services	N
8783	Availity LLC		88.69	1 Transactions			
10327	Avalos/Arturo						
80	01-481-461-6066-6464		100.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10327	Avalos/Arturo		100.00	1 Transactions		
10289	Baldwin/Amelia D					
81	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach Y
10289	Baldwin/Amelia D		20.00	1 Transactions		
7	Bartsch/Christine					
163	01-481-460-6009-6331		162.05	Mileage - October 2025	November 2025	Mileage Reimbursement N
7	Bartsch/Christine		162.05	1 Transactions		
8486	Baumgartner/Ann					
164	01-481-460-6009-6331		18.20	Mileage - October 2025	November 2025	Mileage Reimbursement N
8486	Baumgartner/Ann		18.20	1 Transactions		
9966	Benschoter/Paula					
165	01-481-460-6009-6331		8.40	Mileage - October 2025	November 2025	Mileage Reimbursement N
9966	Benschoter/Paula		8.40	1 Transactions		
9413	Benson/Robert					
166	01-481-460-6009-6331		11.20	Mileage - October 2025	November 2025	Mileage Reimbursement N
9413	Benson/Robert		11.20	1 Transactions		
10199	Boyes/Danica M					
82	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach Y
10199	Boyes/Danica M		20.00	1 Transactions		
6267	Brinkman/Stacie Lynn					
119	01-481-461-6025-6331		17.50	Mileage - October 2025	November 2025	Mileage Reimbursement N
120	01-481-461-6068-6331		9.10	Mileage - October 2025	November 2025	Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		26.60	2 Transactions		
10336	Brunner/Jacqueline					
167	01-481-460-6009-6331		37.10	Mileage - October 2025	November 2025	Mileage Reimbursement N
10336	Brunner/Jacqueline		37.10	1 Transactions		
10177	Buenger/Addison L					
83	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach Y
10177	Buenger/Addison L		20.00	1 Transactions		

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84	10360 Buttera/Arya						
	01-481-461-6066-6464		40.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
	10360 Buttera/Arya		40.00	1 Transactions			
85	10332 Candullo/Lucas						
	01-481-461-6066-6464		120.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
	10332 Candullo/Lucas		120.00	1 Transactions			
168	10128 Christenson/Sandra						
	01-481-460-6009-6331		53.20	Mileage - October 2025	November 2025	Mileage Reimbursement	N
	10128 Christenson/Sandra		53.20	1 Transactions			
169	12590 Christenson/Yukari						
	01-481-460-6009-6331		119.00	Mileage - October 2025	November 2025	Mileage Reimbursement	N
	12590 Christenson/Yukari		119.00	1 Transactions			
86	10123 Cupkie/Madilyn						
	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
	10123 Cupkie/Madilyn		20.00	1 Transactions			
87	9742 DeLaRosa/Aliyanna						
	01-481-461-6066-6464		70.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
	9742 DeLaRosa/Aliyanna		70.00	1 Transactions			
88	9741 DeLaRosa/Naomie						
	01-481-461-6066-6464		50.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
	9741 DeLaRosa/Naomie		50.00	1 Transactions			
89	10290 Ethen/Jacob W						
	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	1
	10290 Ethen/Jacob W		20.00	1 Transactions			
90	9999 Fandel/Kate Corinne						
	01-481-461-6066-6464		40.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
	9999 Fandel/Kate Corinne		40.00	1 Transactions			
121	9841 Farr/Whitney						
	01-481-460-6012-6331		66.50	Mileage - October 2025	November 2025	Mileage Reimbursement	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9841	Farr/Whitney					
		66.50	1 Transactions			
10179	Fish/Sierra LeAnn					
91	01-481-461-6066-6464	80.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10179	Fish/Sierra LeAnn	80.00	1 Transactions			
10130	Fleming/Bobbi Jo					
122	01-481-460-6012-6331	4.20	Mileage - October 2025	November 2025	Mileage Reimbursement	N
10130	Fleming/Bobbi Jo	4.20	1 Transactions			
10012	Fox/Vivien Lee					
92	01-481-461-6066-6464	30.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	N
10012	Fox/Vivien Lee	30.00	1 Transactions			
10209	Grunklee/Korey					
123	01-481-460-6012-6331	24.40	Mileage - October 2025	November 2025	Mileage Reimbursement	N
10209	Grunklee/Korey	24.40	1 Transactions			
10210	Halverson/Ainsley Mae					
93	01-481-461-6066-6464	60.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	N
10210	Halverson/Ainsley Mae	60.00	1 Transactions			
10027	Hanson/Danika C					
94	01-481-461-6066-6464	40.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10027	Hanson/Danika C	40.00	1 Transactions			
8735	Hanson/Julie					
124	01-481-460-6012-6331	35.70	Mileage - October 2025	November 2025	Mileage Reimbursement	N
8735	Hanson/Julie	35.70	1 Transactions			
9892	Haroldson/Julie					
170	01-481-460-6009-6331	30.10	Mileage - October 2025	November 2025	Mileage Reimbursement	N
9892	Haroldson/Julie	30.10	1 Transactions			
8389	Healthcare First					
178	01-481-460-6009-6383	116.57	HHCAHPS survey	5556308	Contract Services	N
8389	Healthcare First	116.57	1 Transactions			
10132	Hedervare/Sara					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
125	01-481-460-6012-6331		Mileage - October 2025	November 2025	Mileage Reimbursement	N
10132	Hedervare/Sara	23.80	1 Transactions			
10250	Horn/Isabella					
95	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10250	Horn/Isabella	20.00	1 Transactions			
37025	Innovative Office Solutions LLC					
182	01-481-461-6040-6464	27.41	Wipes	4975593	General Supplies & Outreach	Y
180	01-481-000-0000-6410	247.40	Copy paper	4976286	Office Supplies	Y
179	01-481-460-6012-6410	49.48	Copy paper	4976286	Office Supplies	Y
181	01-481-000-0000-6410	3.92	T-pin	4978820	Office Supplies	Y
37025	Innovative Office Solutions LLC	328.21	4 Transactions			
10043	Johnson/Emma					
173	01-481-461-6011-6331	4.90	Mileage - October 2025	November 2025	Mileage Reimbursement	N
172	01-481-461-6032-6331	1.40	Mileage - October 2025	November 2025	Mileage Reimbursement	N
174	01-481-461-6038-6331	16.80	Mileage - October 2025	November 2025	Mileage Reimbursement	N
171	01-481-461-6066-6331	29.40	Mileage - October 2025	November 2025	Mileage Reimbursement	N
10043	Johnson/Emma	52.50	4 Transactions			
9458	Jongbloedt/Beth					
126	01-481-460-6009-6331	17.15	Mileage - October 2025	November 2025	Mileage Reimbursement	N
9458	Jongbloedt/Beth	17.15	1 Transactions			
3629	Kent/Leah					
127	01-481-460-6009-6331	83.13	Mileage - October 2025	November 2025	Mileage Reimbursement	N
3629	Kent/Leah	83.13	1 Transactions			
10284	Krampitz/Braelyn					
96	01-481-461-6066-6464	80.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10284	Krampitz/Braelyn	80.00	1 Transactions			
10335	Laiho/Jared					
97	01-481-461-6066-6464	40.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10335	Laiho/Jared	40.00	1 Transactions			
9769	Maas/Carlin Ray					
98	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y

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9769	Maas/Carlin Ray		20.00	1 Transactions			
5754	McMann/Katy						
128	01-481-460-6009-6331		22.05	Mileage - October 2025	November 2025	Mileage Reimbursement	N
5754	McMann/Katy		22.05	1 Transactions			
10306	Meyers/Carson						
99	01-481-461-6066-6464		120.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10306	Meyers/Carson		120.00	1 Transactions			
10282	Millar/Chloe						
100	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10282	Millar/Chloe		20.00	1 Transactions			
10281	Millar/Connor						
101	01-481-461-6066-6464		60.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10281	Millar/Connor		60.00	1 Transactions			
10351	Miller/Adelynn						
102	01-481-461-6066-6464		40.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10351	Miller/Adelynn		40.00	1 Transactions			
8975	Minnesota Counties Computer Coop						
28	01-481-000-0000-6410	8	625.80	2026 Acrobat licenses-PHN	2511057	Office Supplies	N
8975	Minnesota Counties Computer Coop		625.80	1 Transactions			
4537	Mn Home Care Association						
183	01-481-460-6009-6241	8	1,607.00	2026 membership dues	300002241	Membership Dues	N
4537	Mn Home Care Association		1,607.00	1 Transactions			
10349	Ortiz/Jayla						
103	01-481-461-6066-6464		60.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10349	Ortiz/Jayla		60.00	1 Transactions			
9616	Parrott & Smith LLC						
184	01-481-461-6066-6341		295.00	Rent - October	November 2025	Office Rent	Y
9616	Parrott & Smith LLC		295.00	1 Transactions			
2587	Piepho/Nancy June						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
129	01-481-461-6034-6331	18.55	Mileage - October 2025	November 2025	Mileage Reimbursement	N
2587	Piepho/Nancy June	18.55	1 Transactions			
10131	Prestegard/Amanda					
130	01-481-461-6030-6331	1.40	Mileage - October 2025	November 2025	Mileage Reimbursement	N
10131	Prestegard/Amanda	1.40	1 Transactions			
9903	Rindfleisch/Ethan					
175	01-481-464-6065-6331	19.60	Mileage - October 2025	November 2025	Mileage Reimbursement	N
9903	Rindfleisch/Ethan	19.60	1 Transactions			
9761	Robran/Brianna					
131	01-481-460-6012-6331	58.80	Mileage - October 2025	November 2025	Mileage Reimbursement	N
9761	Robran/Brianna	58.80	1 Transactions			
10352	Rodriguez/Marianela Del Carmen Varga					
104	01-481-461-6066-6464	100.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10352	Rodriguez/Marianela Del Carmen Varga	100.00	1 Transactions			
10309	Schafer/Haylee Rose					
105	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10309	Schafer/Haylee Rose	20.00	1 Transactions			
9986	Schaner/Adalyn					
106	01-481-461-6066-6464	40.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
9986	Schaner/Adalyn	40.00	1 Transactions			
10292	Schiltz/Maya E					
107	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10292	Schiltz/Maya E	20.00	1 Transactions			
77316	Schroeder/Greg					
186	01-481-460-6009-6331	67.20	PT mileage - October 2025	November 2025	Mileage Reimbursement	Y
185	01-481-460-6009-6383	1,096.20	Physical therapist - Oct 2025	November 2025	Contract Services	Y
77316	Schroeder/Greg	1,163.40	2 Transactions			
10348	Schuetz/Addison					
108	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y

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10348	Schuetz/Addison			1 Transactions		
10283	Schultz/Olivia K					
109	01-481-461-6066-6464	40.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10283	Schultz/Olivia K	40.00		1 Transactions		
4879	Shred Right					
187	01-481-000-0000-6322	42.53	Shredding service	59720	Service Agreements	Y
4879	Shred Right	42.53		1 Transactions		
10013	Silva/Genesis					
110	01-481-461-6066-6464	120.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	N
10013	Silva/Genesis	120.00		1 Transactions		
10266	Simmons/Kaylynn					
111	01-481-461-6066-6464	60.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10266	Simmons/Kaylynn	60.00		1 Transactions		
10193	Spurgeon/Rilyn L					
112	01-481-461-6066-6464	90.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10193	Spurgeon/Rilyn L	90.00		1 Transactions		
7978	Steffensmeier/Carey L					
132	01-481-460-6012-6331	3.50	Mileage - October 2025	November 2025	Mileage Reimbursement	N
7978	Steffensmeier/Carey L	3.50		1 Transactions		
9818	Steinberg/Meagan					
133	01-481-461-6059-6331	3.50	Mileage - October 2025	November 2025	Mileage Reimbursement	N
9818	Steinberg/Meagan	3.50		1 Transactions		
10333	Thiel/Abigail					
113	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10333	Thiel/Abigail	20.00		1 Transactions		
5619	Tonche/Denise					
176	01-481-460-6009-6331	124.60	Mileage - October 2025	November 2025	Mileage Reimbursement	N
5619	Tonche/Denise	124.60		1 Transactions		
90165	UC Lab					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
188	01-481-463-6049-6322	53.55	Well water testing	125844	Well Water Service Agreements	N
90165	UC Lab	53.55	1 Transactions			
10291	Warner/Sophia L					
114	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10291	Warner/Sophia L	20.00	1 Transactions			
10350	Wolf/Declan Robert					
115	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10350	Wolf/Declan Robert	20.00	1 Transactions			
10001	Wright/Megan Amelia					
116	01-481-461-6066-6464	60.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10001	Wright/Megan Amelia	60.00	1 Transactions			
10028	Zeman/Elianna					
117	01-481-461-6066-6464	20.00	Tobacco grant student payment	November 2025	General Supplies & Outreach	Y
10028	Zeman/Elianna	20.00	1 Transactions			
481	DEPT Total:	7,483.23	Public Health Nursing	78 Vendors	86 Transactions	
502	DEPT		Steele Co Community Ctr			
85167	Stewart Sanitation					
69	01-502-000-0000-6300	50.20	Recycling - CommCtr - October	954345	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	50.20	1 Transactions			
502	DEPT Total:	50.20	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			
10183	JW Johns Handyman and Tree Services					
153	01-521-000-0000-6823	1,350.00	Tree trimming	4295	Beaver Lake	Y
10183	JW Johns Handyman and Tree Services	1,350.00	1 Transactions			
87305	Thompson Sanitation					
159	01-521-000-0000-6823	190.27	Beaver Lake dumpster-October	99531	Beaver Lake	N
87305	Thompson Sanitation	190.27	1 Transactions			

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No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
521 DEPT Total:		1,540.27	Park And Recreation	2 Vendors	2 Transactions
550 DEPT			Four Seasons		
6980 Block Plumbing & Heating Inc					
150 01-550-000-0000-6410		3,002.50	Repair plugged sewer	72843	Operating Supplies - Contracts N
6980 Block Plumbing & Heating Inc		3,002.50		1 Transactions	
8424 Cintas					
151 01-550-000-0000-6420		161.07	Monthly linens	4249359095	Linen Service N
8424 Cintas		161.07		1 Transactions	
77390 Schilling Supply Company					
156 01-550-000-0000-6410		258.90	Trash liners, air fresheners	1029448	Operating Supplies - Contracts N
77390 Schilling Supply Company		258.90		1 Transactions	
85167 Stewart Sanitation					
158 01-550-000-0000-6254		140.56	Monthly garbage - November	953638	Garbage Disposal N
85167 Stewart Sanitation		140.56		1 Transactions	
550 DEPT Total:		3,563.03	Four Seasons	4 Vendors	4 Transactions
601 DEPT			County Ag Society		
5626 Trugreen Processing Center					
74 01-601-000-0000-6386		65.93	Lawn service-Fairgrds-October	217154928	Parking Lot Maintenance Y
5626 Trugreen Processing Center		65.93		1 Transactions	
601 DEPT Total:		65.93	County Ag Society	1 Vendors	1 Transactions
602 DEPT			Co-Op Extension		
8975 Minnesota Counties Computer Coop					
39 01-602-000-0000-6410	8	89.40	2026 Acrobat licenses-Extens	2511057	Office Supplies N
8975 Minnesota Counties Computer Coop		89.40		1 Transactions	
602 DEPT Total:		89.40	Co-Op Extension	1 Vendors	1 Transactions
1 Fund Total:		108,038.94	General Revenue Fund		189 Transactions

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Vendor		Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
		No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT					Administration			
	8975		Minnesota Counties Computer Coop						
	134		10-301-000-0000-6410	8	357.60	2026 Acrobat license-Hwy	2511057	Office Supplies	N
	135		10-301-000-0000-6410	8	3.05	2026 Adobe Sign-Hwy	2511057	Office Supplies	N
	8975		Minnesota Counties Computer Coop		360.65	2 Transactions			
301	DEPT Total:				360.65	Administration	1 Vendors	2 Transactions	
10	Fund Total:				360.65	Road & Bridge Fund		2 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT		Judicial Ditch 1			
	73300 Rinke-Noonan Attorney at Law					
207	21-631-000-0000-6273	6.46	Ditch atty monthly retainer	403643	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					
207	21-633-000-0000-6273	6.45	Ditch atty monthly retainer	403643	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					
207	21-634-000-0000-6273	6.46	Ditch atty monthly retainer	403643	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					
207	21-635-000-0000-6273	6.46	Ditch atty monthly retainer	403643	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					
207	21-636-000-0000-6273	6.46	Ditch atty monthly retainer	403643	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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21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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	
207	21-637-000-0000-6273		6.45	Ditch atty monthly retainer	403643	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
637	DEPT Total:		6.45	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law						
207	21-638-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-639-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-640-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-641-000-0000-6273		6.45	Ditch atty monthly retainer	403643	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
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						
207	21-642-000-0000-6273		6.45	Ditch atty monthly retainer	403643	Attorney Fees	Y

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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	
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						
207	21-643-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-644-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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			
8190	Hansen/Daniel M						
136	21-645-000-0000-6305		300.00	CD5-remove 4 beavers	November 2025	Construction And Repairs	Y
8190	Hansen/Daniel M		300.00	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
207	21-645-000-0000-6273		6.45	Ditch atty monthly retainer	403643	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			
645	DEPT Total:		306.45	County Ditch 5	2 Vendors	2 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
207	21-646-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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	
647	DEPT			County Ditch 20			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
73300	Rinke-Noonan Attorney at Law					
207	21-647-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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					
207	21-648-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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					
207	21-649-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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					
207	21-650-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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					
207	21-651-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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					
207	21-652-000-0000-6273		6.45	Ditch atty monthly retainer	403643	Attorney Fees Y

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21 County Ditch Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	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			
652	DEPT Total:		6.45	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
207	21-653-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-654-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-655-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-656-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-657-000-0000-6273		6.45	Ditch atty monthly retainer	403643	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.45	1 Transactions			

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21 County Ditch Fund

Steele County



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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>	
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						
207	21-658-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-659-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-660-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-662-000-0000-6273		6.45	Ditch atty monthly retainer	403643	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						
207	21-665-000-0000-6273		6.46	Ditch atty monthly retainer	403643	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.46	1 Transactions			
665	DEPT Total:		6.46	JD 2 Redetermination	1 Vendors	1 Transactions	

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.		Account/Formula		Accr	Service Dates		Paid On Bhf #	On Behalf of Name	
21	Fund Total:				500.00	County Ditch Fund		32 Transactions	

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38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
63	DEPT			Auditor Elections			
	10359 Know Ink LLC						
138	38-063-000-0000-6600		132,920.00	Electronic rosters	22744	Capital Outlay - Elections	N
	10359 Know Ink LLC		132,920.00	1 Transactions			
63	DEPT Total:		132,920.00	Auditor Elections	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
	8919 ArchKey Technologies						
189	38-111-000-0000-6600		5,629.00	Alex bldg camera & security	S0012267785	Capital Outlay - Buildings and Ground	Y
	8919 ArchKey Technologies		5,629.00	1 Transactions			
111	DEPT Total:		5,629.00	Buildings & Grounds	1 Vendors	1 Transactions	
502	DEPT			Steele Co Community Ctr			
	3832 I & S Group Inc						
137	38-502-000-0000-6600		2,395.00	CommCtr bill thru 10/31	124762	Capital Outlay-Community Center	Y
	3832 I & S Group Inc		2,395.00	1 Transactions			
502	DEPT Total:		2,395.00	Steele Co Community Ctr	1 Vendors	1 Transactions	
38	Fund Total:		140,944.00	Capital Outlay Fund		3 Transactions	

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
148	53-398-000-0000-6304		4,573.00	143 mattresses	9172	Contract Services Y
149	53-398-000-0000-6304		4,314.00	144 mattresses	9179	Contract Services Y
214	53-398-000-0000-6304		4,597.00	157 mattresses	9188	Contract Services Y
9087	7 Rivers Recycling LLC		13,484.00	3 Transactions		
5465	B To Z Hardware					
139	53-398-000-0000-6410		11.77	Paper towes & bug spray	26457	Office Supplies N
140	53-398-000-0000-6301		69.76	Brazing glasses, welding glove	26765	Equip Repairs N
5465	B To Z Hardware		81.53	2 Transactions		
11215	Central Farm Services					
141	53-398-000-0000-6540		1,603.80	450 gallons of diesel	29662	Machine Fuel N
142	53-398-000-0000-6540		424.66	144 gallons of unleaded	29662	Machine Fuel N
11215	Central Farm Services		2,028.46	2 Transactions		
6026	City of Albert Lea					
143	53-398-000-0000-6544		1,000.00	Permit #21-006	21-006	Leachate Treatment N
6026	City of Albert Lea		1,000.00	1 Transactions		
23800	Fastenal Company					
208	53-398-000-0000-6408		122.09	XL lined work gloves	MNOWA251911	Uniforms/Uniform Reimbursement N
23800	Fastenal Company		122.09	1 Transactions		
35020	Huber Supply Co Inc					
144	53-398-000-0000-6300		351.71	Saf-t-cart semi pneumatic	1176063	Bldg Repairs & Maintenance N
35020	Huber Supply Co Inc		351.71	1 Transactions		
50510	McNeilus Steel Inc					
145	53-398-000-0000-6301		426.00	Tube for probe	01294761	Equip Repairs N
50510	McNeilus Steel Inc		426.00	1 Transactions		
51295	Metal Services Of Blooming Prairie Inc					
209	53-398-000-0000-6301		781.13	Material drill parts	118975A	Equip Repairs N
51295	Metal Services Of Blooming Prairie Inc		781.13	1 Transactions		
56125	NAPA Auto Parts					
146	53-398-000-0000-6301		76.97	Parts for probe	838392	Equip Repairs N

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
56125	NAPA Auto Parts					
		76.97		1 Transactions		
3743	RDO Equipment Co, Inc.					
210	53-398-000-0000-6600	7,990.00	Ripper for John Deere	1954008	Capital Outlay	N
211	53-398-000-0000-6301	4,687.97-	Credit on account	C8494499	Equip Repairs	N
3743	RDO Equipment Co, Inc.	3,302.03		2 Transactions		
73956	Road Machinery & Supplies Co					
212	53-398-000-0000-6301	141.12	Tapped PL, bolt & washer	S8159401	Equip Repairs	N
73956	Road Machinery & Supplies Co	141.12		1 Transactions		
77570	Short Elliott Hendrickson Inc					
213	53-398-000-0000-6625	33,484.69	Landfill constr service-Oct	498911	Capital Improvements	N
77570	Short Elliott Hendrickson Inc	33,484.69		1 Transactions		
85167	Stewart Sanitation					
147	53-398-000-0000-6544	1,642.68	Waste treatment plant bill	954382	Leachate Treatment	N
85167	Stewart Sanitation	1,642.68		1 Transactions		
398	DEPT Total:	56,922.41	Landfill	13 Vendors	18 Transactions	
53	Fund Total:	56,922.41	Landfill Fund		18 Transactions	
	Final Total:	306,766.00	211 Vendors	244 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>		
	1	108,038.94	General Revenue Fund		
	10	360.65	Road & Bridge Fund		
	21	500.00	County Ditch Fund		
	38	140,944.00	Capital Outlay Fund		
	53	56,922.41	Landfill Fund		
	All Funds	306,766.00	Total	Approved by,	
					
					

PERSONNEL REPORT

November 25, 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>
Jacob Rezac	County Engineer	D63/10+	01/05/2026

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
-------------	-----------------	-------------------	-----------------

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
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

Request for Board Action

Subject: Acceptance of Donation for Public Health

Department: Public Health

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: November 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Adopt Resolution accepting donations to Public Health from Bundles of Love and Our Savior's Lutheran Church

Background (*Including Budget Impact*):

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

Attachments:

Resolution



STEELE COUNTY RESOLUTION
ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

Department: Public Health

Date: 11/25/2025

Resolution No: 2025-50

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:

- Baby Bundles by Bundles of Love, Rochester MN
- Baby Quilts from Sew What Quilters, Our Savior's Lutheran Church, Owatonna MN

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

Dated this ____ day of _____, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

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

Attest



Steele County Agenda Item

Request for Board Action

Subject: Ditch Levies

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: November 13, 2025

Work Session Date: Enter a date.

Board Meeting Date: November 25, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve drainage ditch annual maintenance and repair levies for pay 2026

Background (*Including Budget Impact*):

There are 30 drainage ditch systems in Steele County. An annual review of the individual ditch fund balances and potential pending maintenance concerns is completed by the PT&E Director and the Ditch Inspectors for the following year. Once the review has been completed, a percentage of total benefits is determined along with the levied amounts to be added as a special assessment for payable 2026 property taxes.

MN Statute 103E.705, subd. 6 – Annual repair assessment; levy limits.

Attachments:

2025 Ditch Balance levy spreadsheet

DITCH FUND BALANCES THRU JUNE 2025											
ASSES			TOTAL		BALANCE	EXPENSES	REVENUE	BALANCE		Proposed	
CODE	DITCH	ACCT#	BENEFITS	5% LEVY	1/1/2025			6/30/2025		2026 LEVY	Levy Amount
7001	J.D. 1	631	308,856.00	15,442.80	(65,797.66)	1,690.50	4,466.04	(63,022.12)		3.50%	10,809.96
7000	J.D. 2 RED	665	812,491.00	40,624.55	136,263.00	5,963.11	9,793.43	140,093.32		2.00%	16,249.82
7005	J.D. 5	634	26,311.50	1,315.58	(42,837.02)	4,203.29	3,757.58	(43,282.73)		20.00%	5,262.30
7025	J.D. 6	635	7,849,873.00	392,493.65	120,532.18	24,837.48	29,366.40	125,061.10		0.50%	39,249.37
7007	J.D. 7	636	25,358.58	1,267.93	17,341.23	163.29	424.00	17,601.94			0.00
7010	J.D. 10	633	18,905.00	945.25	(63,568.55)	1,381.12	2,844.45	(62,105.22)		20.00%	3,781.00
7011	J.D. 11	637	169,866.00	8,493.30	53,609.19	785.99	2,294.52	55,117.72		2.00%	3,397.32
7012	J.D. 12	638	53,893.56	2,694.68	17,838.40	335.48	769.70	18,272.62		2.50%	1,347.34
7019	J.D. 19	662			(503.29)	215.32	0.00	(718.61)			0.00
7023	J.D. 23	639	90,292.00	4,514.60	38,300.95	3,501.55	1,172.20	35,971.60		2.50%	2,257.30
7026	J.D. 24	640	25,401,704.00	1,270,085.20	(41,851.57)	6,063.06	38,424.02	(9,490.61)		0.10%	25,401.70
7101	C.D. 1	641	843,477.00	42,173.85	69,191.39	163.25	4,496.77	73,524.91		1.00%	8,434.77
7100	C.D. 1 CH BF	642	7,212.60	360.63	(1,963.93)	163.23	993.07	(1,134.09)		20.00%	1,442.52
7102	C.D. 2	643	272,319.00	13,615.95	3,449.30	409.98	3,797.46	6,836.78		3.00%	8,169.57
7104	C.D. 4	644	1,404,494.80	70,224.74	69,328.17	689.22	4,547.60	73,186.55		0.50%	7,022.47
7105	C.D. 5	645	3,565,913.65	178,295.68	28,555.65	5,336.72	20,272.98	43,491.91		1.00%	35,659.14
7119	C.D. 19	646	57,940.00	2,897.00	19,872.35	163.23	289.71	19,998.83		1.00%	579.40
7131	C.D. 20	647	987,867.00	49,393.35	7,536.50	163.23	2,223.80	9,597.07		0.50%	4,939.34
7128	C.D. 21	648	5,267,334.00	263,366.70	33,248.58	\$1,622.57	\$7,562.99	39,189.00		0.25%	13,168.34
7130	C.D. 22	649	5,133,608.00	256,680.40	39,086.41	485.22	6,993.05	45,594.24		0.25%	12,834.02
7123	C.D. 23	650	24,715.59	1,235.78	7,009.04	2,758.38	741.40	4,992.06		5.00%	1,235.78
7124	C.D. 24	651	20,433.00	1,021.65	3,368.30	163.23	1,136.51	4,341.58		8.00%	1,634.64
7125	C.D. 25	652	56,074.81	2,803.74	1,373.76	163.23	3,148.97	4,359.50		11.00%	6,168.23
7129	C.D. 27	653	544,593.00	27,229.65	2,883.39	163.23	1,315.60	4,035.76		0.25%	1,361.48
7207	PTD 7	654	2,354,086.00	117,704.30	99,597.40	\$597.98	\$1,516.85	100,516.27		0.00%	0.00
7208	PTD 8	655	27,591.00	1,379.55	18,244.07	163.23	683.07	18,763.91		5.00%	1,379.55
7209	PTD 9	656	47,126.38	2,356.32	5,181.22	339.47	1,319.22	6,160.97		5.00%	2,356.32
7210	PTD 10	657	6,037.50	301.88	489.44	163.23	241.50	567.71		8.00%	483.00
7211	PTD 11	658	31,758.95	1,587.95	(52,791.54)	198.48	3,777.27	(49,212.75)		20.00%	6,351.79
7217	PTD 17	659	20,387.20	1,019.36	3,337.72	280.72	575.07	3,632.07		5.00%	1,019.36
7218	PTD 18	660	14,752.93	737.65	(265.10)	29,340.67	362.82	(29,242.95)		5.00%	737.65
				2,772,263.65	526,058.98	92,668.69	159,308.05	592,698.34			222,733.47



Steele County Agenda Item

Request for Board Action

Subject: Drainage Ditch Lien Interest Rate

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: November 13, 2025

Work Session Date: Enter a date.

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:

Set the drainage ditch interest rate for 2026 at 3%

Background (*Including Budget Impact*):

Annually the County Board sets the interest rate to be charged on ditch liens.

In consultation with the Finance Office, we recommend the rate be set at 3% for 2026.

MN Statute 103E.611 Subd. 2. Paying Drainage Liens and Interest

Attachments:

List each of the attachments to be included with the agenda item. If no attachments, list “N/A”



Steele County Agenda Item

Request for Board Action

Subject: 2026 Aquatic Invasive Species Prevention Plan Resolution

Department: Planning & Zoning

Committee: Land Use and Records

Committee Meeting Date: November 13, 2025

Work Session Date: Enter a date.

Board Meeting Date: November 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends to adopt the 2026 Aquatic Invasive Species Prevention Resolution.

Staff Recommendation:

Staff recommends to adopt the 2026 Aquatic Invasive Species Prevention Resolution.

Background (*Including Budget Impact*):

Each year, Steele County is appropriated money from the State of Minnesota as part of our county program aid to be used “solely to prevent the introduction or limit the spread of aquatic invasive species at all access sites in the county.” The amount of money the county receives is based upon the number of watercraft launches and watercraft trailer parking spaces in the county and we currently receive approximately \$20,643 per year. A requirement of receiving this aid is to annually submit a plan to the State detailing how the money will be used.

Attachments:

2026 AIS Resolution

2026 AIS Plan

2025 AIS End of Season Inspection Report



STEELE COUNTY RESOLUTION
2026 Aquatic Invasive Species Prevention Plan

Department: Planning & Zoning

Date: 11/25/2025

Resolution No: 2025- 51

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties with a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated to each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Steele County is allocated to receive \$20,643 in FY 2026, and;

WHEREAS, the legislation requires that Steele County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and;

WHEREAS, the county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and;

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Steele County, Minnesota, adopts the Steele County 2025 Aquatic Invasive Species Prevention Plan.

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

Dated this 25th 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 25th day of November, 2025.

ATTEST

Steele County

2026 Aquatic Invasive Species Prevention Plan

INTRODUCTION

Aquatic invasive species (AIS) are threatening Minnesota waters. These nonnative species harm fish populations, water quality, and water recreation. They are defined in MN Statutes as a nonnative species that: (1) cause or may cause economic or environmental harm or harm to human health; or (2) threatens or may threaten natural resources or the use of natural resources in the state.

Currently there are no lakes within Steele County that are listed as infested for invasive species and only one gravel pit that has been identified with Eurasian Watermilfoil. However, there are many water bodies in the surrounding counties that contain AIS. For this reason, Steele County waters are most at risk of becoming infested due to the unintentional transport of AIS through aquatic recreationists. This plan outlines the efforts that Steele County is implementing and will undertake to help prevent the spread of harmful AIS to Steele County and within Minnesota.

Table 1: Infested waters of Steele County and Surrounding Counties

County	Water Body	Infested by:
Steele	Unnamed gravel pit (located in S16, T108, R20W)	Eurasian watermilfoil
Rice	Cannon	flowering rush
Goodhue and Rice	Cannon River from Wells Lower Sakatah to the confluence with the Straight River	flowering rush
Rice	Cedar	Eurasian watermilfoil
Rice	Circle	Eurasian watermilfoil
Waseca	Clear	Eurasian watermilfoil
Rice	Fox	Eurasian watermilfoil
Rice	French	Eurasian watermilfoil
Rice	Hunt	Eurasian watermilfoil
Rice	Mazaska	Eurasian watermilfoil
Waseca	Reeds	Eurasian watermilfoil
Rice	Shields	Eurasian watermilfoil
Rice	Sprague	flowering rush
Rice	Wells	flowering rush

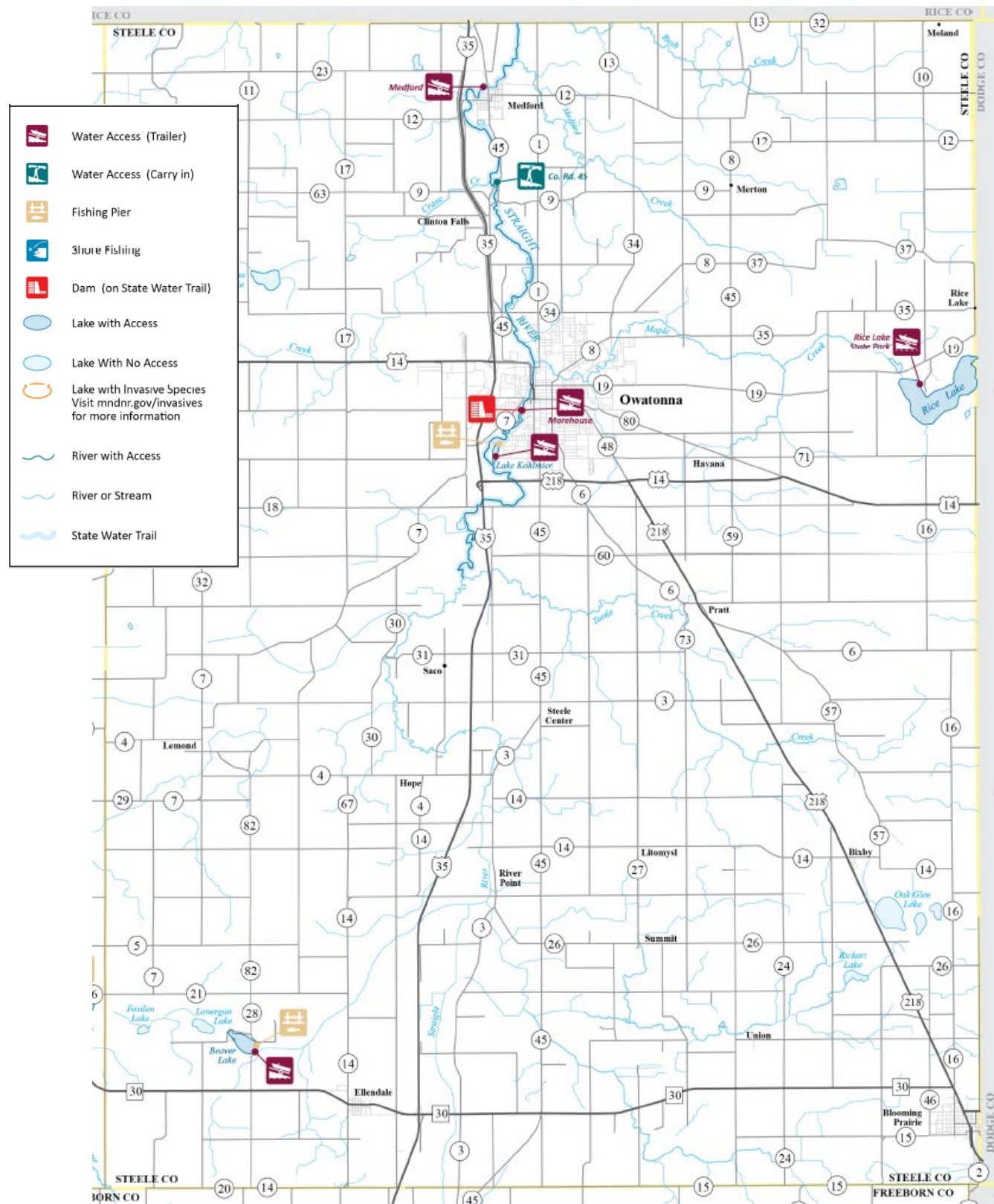
Funding for implementation of the plan comes from the State of Minnesota in the form of Local Aquatic Invasive Species Prevention Aid. Funds are allocated based on the number of watercraft trailer launches and the number of watercraft trailer parking spaces. This funding formula recognizes that the spread of aquatic invasive species is primarily thru the transportation of watercraft and water related equipment such as docks, boat lifts, etc. Table 2 shows the characteristics of the lakes and accesses in Steele County and Figure 1 shows the location of Public Water Accesses.

Table 2: Characterization of Lakes in Steele County

Number of lakes more than 10 acres in size	10
Number of lakes designated as infested with aquatic invasive species	0
Total number of public water accesses	5
Number of public water accesses as the MNDNR listed as administrator	1
Number of public water accesses as MnDOT listed as the administrator	0
Number of public water accesses as Steele County listed as the administrator	1
Number of public water accesses as the township listed as the administrator	0
Number of public water accesses with the city listed as the administrator	3
Estimated number of non-public water accesses*	98

*This number is based off of a survey of private docks that are utilized within the county.

Figure 1: Public Water Accesses in Steele County



STRATEGIES:

The following describes the strategies that Steele County will undertake along with its partners to meet the objective of this plan.

Element 1: Needs Assessment

Element 2: Education and Communication

Element 3: Inspections & Enforcement

Element 4: Monitoring and Evaluation

ACTIONS

Task#	Action	How Action Supports AIS Prevention
Element 1: Needs Assessment.		
1A	Understanding the variety of pathways of introduction.	Communicating to the public and public officials the means by which AIS can spread is vital to the prevention of its spreading.
1B	Maintain inventory of water bodies that currently have AIS.	Knowing which water bodies are already infested will aid in spread of AIS from those waters to un-infested waters.
1C	Identify access sites and responsible managing parties.	Prioritized access sites in Steele County will aid in utilizing resources
1D	Evaluate current AIS prevention knowledge, compliance, and practices.	Ongoing evaluation is key in updating and developing new strategies.
1E	Collaborate with other counties, watershed groups, etc. to develop a regional approach to AIS prevention.	Since Steele County only has limited known infestations of AIS , it is important to work with other entities both in county and outside of the county to prevent future infestations.
Element 2: Education and Communication		
2A	Develop or obtain education materials for distribution.	Materials obtained and distributed
2B	Explore partnership opportunities with existing outreach efforts developed by the MNDNR and others.	Maintain relationship with DNR
2C	Promote AIS awareness in schools and public events such as the Steele County's fair	Work with regional events such as the Steele County Free Fair, Fleet Farm, Cabela's and others. Promoted AIS education with schools and fishing clubs.
2D	Expand upon signage efforts	Look for additional opportunities to utilize signage.
2E	Develop and distribute AIS prevention messages targeting riparian landowners who launch watercraft from their own private residential access	Educating riparian land owners is vital to prevent the spread of AIS thru water craft or other equipment such as docks that may not go thru public landings.

2F	Work with the Stop Aquatic Hitchhikers campaign to strengthen awareness of AIS issues in Steele County.	Utilizing a consistent marketing message re-enforces the education of the public.
2G	Train county field staff (e.g., zoning, septic system, land department) on practices to avoid spreading invasive species.	A cross trained staff more efficiently utilizes limited resources.
Element #3 Inspections & Enforcement		
3A	Perform watercraft inspections thru delegation agreement with the MNDNR.	Perform Watercraft Inspections at targeted lake launches. (attachment a)
3B	Train staff and law enforcement in watercraft inspections	A cross trained staff more efficiently utilizes limited resources.
Element #4: Monitoring and Evaluation		
4A	Assist with funding local outreach and monitoring efforts by entities other than the county.	Monitored Water Quality at Area lakes
4B	Publicize new infestations at access sites and other local publications.	Ongoing
4C	Encourage county staff, businesses, and individuals to submit samples of suspected AIS to the MNDNR.	Ongoing
4D	Augment communication and reporting mechanisms for citizen monitoring of lakes and rivers.	Maintain relationship with Clean Rivers Partners and Cannon River Watershed Joint Powers Board
4E	Cultivate partnerships with organizations interested in AIS prevention (e.g., lake associations)	Maintain relationship with Clean Rivers Partners and Cannon River Watershed Joint Powers Board.
4F	Evaluate AIS prevention efforts and cooperative relationships for possible improvements.	Ongoing

UPDATING AND AMENDING THE PLAN

This plan will be reviewed annually and updated as needed based on available funding.

Annual spending and budget reports will also be conducted in compliance with the DNR.

End of Season Watercraft Inspection Program Report 2025

Government Unit Name: _____

Completing this Watercraft Inspection Program End of Season Report fulfills the requirements of Section 2.J of the Delegation Agreement. Please submit a report by December 31st. Please add additional sheets if needed.

1. **When did your season run?** Start Date _____ End Date _____
2. **How many inspectors did you use?** Number of inspectors: _____
 - Did you use a contractor or employment agency to hire inspectors? Yes No
3. **If applicable, how many decontamination units (hot water, high pressure) did you have in operation?**
Number of units: _____
4. **How many hours did your staff spend at each lake and access?** These data can help us understand inspections per hour and guide future inspection efforts. Report lakes, accesses and hours in the attached spreadsheet “End of Season Report 2025 – Lakes and Accesses” (preferred) or enter it in the table below. If you did not track hours, enter “not available” in the total hours column.

Lake Name	Access Name	Case Number	Total Hours

Optional: Tell us more about how and why you track hourly data. For example, do you have a record of hours spent each day at each access, total hours for an access, or something else? How do you account for drive time, set up time, when two people are working, etc.? How do you use your hourly data to inform your program? Researchers at the University of Minnesota use data collected from watercraft inspectors, and standardizing the way programs collect hour data can help to improve future modeling efforts.

5. Did your program encounter any unexpected issues this season? If yes, please provide a description below. Examples include, but are not limited to: hiring, training, devices, data, enforcement support, conflicts at the access, injuries, damage, etc.
6. Do you have suggestions for improving the statewide inspection program for the future? If yes, please provide a description below. This information may be used at annual off-season inspection meetings.
7. Did you pilot any new procedures not already included in the DNR Level 1 and Level 2 inspection/decontamination protocols? If yes, please describe the procedures and results here or attach a separate report.
8. Are you planning on piloting any new inspection protocols or procedures next year? If yes, please provide a description below. The DNR will need to review and approve any pilots.



Steele County Agenda Item

Request for Board Action

Subject: Notary Live Affiliate Program

Department: Recorder's Office

Committee: Land Use & Records

Committee Meeting Date: November 13, 2025

Work Session

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:

Approve Notary Live to be a vendor with the Recorder's Office

Background (*Including Budget Impact*):

The Recorder's Office would like to offer an E-Notary Solution, our tax payers need to have documents notarized in person and in an electronic format. Notary Live would be paying us to be an affiliate with them as we would be using their platform and we would be collecting the Notary Fee for this service. There would be an increase in revenue for Steele County for utilizing this platform.

No budget impact.

Attachments:

None.



Steele County Agenda Item

Request for Board Action

Subject: Out of State Travel Request – Axon Conference 2026

Department: Attorney's Office

Committee: Public Safety & Health

Committee Meeting Date: November 18, 2025

Work Session Date: N/A

Board Meeting Date: November 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Background (*Including Budget Impact*):

This RBA is submitted to request approval to attend the Axon Conference – Legal Track, scheduled for April 7–10, 2026, at the Music City Center in Nashville, Tennessee.

The Owatonna Police Department (OPD) will transition to Axon body cameras, squad cameras, and other technologies in 2026. OPD is the largest law enforcement partner of SCAO. Additionally, the MN State Patrol uses Axon. An OPD Captain will also be attending.

The travel costs and conference fee would come from the 2025 budget. SCAO has traditionally sent 2-3 employees to the annual out-of-state PBK conference; however, we will not be doing so in 2026, as we have full knowledge of the system and its capabilities.

Standard Axon Week 2026 pricing is as follows: General Conference Admission*: ~~\$899~~ \$749
Group Conference Admission (for groups 3+)*: ~~\$799~~ \$649 **Please note: Early Bird pricing discounts end December 31.* Estimated travel costs: \$1,500. Breakfast and lunch will be provided all three days of the conference as part of the admission.

Who should attend the event?

Axon Week is designed for those interested in public safety technology and training. It is for all members of public safety, including but not limited to law enforcement, fire, EMS, corrections, justice, federal, private and campus security, attorneys and legal staff and even commercial attendees.

Attachments: Memo in support.

Date: November 7, 2025

Re: 2026 Axon Week Conference Proposal

This letter is submitted to request approval to attend the Axon Conference – Legal Track, scheduled for April 7–10, 2026, at the Music City Center in Nashville, Tennessee.

The Axon Conference is a premier technology and training event that provides justice-focused programming explicitly tailored for legal professionals. The Legal Track features expert-led sessions on critical topics, including TASER energy weapons, body-worn cameras, artificial intelligence, and virtual reality.

Participation in this conference will provide access to thought leadership discussions and in-depth training designed to enhance understanding of emerging technologies and their implications for the legal and justice sectors. Attending will equip our team with practical knowledge, strategic insights, and evidence-based tools necessary to effectively address the evolving challenges within today's justice landscape while earning up to 9 CLEs.

In addition, it provides an opportunity to connect with peers, industry leaders, and innovators dedicated to advancing not only justice but also public safety at every level.

This is an especially important year for me to stay up-to-date with changes in technology and learn how to be more efficient as we continue to see changes in today's evolving justice landscape.

Upon my return, I will submit a post-conference report that includes an executive summary and key takeaways from the conference. I will also share the new ideas, strategies, and techniques I learned to help our agency in the ever-changing public safety environment.

I am confident that you will agree that my attendance at Axon Week-Legal Track 2026 is a valuable use of my time and will benefit our agency and the community. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Jarrett", with a stylized flourish at the end.

Robert Jarrett
Steele County Attorney



Steele County Agenda Item

Request for Board Action

Subject: Summit Food Service Contract Amendment 2026

Department: Sheriff's Office - Detention Center

Committee: Public Safety & Health

Committee Meeting Date: November 18, 2025

Work Session Date: Enter a date.

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:

Recommendation is to approve the contract increase for 2026.

Background (*Including Budget Impact*):

-Budgeted Item

-Increase based on full year data being available for the meal transport service. Cost for the company was higher than expected plus CPI increase for Food Away from Home Category

Attachments: Amendment

AMENDMENT #24 TO THE FOOD SERVICE MANAGEMENT AGREEMENT

This Amendment is made and entered into by and between Steele County Sheriff's Office ("Client"), and Summit Food Service, LLC ("Company") (collectively "the Parties").

WHEREAS, the Parties have entered into a certain Food Service Management Agreement (the "Agreement"), effective February 1, 2008;

WHEREAS, the Parties have agreed to adjust pricing for the Agreement; and

WHEREAS, the Parties now desire to amend said Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, the Parties, intending to be legally bound hereby, mutually agree as follows:

1. **Payment Arrangement.** Pricing at section 7.1.b. shall be amended to reflect that Company shall charge and Client shall pay per the following:

	Steele County		
	Current Price	CPI	New Price
0-24	\$137.44 per meal period + \$1.82 per meal prepared	12%	\$153.93 per meal period + \$2.04 per meal prepared
25-34	\$ 6.592	12%	\$ 7.383
35-44	\$ 5.907	12%	\$ 6.616
45-54	\$ 5.012	12%	\$ 5.613
55-64	\$ 4.444	12%	\$ 4.977
65-74	\$ 4.001	12%	\$ 4.481
75-84	\$ 3.707	12%	\$ 4.152
85-94	\$ 3.475	12%	\$ 3.892
95-104	\$ 3.243	12%	\$ 3.632
105-114	\$ 3.464	12%	\$ 3.880
115-124	\$ 3.359	12%	\$ 3.762
125-134	\$ 3.033	12%	\$ 3.397
135-144	\$ 2.917	12%	\$ 3.267
		12%	

2. **Future Pricing.** Pricing adjustments shall be made on an annual basis at a rate no less than the greater of five percent (5%), the most recently released U.S. Department of Labor Consumer Price Index, All Urban Consumers, National Average Unadjusted, Food Away from Home, or the changes in the Market Basket of Products. Up to ninety (90) days prior to the anniversary of the Commencement Date, Company shall provide Client notification of the adjustment to the Fee(s). On the anniversary of the Commencement Date, Company's proposed adjustments shall go into effect, unless the Parties have entered into a written agreement with an alternative cost adjustment.
3. **Change in Conditions.** The financial terms set forth in this Agreement, and all other obligations assumed by Company hereunder, are based on conditions in existence on the date Company commences operations including, without limitation, population; labor costs; tariffs; inmate

labor; applicable Governmental Rules; food and supply costs; provision of equipment and utilities; state of the Premises; and federal, state and local sales, use and excise taxes (the “Conditions”). Further, Client acknowledges that in connection with the negotiation and execution of this Agreement, Company has relied upon Client’s representations regarding existing and future conditions (the “Representations”). In the event of change in the Conditions, inaccuracy of the Representations, or if Client requests any significant change in the Food Services as provided under this Agreement, the financial terms and other obligations assumed by Company shall be renegotiated to reflect a proportionate increase in Company’s charges to the Client. Company will provide a thirty (30) day notice of such increased charges. In the case that Client provides inmate labor to assist with duties under the Agreement, Client acknowledges that Client is solely responsible for any pay, compensation, benefits or other remuneration (if any) payable to the inmate. If Company sustains increases in its operational costs (e.g. product or labor costs), Company, with written notification to Client, may increase its prices for items to recover such increased costs.

This Amendment is effective as of December 1, 2025. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

CLIENT: Steele County

COMPANY: Summit Food Service, LLC

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Steele County Agenda Item

Request for Board Action

Subject: Accept and sign Emergency Management Performance Grant (EMPG) – 2024

Department: Emergency Management

Committee: Public Safety & Health

Committee Meeting Date: November 18, 2025

Work Session Date: Enter a date.

Board Meeting Date: November 25, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Accept and sign HSEM EMPG funding for 2024

Recommendation:

Accept and sign HSEM EMPG funding for 2024

Background (*Including Budget Impact*):

The Emergency Management Performance Grant (EMPG) –federal funding for the 2024 grant year program supplies, salaries, and fringe benefits. This grant aids county emergency management agencies to enhance their Emergency Management program funding in the amount of \$20,639.

There is 100% match requirements for this grant with current budgeted program costs, salary and fringe benefits for the Emergency Management Director and Emergency Management Specialist positions totaling \$20,639.

Attachments:

2024 Steele County EMPG Grant Contract



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	Grant Program: 2024 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2024-STEELECO-067
Grantee: Steele County 630 Florence Avenue Owatonna, MN 55060	Grant Contract Agreement Term: Effective Date: 01/01/2024 Expiration Date: 06/30/2026
Grantee’s Authorized Representative: Steele County Emergency & Risk Management ATTN: Kristen Sailer – Emergency Management Director 2500 Alexander Street SW Owatonna, MN 55060 Phone: 507-444-7501 E-mail: kristen.sailer@steelecountymn.gov	Grant Contract Agreement Amount: Original Agreement \$ 20,639.00 Matching Requirement \$ 20,639.00
State’s Authorized Representative: Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 3925 Pheasant Ridge Drive NE Blaine, MN 55449 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN: 97.042 FAIN: EMC-2024-EP-05011 State Funding: None Special Conditions None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2024 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 3925 Pheasant Ridge Drive NE, Blaine, MN 55449. The Grantee shall also comply with all requirements referenced in the 2024 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No. A-EMPG-2024-STEELECO-067 / P.O. No. 3000105044

Project No: N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2024 (EMPG) Emergency Management Performance Grant

Budget Summary (Review Report)

Organization:
Steele County

EXHIBIT A
A-EMPG-2024-STEELECO-067

Budget		
Budget Category	Award	Match
Organization		
EM Department Salary and Fringe Benefits	\$20,639.00	\$20,639.00
Total	\$20,639.00	\$20,639.00
Total	\$20,639.00	\$20,639.00
Allocation	\$20,639.00	\$20,639.00
Balance	\$0.00	\$0.00



Steele County Agenda Item

Request for Board Action

Subject: Adopt the 2025 Steele County Emergency Operations Plan

Department: Emergency Management

Committee: Public Safety & Health

Committee Meeting Date: November 18, 2025

Work Session Date: Enter a date.

Board Meeting Date: November 25, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Adopt the 2025 Steele County Emergency Operations Plan

Recommendation:

Adopt the 2025 Steele County Emergency Operations Plan

Background (*Including Budget Impact*):

The 2025 Steele County Emergency Operations Plan has been approved by the State of Minnesota Division of Homeland Security and Emergency Management (HSEM). The Board must adopt the plan by resolution. The next plan is due for update in four years. There is no budget impact.

Attachments:

HSEM Steele County 2025 EOP Review

Summary of the 2025 Steele County Emergency Operations Plan

Resolution to Adopt the 2025 Steele County Emergency Operations Plan



STEELE COUNTY RESOLUTION
2025 Steele County Emergency Operations Plan

Department: Emergency Management

Date: 11/25/2025

Resolution No: 2025- 57

WHEREAS, Minnesota Statute 12.25, Subdivision 1. Requires the Steele County Board of Commissioners to establish a county organization for emergency management in accordance with the state emergency management program; and

WHEREAS, the Steele County Board and County Administrator established the Steele County Emergency & Risk Management Department and appointed a director and deputy director in 2021; and

WHEREAS, Homeland Security Presidential Directive 5, and the National Fire Protection Association 1561 Standard on Emergency Services Incident Management, Steele County will adopt and implement the National Incident Management System (NIMS) to prevent, protect against, mitigate, respond to, and recover from incidents; and

WHEREAS, Minnesota Statute 12.25, Subdivision 2 (c) (2). Requires a plan for the emergency operations of county government in cooperation with the county attorney, who shall give legal advice to the county organization, and with other appropriate county government officials and private sector representatives; and

WHEREAS, the Steele County Board and County Administrator give their full support to this plan and urge all municipal officials, county department heads, employees, and citizens, individually and collectively, to do their share in the total emergency planning effort of Steele County.

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Emergency Operations Plan attached hereto is hereby adopted as the official plan of Steele County.

FURTHER BE IT RESOLVED, that copies of this resolution be sent to the County Emergency & Risk Management Director, Regional Program Coordinator, and Director of the Minnesota Division of Homeland Security and Emergency Management.

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

Dated 25th 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 25th day of November, 2025.

ATTEST

Steele County
Emergency Operations Plan Outline
2025

- 1 Executive Summary
 - 1.01 Main Sections
 - 1.01.1 The Basic Plan
 - 1.01.2 Hazard Specific Appendices
 - 1.01.3 Emergency Support Functions (ESF's)
 - 1.01.4 Specific Policies and Standard Operating Procedures (SOP's)
- 2 Purpose
 - 2.01 Operations Policy
 - 2.02 State & Federal Support
 - 2.03 Plan Development, Implementation, Maintenance & Training
 - 2.04 Plan Access
- 3 Planning
 - 3.01 Hazard Vulnerability
 - 3.02 Demographics
- 4 Legal Basis
 - 4.01 Policies
 - 4.02 Laws, Statutes & Ordinances
 - 4.03 Letter of Promulgation
 - 4.04 Signature Page
 - 4.05 Transfer of Office
 - 4.06 Emergency Operations Plan Revision History
 - 4.07 The Basic Plan
 - 4.07.1 Priorities
 - 4.07.2 Phases of Emergency Management
 - 4.07.3 Organization
 - 4.07.4 Concept of Operations
 - 4.07.5 Implementation of the EOP
- 5 Emergency Support Functions
 - 5.01 Direction & Control
 - 5.01.1 Emergency Notification of Community Leaders
 - 5.01.2 Elected Leadership Training & Responsibility
 - 5.02 Communications & Warnings
 - 5.03 Infrastructure
 - 5.04 Firefighting
 - 5.05 Information & Planning
 - 5.06 Mass Care, Sheltering & Evacuation
 - 5.07 Resource Support
 - 5.08 Health & Medical Services

- 5.08.1 Purpose
- 5.08.2 Definitions
- 5.08.3 Responsibilities
- 5.08.4 Standard Operating Procedures
- 5.08.5 Scene Responsibilities
- 5.08.6 Activation of the Mass Casualty Incident (MCI) Plan
- 5.08.7 Communications
- 5.08.8 Transportation
- 5.08.9 Deceased Persons
- 5.08.10 Triage
- 5.08.11 Additional Responsibilities
- 5.08.12 Coordination
- 5.08.13 Supporting Plans
- 5.08.14 Checklists
- 5.08.15 Annex F, Health and Medical Annex
- 5.09 Search & Rescue
 - 5.09.1 Purpose
 - 5.09.2 Law Enforcement Responsibilities
 - 5.09.3 Supporting Agencies & Organizations
 - 5.09.4 Supporting Standard Operating Guidelines (SOGS)
 - 5.09.4.1 Levels of Responsibility
 - 5.09.4.2 Mission Types
 - 5.09.4.3 Activation, Call Out Procedures & Reporting
 - 5.09.4.4 Incident Management
 - 5.09.4.5 Mission Procedures
 - 5.09.4.6 Ground/Air Access Restrictions
 - 5.09.4.7 Managing External Influences
 - 5.09.4.8 Mission Suspension & Termination
 - 5.09.4.9 Mission Urgency Rating System
 - 5.09.5 Search & Rescue (SAR) Resource Definition
 - 5.09.6 SAR Checklist
- 5.10 Hazardous Materials (HazMat)
 - 5.10.1 Purpose
 - 5.10.2 HazMat Incident Response Responsibilities
 - 5.10.3 Response to HazMat Incidents
 - 5.10.4 Supporting Plans
 - 5.10.5 HazMat Classification Systems
 - 5.10.5.1 NFPA 704 HazMat Rating System
 - 5.10.5.2 HazMat Labels
 - 5.10.5.3 HazMat Placards
 - 5.10.5.4 Labeling Guidelines
 - 5.10.6 Safety Data Sheets (SDS)

- 5.11 Food & Water
- 5.12 Energy
- 5.13 Public Information
- 5.14 Volunteers & Donated Goods
- 5.15 Law Enforcement & Security
- 5.16 Animal Care
- 5.17 Transportation
- 5.18 Debris Management
- 5.19 Terrorism Response
 - 5.19.1 Purpose
 - 5.19.2 The Hazard
 - 5.19.3 Situation & Assumptions
 - 5.19.4 Concept of Operations
 - 5.19.5 Organization & Assignment of Responsibilities
 - 5.19.6 Administration & Logistics
 - 5.19.7 Hotlines & Online Resources
 - 5.19.8 Incident Indications & First Responder Concerns
 - 5.19.9 Definitions
 - 5.19.10 Acronyms
- 6 Checklists, Forms & Templates
 - 6.01 Contact Information
 - 6.02 Maps
 - 6.03 Communications
 - 6.03.1 ARMER Zone Maps
 - 6.03.2 Steele County RACES/ARES Communications Plan
(Amateur Radio)
 - 6.03.3 Cradlepoint System
 - 6.04 ICS Forms
 - 6.05 IPAWS Message Templates
 - 6.05.1 IPAWS Message Form
 - 6.05.2 IPAWS Message Templates
 - 6.05.3 AWS Best Practices
 - 6.06 Bomb Threat Worksheet
 - 6.07 Damage Assessment & Logging Templates
 - 6.08 Emergency Operations Center Resources for Activations
 - 6.09-6.12 Future Use
 - 6.13 Transportation
 - 6.14 Environmental Health
- 7 Specific Incident Response
 - 7.01 Improvised Explosive Device (IED)
 - 7.02 Transmission Pipeline Emergency
 - 7.03 Water and Wastewater Emergency
 - 7.04 Epidemic Response

- 7.05 Radiological Emergency
- 7.06 Radiological Ingestion
- 7.07 Agriculture and Animal Items
- 7.08 Unsafe Buildings
- 7.09 Railroad
 - 7.09.1 Railroad Operator Information
 - 7.09.2 Railroad Incident Safety
 - 7.09.3 Railroad Locomotive Safety
 - 7.09.4 Railcar Identification
- 7.10 Aviation
- 7.11 Steele County Free Fair
- 7.12 Flood
- 8 Specific plans, SOP's and SOG's
 - 8.01 Standard Operating Procedure (SOP)
 - 8.01.1 State of Emergency Declaration
 - 8.01.2 State Public Assistance Program
 - 8.01.3 NWS Outdoor Event Weather Support
 - 8.01.4 Damage Assessment and Recovery
 - 8.02 Standard Operating Guides (SOG)
 - 8.02.1 Sand and Sand Bag Distribution/Storage and Usage
 - 8.02.2 Severe Weather Warning Public Information and Media Updates
 - 8.02.3 Structure Triage, Assessment, and Marking System
 - 8.02.4 Tornado Guidelines for Steele County Fair Vendors
 - 8.02.5 Tornado Guidelines for the General Public
 - 8.02.6 Foreign Animal Disease Plan
 - 8.02.7 Improvised Explosive Device
 - 8.02.8 Mass Casualty Incident (MCI) Patient/Victim Tracking Procedure
 - 8.02.9 IPAWS Messaging Guidelines
 - 8.02.10 Hazardous Materials Response Procedures
 - 8.02.11 Interpretation and Translation Services
 - 8.03 Miscellaneous Specific Handbooks, Manuals, and Plans
 - 8.03.1 Steele County
 - Steele County Continuity of Operations (COOP)
 - Steele County Emergency Contact List
 - Steele County Automobile Resource List
 - Steele County Inland Marine Resource List
 - Region 1 EM Emergency Contact Directory
 - 8.03.2 City of Owatonna
 - Owatonna Public Utilities Emergency Handbook
 - Owatonna Degner Airport Emergency Plan
 - Owatonna Degner Airport Grid Map

- 8.03.3 City of Medford
- 8.03.4 City of Ellendale
- 8.03.5 City of Blooming Prairie
- 8.03.6 Public Safety Answering Point (PSAP)
 - Procedures
- 8.03.7 State of Minnesota
 - MNDOT I-35 Closure Manual
- 8.03.8 FEMA/DHS
 - Urban Search and Rescue Response System
- 8.03.9 Long Term Housing and Recovery Manual
- 8.03.10 Future Use



Local Emergency Operations Plan Review Form

Submit completed form and MNWALK copy to the appropriate HSEM Regional Program Coordinator (RPC)

Use this form to document the findings of a local emergency operations plan (EOP) review

The local emergency management director submits to the appropriate review group chair: the upgraded or updated EOP, a cross-referenced MNWALK, and this form. The group conducts its review and records comments on the MNWALK. The group chair completes the review sheet, attaches the MNWALK and submits them to the HSEM RPC. The HSEM RPC forwards a signed copy to the local emergency management director and follows up on any comments made by the review group.

For more information about the review process, visit the HSEM Website or contact your RPC.

Steele County

Jurisdiction

Kristen Sailer

Emergency Management Director

☒ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **adequately addresses** the reviewed planning requirements, as noted in the attached MNWALK.

☐ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **will adequately address** the reviewed planning requirements after the items noted in the attached MNWALK are completed.

☐ We have reviewed the Emergency Operations Plan for this jurisdiction and found that it **does not adequately address** the reviewed planning requirements. Further revision is needed to address the comments made in the attached MNWALK.

HSEM

Review Group

May 19, 2025

Review Date

Michael Peterson

Review group chair's signature

May 19, 2025

Date

For HSEM Use Only

☒ This plan **adequately addresses** all state and federal planning requirements and is approved.

☐ This plan **does not adequately address** all state and federal planning requirements and is not approved. Further revision is needed to address the comments made in the attached MNWALK.

Michael Peterson

HSEM Regional Program Coordinator

May 19, 2025

Date



Steele County Agenda Item

Request for Board Action

Subject: 2026 Steele County Fee Schedule

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: n/a

Work Session Date: Enter a date.

Board Meeting Date: November 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Set a Public Hearing Date of November 25th at 5:15 p.m. or as soon thereafter as the matter may be heard, to allow for Public Comment. Then if the Board so wishes, the staff recommends Adopting the Resolution to accept the 2026 Fee Schedule as proposed

Background (*Including Budget Impact*):

Every Year the Department Heads review the current fee schedule. Some of the fees are state mandated and other fees the Department Heads determine the appropriate cost.

This year we are adding the cost of Notarizing a document of \$5.00.

Emergency Management has been added to the list of Departments charging for specific services.

All changes for January of 2026 are shown in red.

Attachments:

2026 Fee Schedule.



STEELE COUNTY RESOLUTION

2026 Steele County Fee Schedule

Department: Administration Office

Date: 11/25/2025

Resolution No: 2025 - 052

WHEREAS, pursuant to Minn. Stat. §373.4 1, the County Board of Commissioners may charge fees for services provided by any county office, official, department, or employee, and

WHEREAS, the Steele County Department Heads have reviewed the department fees and the recommended changes were presented along with the complete proposed Fee Schedule in a public hearing on November 25, 2025, and

WHEREAS, the Steele County Board of Commissioners reviewed the proposed Fee Schedule and amendments.

NOW, THEREFORE, BE IT RESOLVED, by the Steele County Board of Commissioners that the 2026 Steele County Fee Schedule, as presented has been approved and adopted, effective January 1, 2026.

BE IT FURTHER RESOLVED, the schedule may be periodically updated throughout the year.

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

Dated this 25 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 25 day of November, 2025.

Attest

2026 Steele County Fee Schedule DRAFT			2026 Fees DRAFT
General			General
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
General Fees			
	Copy Costs: Unless cost noted elsewhere or ≤100 pages: Hard copy of Electronic Delivery	\$.25 per side/page	\$.25 per side/page
	>100 pages: Hard copy of Electronic Delivery	Actual Cost to search/retrieve/copy	Actual Cost to search/retrieve/copy
	Cost of Media (CD's, DVD's, Jump Drives, etc.)	Actual Cost	Actual Cost
	Notarization*		\$5.00 per Document
Assessor			Assessor
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
General Fees			
	Copy Costs - see above under General Category		
	Notarization*		\$5.00 per Document
	Copy of Tax Statement or GIS Report	\$1.00	\$1.00
	Data Compillation and Report Generation	\$40/hour with two hour minimum charge	\$40/hour with two hour minimum charge
	Report Email Fee	\$.25 per page	\$.25 per page
	Tax Estimate Research Fee	\$40/hour with one hour minimum charge	\$40/hour with one hour minimum charge
	Third Party Costs	actual cost	actual cost
Community Corrections			Community Corrections
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Adult Supervision Fees			
	Adult Felony Supervision Fee	\$400	\$400
	Adult Gross Misdemeanor Supervision Fee	\$300	\$300
	Adult Misdemeanor Supervision Fee	\$200	\$200
	Supervised Release: up to 12 months	\$200	\$200
	Supervised Release: 1 year+	\$400	
	Pre-trial Drug Testing Fee	\$5/test	\$5/test
	Drug Testing Fee	\$75	\$75
	Courtesy Testing Fee	\$10/test	\$10/test
	Lab Positive Confirmation	\$35/per drug	\$35/per drug
Juvenile Diversion Fees			
		\$50	\$50
Program/Screening Fees			
	Cognitive Skills Class "T4C" & "Moving On"	\$50	\$50
	Driving w/Care	\$50	\$50
	Domestic Violence Inventory	\$25	\$25
	Substance Abuse Subtle Screening Inventory	\$25	\$25
	Adult Diversion	\$200	\$200
SCRAM Fees*			
	Remote Breath Device	\$10/day	\$10/day
	SCRAM - Direct Connect/Base Station	\$10/day	\$10/day
	SCRAM - House Arrest/Ethernet Base Station	\$11/day	\$11/day
	House Arrest	\$11/day	\$11/day

Detention Center			Detention Center
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Detainee Fees			
	Copy Service Fee	\$1 per request	\$1 per request
	Copy Fee	\$0.25 per page/side	\$0.25 per page/side
	Booking Fee	\$20	\$20
	Finger Printing (up to two cards)*	\$20	\$20
	Inmate Boarding Fee	\$65	\$75
	Intake Fee	\$10	\$10
	Medical Co-Pay	\$10	\$10
	UA Fee	\$10	\$10
	UA Fee (Lab Verified)	\$45	\$45
	Work Release	\$25	\$25
	Work Release (Out of County)	\$60	\$75
Emergency Management			Detention Center
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Worksite Education and Training			
	CPR/First Aid Certification Courses		\$120/1st hour + \$50 for each addl 30 minutes
	Bloodborne Pathogens Training		\$120/1st hour + \$50 for each addl 30 minutes
	Emergency Management Training, exercise development and facilitation		\$120/1st hour + \$50 for each addl 30 minutes
CPR Instructor Biannual Membership			
	MN State Multi-Regional Training Center		\$60
Ecards			
	Basic Life Support		\$7.50
	Heartsaver		\$21
	First Aid eCard		\$21
	Bloodborne Pathogens		\$21
Other			
	Pocketmask		\$5
	CPR Manual		\$20
Private Entities/Business Development, Planning and Support Services			
	Disaster response, recovery, damage assessment support		\$75/hr per staff member
	Hazardous Materials response and recovery support		Actual cost + \$75/hr per staff member
	Plan development or review of emergency action plans		\$150 per Plan
	Risk assessment development or review		\$150 per Risk Assessment
	Special events emergency planning or support		\$75/hour per staff member
	Training and exercise development and facilitation		\$120/1st hour + \$50 for each addl 30 minutes

Finance			Finance
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
General Fees			
	Copy of Tax Statement	\$1	\$1
	Escrow Tax Statements	\$3/parcel	\$3/parcel
	Notarization*		\$5.00 per Document
	Tax Lien Recording and Release	\$30	\$30
	Tax Research	\$40/hour	\$40/hour

Four Seasons Centre			Four Seasons Centre
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Community Center			
	Room Rental - 1 day	\$250	\$250.00
	Room Rental - additional per day starting on day 2	\$225	\$225.00
	Refundable Damage Deposit	\$150	\$150.00
Complex Rental Fees			
	East Rink	\$1,300 First Day	\$1,400 First Day
		\$1,200 Second Day	\$1,300.00 Second Day
	West Rink	\$1,200 Second Day	\$1,300.00 First Day
		\$1,100 Second Day	\$1,200.00 Second Day
	Entire Complex	Contact Manager	Contact Manager
	Admission Charged Event	\$2,100/day	\$2,300 / day
Ice Rental Fees			
	Ice (regular season)	\$185/hour	\$190 / hour
	Ice (Summer)	\$165/hour	\$175 / hour

Geographic Information System (GIS)			Geographic Information System (GIS)
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Land Records Mapping Fees			
	Parcel Splits/Reconfigurations	\$75	\$100
Mapping Services Fees			
	Professional Service Fee	\$50/hour (one hour minimum)	\$50/hour (one hour minimum)
Prints			
	8.5" x 11"	\$5	\$5
	Parcel info w/image 8.5" x 11"	\$5	\$5
	11" x 17"	\$6	\$6
	Plotter ≤ 24" x 36"	\$15	\$15
	Plotter > 24" x 36"	\$25	\$25

Highway			Highway
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Mailbox Posts (Swing Away)			
	Post Assembly (Materials Only)	\$122/Assembly	\$135/ Assembly
	Post Assembly (Installed)	\$270/Installed (includes Assembly)	\$280/Installed (includes Assembly)
Permit Fees			
Intersection Modification Permit			
	Temporary Modification Permit	\$30/radius	\$30/radius
	Temporary Modification Security	\$100,000/project	\$100,000/project

Highway Cont...			Highway
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Transportation Permit			
	House Moving	\$60/load	\$60/load
	Oversize/Overweight	\$30/load	\$30/load
	Oversize (Annual)	\$150 per vehicle	\$150 per vehicle
	Special Farm Product Permit/6 axle per Minn. Stat. §169.865*	\$300	\$300
	Special Farm Product Permit/7 axle per Minn. Stat. §169.865*	\$500	\$500
Utility Permit			
	Registration Fee	\$30/utility owner	\$30/utility owner
	Registration Bond	\$10,000/utility owner	\$10,000/utility owner
	Annual Construction	\$90/year	\$90/year
	Utility	\$30/project	\$30/project
Work in R.O.W. Permit			
	Tile Crossing /Drainage	\$100/location	\$100/location
	Residential Driveway or Field Entrance	\$100/access	\$100/access
	Commercial Access or Street	\$250/access	\$250/access
	Culverts, Bands, & Aprons	Actual Cost	Actual Cost
	Culvert Handling Fee	\$.50/lineal foot	\$.50/lineal foot
Signs:			
Address Signs (E911 Rural)			
	New Address & Installation	\$160/Installation	\$160/Installation
	Replacement	\$109/Installation	\$115/Installation
	Repair (Sign & Hardware)	\$40/Sign	\$40/Sign
	Repair (Post)	\$15/Post	\$15/Post
	Repair (Installation)	\$54/Installation	\$60/Installation
Business Signs (Rural)			
	New Installation	\$400/Installation	\$400/Installation
	Replacement/Repair of Sign Assembly	\$200/Assembly	\$200/Assembly
Field Tile Signs			
	New Installation	\$109/installation	\$115/installation
	Sign & Hardware	\$40/Sign	\$40/Sign
	Post	\$15/Post	\$15/Post
Landfill			Landfill
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Demolition/Debris Fees			
	Large Trucks	\$74/ton	\$80/ton
	Contracted Rate	\$46/ton	\$47/ton
	Pickup (each)	\$27 ea.	\$30 ea.
	Concrete (clean and separated)	\$6 ton/yd	\$15/ton
Mixed Solid Waste & Demolition/Debris Fees			
	Large Trucks	\$74/ton	\$80/ton
	Gate Rate	\$74/ton gate rate	
	Contracted Rate	\$46/ton	\$47/ton
	Cars	\$17 ea.	\$20 ea.
	Pickups	\$27 ea.	\$30 ea.

Landfill Cont...			Landfill
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Special Waste Fees			
	Appliances/ Air Conditioners (each)	\$13 ea.	\$20 ea.
	Asbestos	\$100 ton \$50 / Pickup \$10 bag	\$125/ton \$75/ Pickup \$15 bag
	Industrial Waste	\$74/ton	\$80/ton
	Misc. Electronics (VCR's, DVD's, CPU's, etc.)	\$5 ea.	\$8 ea.
	Mattresses & Box Springs	\$25 ea./ recycled \$50 ea./ Non-Recycled	\$35 ea. / recycled \$60 ea. / Non-Recycled
	Petroleum Contaminated Soil	\$10/ton	\$20/ton
	TV's, Computer Monitors (each)	\$20 ea.	\$23 ea.
Tires and Rim Removal Fees: Billed separately			
	Mixed tires (no rims)	\$400/ton	\$500/ton
	Tires (each)		
	Motorcycle	\$4 ea.	\$5 ea.
	Car	\$5 ea.	\$7 ea.
	Pickup	\$15 ea.	\$15 ea.
	Semi Truck		\$20 ea.
	Tractor	\$30 ea.	\$35 ea.
	Tracks (Tractor/Skid loader)	\$100 ea.	\$500/ton
	Rim Removal (Each)		
	Motorcycle Rim Removal		\$5 ea.
	Car Rim Removal		\$7 ea.
	Pickup Rim Removal		\$15 ea.
	Semi Truck Rim Removal		\$20 ea.
	Tractor Rim Removal		\$35 ea.
Planning & Zoning			Planning & Zoning
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
License Fees:			
	Solid Waste		
	Hauling Licenses	\$25/business/year	\$25/business/year
Permit Fees:			
	Building (Fixed Fee):		
	Demolition Permit	\$69/ea.	\$69/ea.
	Gas/Mechanical	\$69/ea.	\$69/ea.
	Plumbing Permit	\$69/ea.	\$69/ea.
	Re-roof (Residential Only)	\$69/ea.	\$69/ea.
	Re-siding (Residential Only)	\$69/ea.	\$69/ea.
	Replacement windows (Residential Only)	\$69/ea.	\$69/ea.
	Retaining Wall over 4 ft. in height	\$69/ea.	\$69/ea.
	Manufactured Home Placement	\$350/ea.	\$350/ea.
	Prefab Home	\$400/ea. + foundation permit	\$400/ea. + foundation permit

Planning & Zoning Cont...			Planning & Zoning
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed

Permit Fees:

Building (Fixed Fee):

Inspections outside of business hours (2 hr. min charge)	\$47/hr.	\$47/hr.
Re-inspections fees as allowed by code	\$47/ea.	\$47/ea.
Inspections for which no fee is specifically indicated	\$47/ea.	\$47/ea.
Additional plan review required by changes, additions or revisions to plans	\$47/ea.	\$47/ea.
Use of outside consultants for plan checking, inspections, or both	Actual Cost	Actual Cost
After the fact permit investigation fee	Double Permit Fee	Double Permit Fee
Plan Review Fee	65% of permit fee	65% of permit fee
State Surcharge	0.0005 x valuation or \$1.00 on fixed fees	0.0005 x valuation or \$1.00 on fixed fees

Building (Valuation Based):

\$1 to \$2,000	\$69.25	\$69.25
\$2001 to \$25,000	\$69.25 for first \$2,000 + \$14.00 for each add. \$1,000	\$69.25 for first \$2,000 + \$14.00 for each add. \$1,000
\$25,001 to \$50,000	\$391.25 for first \$25,000 + 10.10 for each add. \$1,000	\$391.25 for first \$25,000 + 10.10 for each add. \$1,000
\$50,001 to \$100,000	\$643.75 for first \$50,000 + \$7 for each additional \$1,000	\$643.75 for first \$50,000 + \$7 for each additional \$1,000
\$100,001 to \$500,000	\$993.75 for first \$100,000 + \$5.60 for each add. \$1,000	\$993.75 for first \$100,000 + \$5.60 for each add. \$1,000
\$500,001 to \$1,000,000	\$3233.75 for first \$500,000 + \$4.75 for each add. \$1,000	\$3233.75 for first \$500,000 + \$4.75 for each add. \$1,000
\$1,000,001 and up	\$5,608.75 for first \$1,000,000 + \$3.15 for each add. \$1,000	\$5,608.75 for first \$1,000,000 + \$3.15 for each add. \$1,000

Building Permit Refund Policy

Permit fees are refundable up to 70%
The County does not refund any fees if:

Work has been started
The permit is over 180 days old, or
The permit fee is less than \$100

All refund requests must be in writing, signed by the permit holder, and submitted to the building department.

Please note the following fees are never eligible for refund:

Plan review fees
State Surcharge fees
Re-inspection fees
Any services that have been rendered

Planning & Zoning Cont...			Planning & Zoning
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Permits Fees (additional):			
Agricultural Fees:			
	Agricultural Construction Permit (≤\$50,000)	\$75/ea.	\$75/ea.
	Agricultural Construction Permit (>\$50,000)	\$150/ea.	\$150/ea.
Feedlot Fees:			
	New or Expanded Feedlot	\$1.00/animal unit	\$1.00/animal unit
	Registration Fee <300 AU	\$50/feedlot	\$50/feedlot
	Registration Fee ≥300 AU	\$150/feedlot	\$150/feedlot
Land Use Fees:			
	Conditional Use Permit Application	\$400/ea.	\$400/ea.
	Variance Application	\$300/ea.	\$300/ea.
	Administrative Appeal	\$300/ea.	\$300/ea.
	Rezoning Application	\$500/ea.	\$500/ea.
	Platting	\$500/ea. + \$50/lot over 10	\$500/ea. + \$50/lot over 10
	Special Meeting (Planning Commission or Board of Adjustment)	Double Application Fee	Double Application Fee
	Shoreland Alteration/Construction Permit	\$100	\$100
	EAW/EIS	Costs Associated with Preparation	Costs Associated with Preparation
Septic Construction Fees:			
	Type I, II & III Systems(≤2500 gpd)	\$300/ea.	\$300/ea.
	Type IV and Type V Systems (≤2500 gpd)	\$500/ea.	\$500/ea.
	Any Systems Greater than 2500 gpd	\$800/ea. + \$200 per additional hook-up	\$800/ea. + \$200 per additional hook-up
	Septic Operating Fees:	\$50/ea.	\$50/ea.
Property Tax and Elections			Property Tax and Elections
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed

General Fees

Copy Costs: Unless cost noted elsewhere or per Mn.

≤100 pages: Hard copy of Electronic Delivery

\$.25 per side/page

>100 pages: Hard copy of Electronic Delivery

Actual Cost to search/retrieve/copy

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

Actual Cost

Notarization*

\$5.00 per Document

License Fees

Auctioneer License*

\$20

\$20

Property Tax and Elections Cont...			Property Tax and Elections
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
License Fees			
Cannabis Registration Fees			
	Cannabis Retailer - Initial Registration	\$500	\$500
	Cannabis Retailer - Renewal	\$1,000	\$1,000
	Cannabis Microbusiness - Initial Registration	\$500	\$500
	Cannabis Microbusiness - Renewal	\$1,000	\$1,000
	Cannabis Mezzobusiness - Initial Registration	\$500	\$500
	Cannabis Mezzobusiness - Renewal	\$1,000	\$1,000
Cannabis "Medical" Business Fees			
	Initial Fee	\$500	\$500
	Renewal Fee	\$1,000	\$1,000
	Cannabis Temporary Event	\$375	\$375
Low-Potency Hemp Edible			
	Initial Fee	\$125	\$125
	Renewal Fee	\$125	\$125
Liquor Licenses			
	Liquor License	\$2,500	\$2,500
	Sunday Liquor License	\$200	\$200
	Liquor License (Off-Sale)	\$400	\$400
	3.2 Liquor License (On-Sale)	\$50	\$50
	3.2 Liquor License (Off-Sale)	\$20	\$20
	Wine License	\$200	\$200
	Precious Metals	\$50	\$50
	Tobacco License	\$200	\$200
Maps/Plat Books			
	E-911 Map	\$3	\$3
	Plat Book (Old)	\$7	\$7
	Plat Book (New)	\$20	\$20
	Auditor Certificate	\$150	\$150
	Delinquent Tax Publishing Fee	\$20	\$20
	Plat Fee	\$300	\$300
Special Assessment Fees			
	Special Assessment Set-up Fee & Maintenance One-time Fee		\$5.00 per parcel
	Assessment Search	\$10	\$10
Tax Increment Financing			
	TIF Setup		\$300
	TIF Annual Maintenance		\$100
Tax Forfeiture			
	Publication/Service Fee		\$200
	Repurchase Fee		\$100
	Confession of Judgement		\$100
	Voter Certificate	\$3	\$3

Public Health			Public Health
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Air Quality Testing Fees			
	Radon Test Kits	\$6.50 Per Kit	\$6.50 Per Kit
Body Art Licenses			
	Establishment	\$500/year	\$500/year
	Multi-Event Temporary Permit	\$100/year	\$100/year
	Single Event Temporary Permit	\$50	\$50
	Body Art Mobile Establishment	\$100/year	\$100/year
Visits, Education & other Fees			
	Public Health Nurse Visit	\$180	\$180
	Public Health Nurse Office Visit	\$75	\$75
	School Nurse & Other nursing contracts	\$90/hour	\$90/hour
	Physical Therapy Visit	\$125	\$125
	Home Health Aide	\$80/Visit or \$20/15 minutes	\$85/Visit or \$21.25/15 minutes
	Homemaker	\$11.00/15 minutes	\$11.00/15 minutes
	Case Management	\$135/hour	\$135/hour
	Interpreter Fee	\$50/hour	\$50/hour
	Car Seat Education	\$120	\$120
	Worksite Education	\$120 for 1st hour + \$50 for each addl 30 minutes	\$120 for 1st hour + \$50 for each addl 30 minutes
Screening and Testing Fees			
	Blood Lead Screening	\$74	\$74
	Cholesterol Screening	\$25	\$25
	Diabetic Screening	\$11	\$11
	Pregnancy Test	\$65	\$65
	Tuberculin Skin Test	\$45	\$45
Vaccinations / Immunizations			
	Flu Vaccination	\$55	\$60
	Flublok Quadriavalent	\$101	\$132
	Flu Vaccination High Dose	\$101	\$132
	Tdap Immunization (Private)	\$60	\$60
	Td Immunization (Private)	\$60	\$60
	COVID	\$185	\$210
	Hepatitis B Immunization (Private)	\$54	\$54
	Hepatitis B Hepelisav	\$120	\$120
Supplies Used in Care*:-		Fees for Medical Assistance & Medicare- Services established by DHS & CMS	
Water Testing Fees (Inc. courier cost)			
	Full Panel (Arsenic, Coliform Bacteria, Lead, Manganese& Nitrate)	\$250	\$245
	Annual Panel (Coliform Bacteria & Nitrate+Nitrite)	\$80	\$85
	Metals Panel (Arsenic, Lead, & Manganese)	\$190	\$190
	Coliform Bacteria (Present or Absent)	\$55	\$50
	Nitrate+Nitrite Nitrogen	\$55	\$60
	Manganese	\$65	\$60
	Arsenic	\$65	
	Lead	\$95	\$115
	Metals Test Fee	\$30-	Delete
	Hardness		\$95
	Iron		\$60
	Fluoride		\$55

Recorder's Office			Recorder's Office
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
General Fees			
	Copies	\$1/page	\$1/page
	Emailing Documents	\$1/fee + \$1/page	\$1/fee + \$1/page
	Emailing Tract Indexes	\$5/tract index	\$5/tract index
	Emailing a plat	\$5/plat	\$5/plat
	Judicial Shielding		\$75/per person
	Laredo Fee (Online searching per month)	\$70 to \$520 - fees based on plan selection	\$70 to \$560 - fees based on plan selection
	Notarization*		\$5.00 per Document
	eNotary		Dependent on provider platform charge
	Owners and Encumbrances Reports	\$75	\$75
	Property Reports	\$10	\$10
	Research Fee	\$60/hour	\$60/hour
Marriage Fees			
	Marriage License - Reduced Fee*	\$50	\$50
	Marriage License - Regular Fee*	\$125	\$125
	Marriage Certificate License (Certified Copy)	\$9	\$9
	Marriage Ceremony Only	\$75	\$100
	Marriage Certificate - Amend	\$40	\$40
Notary Fees			
	Filing of Notary Commission	\$20	\$20
Ordination Fees			
	Ordination Credentials	\$50	\$50
Passports Fees			
	Passport Application Fee*	Contact Recorder's Office	Contact Recorder's Office
	Passport Photos	\$20	\$20
Recording Fees			
	Document Recording Fee	\$46	\$46
	Mortgage Registration Tax	\$2.30	\$2.30 (Per Thousand)
	Deed Tax	\$3.30	\$3.30 (Per thousand)
	Well Certificate*	\$54.00	\$54.00
Vital Statistics Fees			
	Birth Certificate (Certified)*	\$26	\$26
	Birth Certificate (Certified) - Additional Copies*	\$19	\$19
	Death Certificate (Certified)*		\$13
	Death Certificate (Certified) - Additional Copies*		\$6
	Vital Records Express Fee		\$10

Sheriff's Office			
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
Gun Permit Fees:			
	Permit to Purchase	No Charge	No Charge
	Permit to Carry		
	New Permit	\$100	\$100
	Renewal - 0 to 90 Days Prior to Expiration	\$75.00	\$75.00
	Renewal - 1 to 30 Days Past Expiration	\$85.00	\$85.00
	Veteran/Military - Documentation of service needed	\$25.00	\$25.00
	Card Replacement	\$10.00	\$10.00
	Data Change	\$10.00	\$10.00

Sheriff's Office Cont...			
Type	Service / Fee Description	2025 FEES	2026 Fees - proposed
License Fees:			
	Dangerous Dog		
	Dangerous Dog Registration Fee	\$300	\$300
	Dangerous Dog Renewal Fee	\$300	\$300
	Dangerous Dog Appeals Hearing Fee	\$100	\$100
	Potentially Dangerous Dog Registration Fee	\$100	\$100
	Potentially Dangerous Dog Renewal Fee	\$100	\$100
	Potentially Dangerous Dog Appeals Hearing Fee	\$100	\$100
	Fee		
Records Department			
General Fees			
	Copy Charges		
	1-4 Pages	No Charge	No Charge
	5-9 Pages	\$1.25	\$1.25
	10-99 Pages	.25 Per Page	.25 Per Page
	Body Camera or Squad Camera Footage	\$25.00 Each	\$25.00 Each
	Disks	\$5.00 Each	\$5.00 Each
	Flash Drives	\$12.00 Each	\$12.00 Each
	Notarization*		\$5.00 per Document
Civil Processing Fees			
	Paper Services - Flat Rate per Individual Served / Per Case	\$85	\$85
	Foreclosure/Sheriff Sales	\$100	\$100
	Fail to Notify/Postpone/Cancel	\$75	\$75
	Intent to Redeem	\$100	\$100
	Redemptions	\$250	\$250
	Deputy Standby Fee	\$100 Hour	\$100 Hour
	Forfeiture/Tow Storage Fees	\$10 Daily	\$10 Daily
Special Deputy			
	Security for Events (4 Hour Minimum)	\$25 Hour (\$100 Minimum)	\$35 Hour (\$140 Minimum)

* indicates a fee where the cost is mandated by Statute or by another entity

** See Steele County Public Data Request Guidelines and Procedures



Steele County Agenda Item

Request for Board Action

Subject: 2026 – 2028 LELS Certified Peace Officers Unit Collective Bargaining Agreement

Department: Human Resources

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: November 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Adopt a resolution approving the 2026 – 2028 LELS Certified Peace Officers unit collective bargaining agreement.

Background (*Including Budget Impact*):

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

- Three-year contract 01/01/2026 – 12/31/2028
- Wages
 - 01/01/2026: 4%; 01/01/2027: 4%; 01/01/2028 3%
- Bargaining unit members will move from sick and vacation accruals to PTO. Current bargaining unit members will be given a one-time opt-out option. All new hires will earn PTO.
- Christmas Eve will be recognized as a full holiday regardless of when it falls. Currently Christmas Eve is recognized as a full day holiday if it falls Monday – Thursday and recognized as a half day holiday if it falls on Friday – Sunday.
- Employer provided life insurance policy will be increase to \$50,000.
- 50/50 cost share of the premium for Minnesota Paid Leave.
- Uniform allowance increased by \$75.00 in 2026 and \$50.00 in 2027.

- Add Senior Deputy Classification.

Attachments:

- Resolution



STEELE COUNTY RESOLUTION
Adopting Negotiated Changes to the 2026-2028 LELS Certified Peace
Officers Unit Collective Bargaining Agreement

Department: Human Resources

Date: 11/25/2025

Resolution No: 2025-53

WHEREAS, the current collective Bargaining Agreement between Law Enforcement Labor Services – Certified Peace Officers Unit expires effective December 31, 2025; and

WHEREAS, the County has recently negotiated a three (3) year collective bargaining agreement with LELS; 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 Law Enforcement Labor Services – Certified Peace Officers Unit.

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

Dated this 25th 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 25th day of November, 2025.

Attest



Steele County Agenda Item

Request for Board Action

Subject: 2026 – 2028 LELS Sergeants 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 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Adopt a resolution approving the 2026 – 2028 LELS Sergeants unit collective bargaining agreement.

Background (*Including Budget Impact*):

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

- Three-year contract 01/01/2026 – 12/31/2028
- Wages
 - 01/01/2026: 4%; 01/01/2027: 4%; 01/01/2028 3%
- Bargaining unit members may opt to convert from sick and vacation accruals to PTO.
- Christmas Eve will be recognized as a full holiday regardless of when it falls. Currently Christmas Eve is recognized as a full day holiday if it falls Monday – Thursday and recognized as a half day holiday if it falls on Friday – Sunday.
- Employer provided life insurance policy will be increase to \$50,000.
- 50/50 cost share of the premium for Minnesota Paid Leave.
- Uniform allowance increased by \$75.00 in 2026 and \$50.00 in 2027.

Attachments:

- Resolution



STEELE COUNTY RESOLUTION

Negotiated Changes to the 2026-2028 Sergeants Unit Collective Bargaining Agreement

Department: Human Resources

Date: 11/25/2025

Resolution No: 2025-054

WHEREAS, the current collective Bargaining Agreement between Law Enforcement Labor Services – Sergeants Unit expires effective December 31, 2025; and

WHEREAS, the County has recently negotiated a three (3) year collective bargaining agreement with LELS; 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 Law Enforcement Labor Services – Sergeants Unit.

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

Dated this 25th 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 25th day of November, 2025.

Attest



Steele County Agenda Item

Request for Board Action

Subject: Aggregate Resource Mapping Resolution

Department: Planning & Zoning

Committee: Land Use and Records

Committee Meeting Date: November 13, 2025

Work Session Date: Enter a date.

Board Meeting Date: November 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends to move to full board for discussion.

Staff Recommendation:

Staff recommends to adopt the Aggregate Resource Mapping Resolution

Background *(Including Budget Impact)*:

The Department of Natural Resources plans to complete aggregate mapping in every Minnesota county as a part of their Aggregate Resource Mapping Program. This program provides location information of construction aggregate materials so that local governments can make responsible decisions regarding mineral resources and local economies. 19 counties have already been mapped with financial support from the Minerals Coordinating Committee and General fund, and 20 counties have passed resolutions to join the Aggregate Resource Mapping Program and are currently pending funding.

Attachments:

Resolution for Aggregate Resource Mapping

DNR Aggregate Resource Mapping website information

Email from DNR explaining last line in the resolution

Steele County Gravel Pits



STEELE COUNTY RESOLUTION

Aggregate Resource Mapping

Department: Planning & Zoning

Date: 11/26/2025

Resolution No: 2025-55

WHEREAS, Steele County desires information relating to the location, amount, and quantity of its remaining aggregate resources, and

WHEREAS, the Legislature has directed the Minnesota Department of Natural Resources to map the aggregate resources of the State of Minnesota as more fully described in Minnesota Statutes section 84.94, and

WHEREAS, aggregate resource mapping of the County would help ensure continued economical aggregate resources for economic development, and

THEREFORE, BE IT RESOLVED, The Steele County Board of Commissioners requests that the Minnesota Department of Natural Resources conduct aggregate resource mapping of the County as authorized by Minnesota Statutes section 84.94 and, upon receipt of the information, the County must consider the protection of identified and important aggregate resources in the County's land use decisions.

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

Dated this 25th day of November 2025.

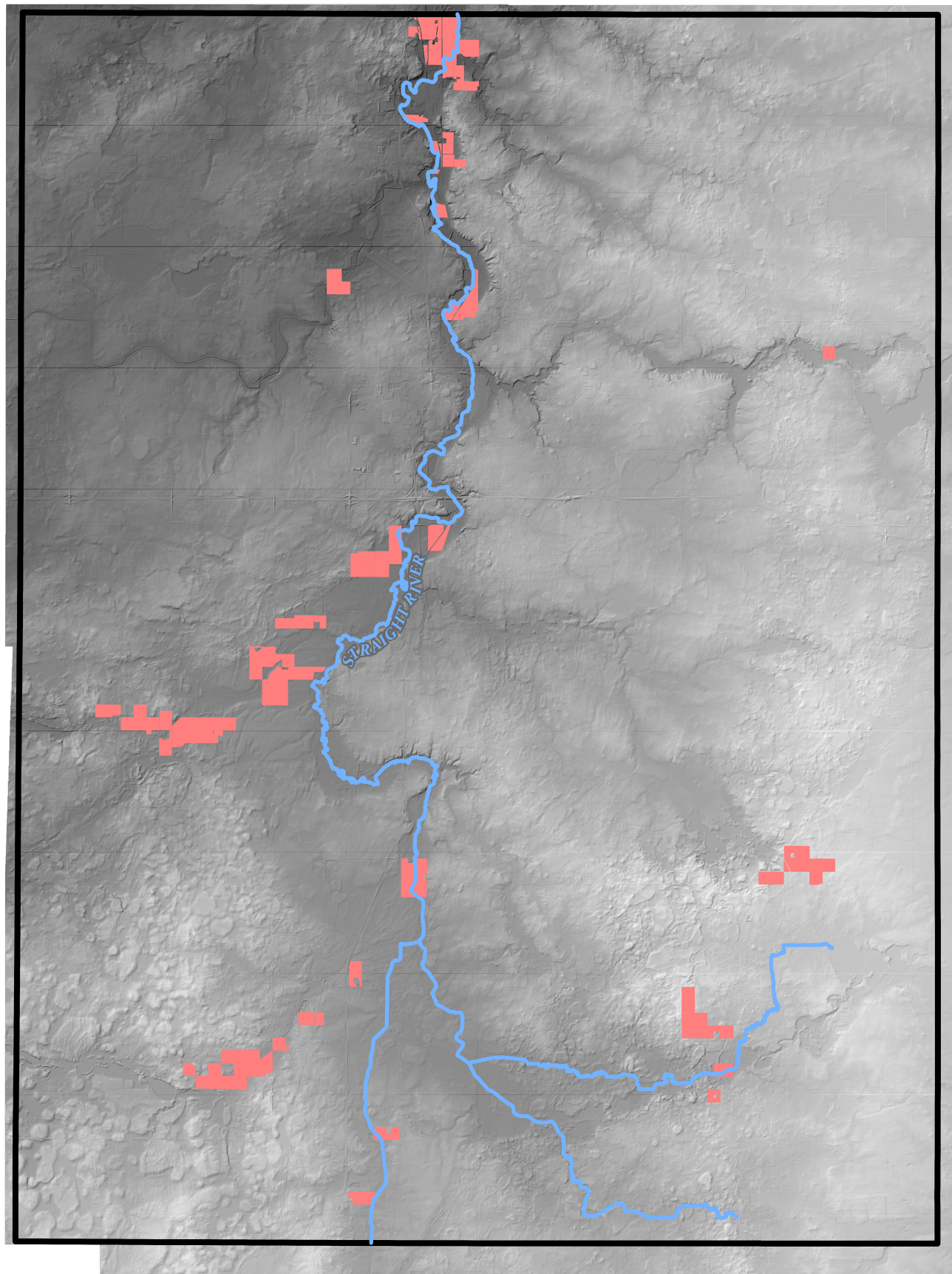
STEELE COUNTY
BOARD OF COMMISSIONERS

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 25th day of November 2025.

ATTEST



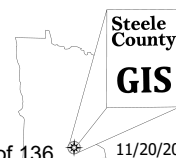
-  Gravel Pits
-  Straight River
-  County Boundary

Steele County

Active/Inactive Gravel Pits

Basemap:
2021 LiDAR
DEM & Hillshade

Link: [Steele County Geologic Atlas \(2022\)](#)



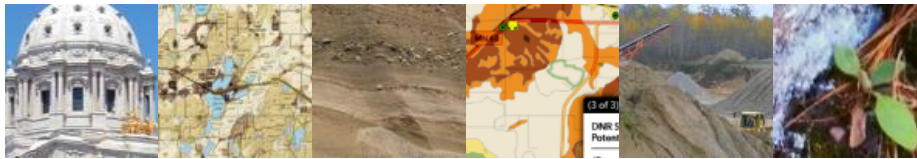
Aggregate Resource Mapping

Aggregate resources are essential to Minnesota's infrastructure and economy. We rely on [construction aggregate materials](#) as the key ingredients in our roads, bridges, airports, hospitals, playgrounds and more.

“By knowing the location of aggregate, as well as having the conversation about the importance of aggregates, local and state governments can do a better job preserving and conserving natural resources.”

Statewide, up to 50% of aggregate utilization contributes to publicly funded infrastructure projects. The DNR's Aggregate Resource Mapping Program (ARMP) provides field-researched information that helps local governments and other stakeholders balance stewardship of mineral resources, the environment, and local economies.

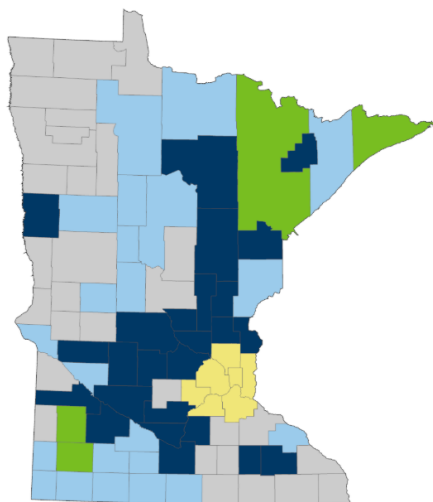
Why map it?



From conservation of nonrenewable natural resources to fiscal responsibility and uncovering the irregular distribution of aggregate materials by natural geologic processes, the slides above illustrate just some of the benefits of aggregate mapping.

Resource Mapping & County Participation

Counties are invited to join the program with passage of a Board Resolution. Contact an [ARMP Coordinator](#) to start developing your plan and receive a sample resolution. Nineteen counties have already been mapped with financial support from the [Minerals Coordinating Committee](#) and General Fund, and 20 counties have passed resolutions to join ARMP and are currently pending funding.



Counties participating in ARMP by status. Click completed counties to view downloadable data.

Status	Counties
 Completed	Aitkin, Benton, Blue Earth, Carlton, Chisago, Clay, Dodge, Isanti, Itasca, Kanabec, Kandiyohi, Le Sueur, Meeker, Mille Lacs, Nicollet, Olmsted, Redwood, Renville, Sherburne, Sibley, Stearns, Swift, Wright, Yellow Medicine, and portions of St. Louis and Lake
 In Progress *funded by LCCMR	Cook, *Lyon, *Murray, and *St. Louis
 Requested currently unfunded	Becker, Beltrami, Big Stone, Brown, Cass, Chippewa, Cottonwood, Douglas, Faribault, Hubbard, Jackson, Koochiching, Lake, Martin, Nobles, Pine, Pipestone, Rock, Todd, Wabasha, Wadena, Watonwan
 Mapped Separately	7-County metro area

As a non-renewable resource, aggregate maps provides a permanent asset to local governments and the public. The DNR seeks to carry out a 10-year plan to complete aggregate mapping in every Minnesota county. Fully funded, this program would map 6 counties annually starting with those already requested by resolution.

DNR geologists use county-scale mapping techniques to find sand, gravel, and crushed stone resources and characterize quality. Results are typically published within 1-2 years. The information is used by local governments, citizens, land use planners, industry, and environmental groups.

Products

ARMP publishes a suite of county-specific data products. These include a GIS data package, a countywide PDF map, and access to an interactive map application. ARMP products are **free** for all users.

Digital download	Index of digital maps and GIS data by County. Publication dates and catalog varies.
Interactive viewing	Launch Aggregate Mapper to explore statewide GIS data via your browser or mobile device.
Paper maps and alternative formats	Email our team or call 651-259-5959 to discuss hard copies or other resources.

https://www.dnr.state.mn.us/lands_minerals/aggregate_maps/index.html

Brooks, Amber

From: Arends, Heather (DNR) <heather.arends@state.mn.us>
Sent: Wednesday, November 5, 2025 9:08 AM
To: Brooks, Amber; Crotty, Chad (DNR)
Cc: Schaefer, Benjamin (DNR)
Subject: RE: Steele County Aggregate Resource Mapping

Hi Amber –

This language is from the authorizing statute for the program (Minn Stat. 84.94, Subd 4):

Subd. 4. Local action. *Each planning authority of a county or municipality receiving information pursuant to subdivision 3 shall consider the protection of identified and important aggregate resources in their land use decisions.*

“Consider the protection of aggregate resources” means that the County’s responsibility is to acknowledge and weigh aggregate resource information provided by the DNR when updating land use plans or evaluating development proposals. The statute does not require the County to prohibit development, designate protected zones, or adopt specific ordinances—it simply asks that aggregate protection be part of the decision-making process.

In practice, this means the county should:

- Acknowledge mapped aggregate resources in its comprehensive plan, zoning ordinance, or permitting reviews.
- Evaluate potential conflicts when considering rezoning, subdivision, or development proposals—especially if a proposal would cover or sterilize an identified aggregate deposit.
- Balance competing land uses, documenting that aggregate protection was considered alongside other planning factors (housing, infrastructure, environmental protection, etc.).
- Consult DNR aggregate maps and data when updating land use plans or issuing conditional use permits related to mining or development.

There is no formal enforcement mechanism for this provision. The county is not legally on the hook for enforcement or penalties. The expectation is one of good planning practice. Basically, the county should recognize the presence of aggregate resources, even if other community priorities ultimately take precedence.

If you have further questions or would like to meet to discuss further, I would be happy to set something up.

Regards,
Heather

From: Brooks, Amber <amber.brooks@steelecountymn.gov>
Sent: Tuesday, November 4, 2025 3:58 PM
To: Crotty, Chad (DNR) <Chad.Crotty@state.mn.us>
Cc: Arends, Heather (DNR) <heather.arends@state.mn.us>
Subject: RE: Steele County Aggregate Resource Mapping

Hi Chad & Heather,

What does “the County must consider the protection of identified and important aggregate resources in the County’s land use decisions” mean to for us?

Thank you,

Amber Brooks

Director of Planning & Zoning

Building Official

Steele County

Planning & Zoning

630 Florence Ave.

PO Box 890

Owatonna, MN 55060

Dept.: 507-444-7480 | Cell: 507-461-9309 | Fax: 507-444-7479



From: Crotty, Chad (DNR) <Chad.Crotty@state.mn.us>
Sent: Wednesday, October 15, 2025 11:54 AM
To: Brooks, Amber <amber.brooks@steelecountymn.gov>
Cc: Arends, Heather (DNR) <heather.arends@state.mn.us>
Subject: RE: Steele County Aggregate Resource Mapping

You don't often get email from chad.crotty@state.mn.us. [Learn why this is important](#)
Hi Amber,

Thank you for reaching out about DNR’s Aggregate Resource Mapping Program. Counties can sign up by passing a county board resolution requesting the DNR to complete the work in their jurisdiction. I have attached a draft resolution and one that was recently passed.

Here is a [link to our website](#), where you can explore what our products look like and the data we produce. Our intention is to create easily interpreted maps about the distribution of aggregate resources. We also do an in-depth survey of all gravel pits that existed within the county. Here is a [link to our most recent pdf map and associated GIS data](#) within Yellow Medicine County.

Our data can also be viewed via our online web map, [Aggregate Mapper](#).

If you have additional questions or would like us to present to you or your Board, let me know and I would be happy to schedule something with you!



Steele County Agenda Item

Request for Board Action

**Subject: Resolution and Settlement Agreement with Dodge and Waseca Counties
Regarding Steele County's Exit from MnPrairie**

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date:

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:

Approve Resolution to Withdraw from Minnesota Prairie County Alliance Joint Powers Agreement and Approve Settlement Agreement Relating to Steele County's Withdrawal from MNPrairie

Information (including rationale, if applicable):

Following months of meetings and discussions, it appears that the three counties who are the members of the MNPrairie County Alliance have reached agreement on the critical terms related to Steele County's exit from MNPrairie. The parties have reached agreement regarding the effective date of withdrawal, payment of the county's equity share, payment of the county's interest in the fund balance and mutual release of any claims. The draft settlement agreement is being reviewed by the three counties' attorneys and additional information will be available for Board review at the meeting.

Attachments:

Resolution
Settlement Agreement

SETTLEMENT AGREEMENT

This **Settlement Agreement** (hereafter “Agreement”) is entered into by and between the Dodge County (“Dodge”), Steele County (“Steele”), and Waseca County (“Waseca”). Dodge, Steele, and Waseca may be individually referred to as “County” and collectively as the “Counties.”

WHEREAS, on May 19, 2014, the Counties entered into a joint powers agreement (“JPA”) pursuant to Minnesota Statutes § 471.59, to create the Minnesota Prairie County Alliance (“MNPrairie”), a multi-county human services delivery authority, and the Counties delegated to MNPrairie their respective obligations and powers to administer essential human services programs and services mandated by federal or state law;

WHEREAS, Steele Board of Commissioners has by Steele Resolution No. 2025-017 directed the County Administrator to take all action necessary to re-establish the Steele County Department of Human Services;

WHEREAS, as a condition precedent to this Agreement, the Steele Board of Commissioners shall formally withdraw Steele from the JPA and MNPrairie; and

WHEREAS, in order to resolve Steele’s withdrawal from MNPrairie, to facilitate a smooth and orderly transition of MNPrairie from a three-County entity to a two-County entity, and to avoid uncertainty or a dispute with respect to Steele’s withdrawal, the Counties have agreed to terms and conditions related to Steele’s withdrawal that departs from the strict terms and conditions of the JPA;

WHEREAS, this Agreement shall set forth the terms and conditions for Steele’s withdrawal from MNPrairie, notwithstanding any provision of the JPA to the contrary; and

NOW, THEREFORE, in consideration of the terms and conditions set forth below, and other good and valuable consideration, the receipt and sufficient of which is hereby acknowledged, the Counties stipulate and agree as follows:

AGREEMENT

1. **Effective Date.** This Agreement shall be effective and binding upon the Parties upon full execution of this Agreement.

2. **Effective Date of Withdrawal.** Steele’s withdrawal from the JPA and MNPrairie shall be effective as of December 31, 2026 (“Withdrawal Date”).

3. **Financial Aspects of Withdrawal.**

- a. MNPrairie will pay Steele Three Million, Fifty-One Thousand, Seven Hundred and Three Dollars and 00/100 (\$3,051,703.00), which reflects Steele’s portion of the equity fund balance. This payment shall be remitted to Steele on June 30, 2026. This payment is separate from any unassigned

fund balance surplus that Steele may be entitled to for fiscal year 2025, and which will be calculated and returned to the counties in 2026.

- b. MNPrairie will also pay Steele an additional \$948,297 as a one-time lump sum settlement payment, to be paid in two (2) equal installments of \$474,148.50. The first payment shall be made on July 1, 2027, and the second payment on December 31, 2027. By accepting this payment, Steele acknowledges it will have no further right to the MNPrairie fund balance after the Withdrawal Date.
- c. The foregoing payments are subject to, and contingent on, Steele making all annual operating share contributions to MNPrairie for 2025 and 2026, including the December 2026 operating share contribution.
- d. Steele will be entitled to apportionment of certain accounts receivables, such as annual grants and revenue sources specific to Steele County, including, but not limited to the Children's Mental Health Collaborative, and as determined by the Minnesota Department of Human Services and the Minnesota Department of Children, Youth and Families (collectively, the "State Agencies"). It is mutually understood by all parties that final unwinding and separation of attributable portions by the State Agencies may not be determined until after the Withdrawal Date. All other restricted funds shall remain with MNPrairie.
- e. The division of physical assets shall be accomplished as follows: MNPrairie's Executive Director and Steele County Administrator shall jointly develop a plan for the division of MNPrairie's physical assets. The plan will be subject to final approval by the County Boards and MNPrairie's joint powers board.

4. **MNPrairie Board Representation and Voting Rights.** Steele shall retain its MNPrairie Board representation and voting rights through the Withdrawal Date. Steele shall relinquish all Board committee chair positions for 2026.

5. **Mutual Release.** Commencing upon the Withdrawal Date and continuing thereafter, the Counties, on behalf of themselves, and on behalf of each and all of their respective past and present representatives, Board members, administrators, attorneys, officers, members, agents, employees, insurers, heirs, and assigns, shall and do hereby fully and finally release each other, and each and all of their respective past and present representatives, Board members, administrators, attorneys, officers, members, agents, employees, insurers, heirs, and assigns, from all claims, demands, or causes of action, whether sounding in the constitution, statute, contract, tort, or otherwise, whether known or unknown, that they may have, or may claim to have, against each other arising out of or related to the JPA.

6. **Operational Transition.** The Counties and MNPrairie agree to resolve in good faith any issues that may arise from the transition of Steele human services from MNPrairie to

Steele and to allow the transition to be completed as of the Withdrawal Date. The transition shall be led by MNPrairie's Executive Director and Steele County Administrator, and shall address, without limitation, employees and employee retention; client file transition; and other human services and related operational needs as identified by the Executive Director and Steele Administrator, or as otherwise directed by the State Agencies. To the extent that cooperation is necessary after the Withdrawal Date to effectuate the transition, Steele and MNPrairie will continue to cooperate in good faith.

7. **Dispute Resolution.** If a dispute arises concerning any aspect of this Agreement or the Operational Transition, the Counties will first attempt to resolve the dispute through direct negotiation among representatives from each County, MNPrairie and their attorneys. If direct negotiations are unsuccessful, the Counties agree to use best efforts to resolve the matter through mediation, the costs of which will be shared evenly among the Counties.

8. **Authority to Enter into this Agreement.** The undersigned hereby represent and warrant that they have full and complete authority to execute this Agreement on behalf of the Parties hereto.

9. **Severability.** If any part of this Agreement shall be determined to be void and unenforceable, the remainder of this Agreement shall remain in full force and effect.

10. **Execution in Counterparts.** This Agreement may be executed in one or more counterparts, including facsimile or electronic counterparts, each of which shall be deemed an original, and together which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date and year set forth below.

[signature pages to follow]

DATED: November __, 2025

STEELE COUNTY

James Brady, Board Chair

Renae Fry, County Administrator

DRAFT

DATED: December __, 2025.

DODGE COUNTY

Rhonda Toquam, Board Chair

Jim Elmquist, County Administrator

DRAFT

DATED: December __, 2025.

WASECA COUNTY

Doug Christopherson, Board Chair

Michael Johnson, County Administrator

DRAFT



STEELE COUNTY RESOLUTION

Withdraw from MN Prairie County Alliance Joint Powers Agreement and Approve Settlement Agreement Relating to Steele County's Withdrawal from MNPrairie

Department: Public Health

Date: 11/25/2025

Resolution No: 2025-056

WHEREAS, the Steele County Board of Commissioners entered into a joint powers agreement (“JPA”) dated May 19, 2014, with Dodge and Waseca Counties to create the Minnesota Prairie County Alliance (“MNPrairie”); and

WHEREAS, the JPA created a Joint Powers Board, hereafter referred to as “JPB”; the JPB was delegated the Steele County’s powers to administer essential human services programs and services mandated by federal or state law; and

WHEREAS, by Steele County Resolution No. 2025-017, the Steele County Board of Commissioners voted to transition the essential human services operations for Steele County out of MNPrairie and back to Steele County, and further directed the County Administrator to take all action necessary to re-establish the Steele County Department of Human Services; and

WHEREAS, in furtherance of its re-establishment of the Steele County Department of Human Services, the Steele County Board of Commissioners desires to give notice of withdrawal from MNPrairie; and

WHEREAS, Steele County has agreed to formally withdraw from MNPrairie by Board Resolution in conjunction with an agreement among the Counties as set forth in the attached Settlement Agreement (“Agreement”). Waseca and Dodge Counties have represented they will approve the Agreement at their respective Board meetings in December of 2025 following receipt of formal withdrawal notice by Steele County.

NOW, THEREFORE, BE IT RESOLVED that Steele County withdraws from MNPrairie, with full withdrawal from the JPA effective on December 31, 2026, subject to the terms and conditions in the Agreement.

BE IT FURTHER RESOLVED that the County Administrator is authorized and directed to send the notice of withdrawal to MNPrairie’s Chief Executive Office and JPB Chair.

BE IT FURTHER RESOLVED that the Steele County Board of Commissioners approves the Agreement, and authorizes the County Administrator and County Attorney to take any and all additional steps and actions necessary to effectuate and implement the Agreement.

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

Dated this 25th 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 25th day of November, 2025.

Attest



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: November 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

n/a

Recommendation:

Staff recommend approving the amended Ordinance #42 Regulating Cannabis Businesses.

Background (*Including Budget Impact*):

A public hearing was held regarding this ordinance on November 13th, during which there were no comments from the public. However, consideration of this ordinance was tabled pending clarification on the county's ability to implement setbacks beyond what is explicitly stated in statute and the impact of changes at the federal level impacting lower-potency hemp edible products.

After looking into these topics, County staff recommend no further changes to the amendment. 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.
- 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:

Attachments:

DRAFT Amended Ordinance No. 42 Regulating Cannabis Businesses

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

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

Thursday, November 13, 2025 at 8:00 a.m. – Steele County Boardroom

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

Consent:

1. Committee recommends approving drainage ditch annual maintenance and repair levies for pay 2026.
 - Changes: PTD 7 is moved to 0% levy and JD1 changes to 3.5%
 - JD24 will be in the positive by the end of 2026
2. Committee recommends approving set the drainage ditch interest rate for 2026 at 3%.
 - Reduce from 4% to 3%
3. Committee recommends approving 2026 Aquatic Invasive Species Prevention Plan and Adopting the Resolution.
4. Committee recommends approving the Live Affiliate Program.
 - This is E-Notary program, that will be a new fee-based service the county offers. Everyone in the Records office is e-notary certified with the state.

General:

1. Aggregate Resource Mapping Resolution
 - DNR is mapping aggregate resources. 19 counties are completed and 20 more have passed resolutions. By having a resolution, Steele County would be a priority. Amber will contact the DNR for clarification on the benefits and burdens to Steele for having the aggregate material mapped.

Information:

In the past year, there are several projects GIS has been part of. See attached document.

Department Head Reports

Administration: Moving forward with agenda maker. Will go live in January of 2026.

P&Z: Catching up on gravel pit renewals, inspections and permits.

PT&E: T-n-T notice will be mailed out soon. There are two properties going through tax forfeitures. Cleaning up after the recent election. New election equipment is on its way. Applied for a grant for polling place accessibility.

Recorder: Working on recording easements from the Highway Department.



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

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

Tuesday, November 18, 2025 at 8:00 a.m. – Board Room

Attendees: Commissioner Prokopec, Sheriff Lon Thiele, EM&S Megan Ringhofer, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Director Amber Aaseth, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends approving Out of State Travel Request – Axon Conference 2026
2. Committee recommends approving the Amendment for 2026 Summit Food Service Contract
 - Proposals from other providers will be solicited this summer in time to make a decision about renewing the contract with Summit for 2027
3. Committee recommends Emergency Management Performance Grant (EMPG) – 2024
4. Committee recommends 2025 Steele County Emergency Operations Plan

Department Head Reports

Administration: Working on InformaCast with IT Department. Finance and Administration is going through the budget numbers. For PSH meeting in December, if you have an item that needs to be passed before the end of the year bring it to ICS. Otherwise, it will go to the January 6th meeting.

Community Corrections: Probation reform policies will be solidified in the next month including the new funding calculation. Working on filling positions. Updating Emergency plan. InformaCast distress buttons are in operation.

Detention Center: Streamlining the financial area of the Detention Center since this activity has been moved back to the DC.

Emergency Management: Walk safely signs are up in the buildings. Evacuation information is up to date and posted. Currently working on updating all plans.

Public Health: Working on a map overlay of clients. Body Art inspections today. Opioid settlement dollar proposals will be reviewed today. Student nurses on staff starting this week on Tuesdays.

Added later to
packet.

Website Affiliate Agreement

Our Affiliates are especially important to us. We are always trying to be fair and honest with you to provide you and your customers with the best service possible. This agreement was written with you in mind, as well as to protect our product and company. If you have any questions or concerns regarding any aspect of this agreement, please do not hesitate to reach out to us at any time for discussion.

This affiliate agreement is between NotaryLive, INC, also known as NotaryLive and Notarylive.com (the "Owner") and You (the "Affiliate"). The Owner is engaged in the business of Online Notary Services. The Affiliate owns and operates one or more websites that are accessible to the public, referred to as the "Affiliate Website[s]".

The Owner wishes to engage the Affiliate for the purpose of promoting its website NotaryLive.com (the "Owner Website") and the products and services available for purchase on the Owner Website (the "Owner Products").

The Affiliate wishes to direct users of the Affiliate Website to the Owner Website using a unique URL (an "Affiliate Link"), and the parties want the Affiliate to receive compensation for purchases made by customers of the Affiliate who use the Affiliate Link (the "Affiliate Customers") of certain applicable Owner products and services (the "Affiliate Program").

The parties therefore agree as follows:

1. RESPONSIBILITIES.

- a. Of the Affiliate. The Affiliate shall:
 - i. display the Affiliate Link in a manner that does not reflect adversely on the Owner or mislead visitors;

- ii. use reasonable efforts to ensure the Affiliate Link works on the Affiliate Website, and that any visitor who clicks on the Affiliate Link will be connected to the Owner Website;
- iii. refer new, unique and, legitimate customers (i.e., customers not previously existing to the Owner) to the Owner Website via the Affiliate Link;
- iv. adhere to the following "Keyword Buys & Commissions Policy":
 - A. "Keyword Buy" means any advertisement that appears when certain words are purchased and that matches a given keyword search query, and "Search Engine" means software that acts as a service by searching an index or database and that returns relevant matches based on information typed into a query.
 - B. The Owner owns the rights to certain trademarks, including those that are listed below. The Affiliate is prohibited from bidding on Owner trademark terms on all Search Engines, as this use constitutes a trademark infringement of the Owner's trademarks. This includes any variations, combinations, and lower-case variants of these terms with or without the "www" prefix or ".com" suffix. The Owner will not pay a commission on any transactions derived from bidding on any of the following protected trademarked/brand-related keywords, and the Owner may change these terms without notice to the Affiliate: NotaryLive
 - C. The Affiliate may not make Keyword Buys that are confusingly similar to or a derivation of, the Owner's name or other trademarks, including any misspellings or "typo squatting" variants of the Owner's terms.
 - D. The Affiliate may not use links that automatically redirect the user to the Owner Website in the Affiliate's search

ads. The Affiliate may not use the Owner Website (including all lower or uppercase variations) for any DISPLAY or DESTINATION URL listings used in paid search campaigns, or CLOAK or MASK the Owner Website URL in Search Engines.

E. The Affiliate may not use NotaryLive, INC and notarylive.com or any variation of NotaryLive, INC and notarylive.com in the Affiliate's search ad creative.

b. Of the Owner. The Owner shall:

- i. provide all assistance to the Affiliate to enable the Affiliate to post the Affiliate Link on the Affiliate Website;
- ii. provide initial information and deliver the materials comprising the Affiliate Link; and
- iii. maintain accurate records of the data used to determine the commissions earned by the Affiliate.

2. TERM AND TERMINATION.

- a. Term. The term of this agreement will begin upon the Owner's acceptance of You as an Affiliate and will end when terminated by either party.
- b. Termination Procedures. This agreement may be terminated by either party, at any time and with or without cause;
- c. Effects of Termination. After the termination of this agreement, all licenses granted under this agreement will terminate unless they are expressly stated as surviving. The parties shall promptly remove all marks of the other party from any website that party controls.

3. PAYMENT.

- a. Paid Order Fees. The Owners shall pay the Affiliate a commission on any Paid Order made by the Affiliate Customers that the Affiliate refers to the Owner through the Affiliate Link during the duration of this agreement. "Paid Order"

means an order for which the Owner has received and processed payment, less the cost of returns and charge backs the Owner incurs on any of the Affiliate's referred customer orders. Payment on any Paid Order deemed to be fraudulent or a violation of this agreement shall be forfeited.

- b. Calculation of Commission. The Owner shall pay the Affiliate a percentage of net revenue generated by Paid Orders for the purchase of a Owner Product by Affiliate Customers.
- c. Timing of Commissions. Commissions will be computed monthly as of the last day of each calendar month and shall be paid within 30 days following the end of the month. Any returns, refunds, charge backs, and fraudulent payments of Paid Orders will be deducted or withheld from the commission payment.
- d. Statements. Monthly, the Owner shall deliver a statement detailing its computations of the commission. The Owner shall permit the Affiliate reasonable access to the records and data used to determine the commission for purposes of inspection. Any discrepancies between the Owner's records and a commission paid to the Affiliate shall be corrected by the Owner within 30 days of receiving notification of that discrepancy from the Affiliate.

4. LICENSE.

- a. License. The Owner grants the Affiliate a limited, nonexclusive, nontransferable, nonsublicensable right to maintain the Affiliate Link on Affiliate Website to the Owner Website, in accordance with the terms of this agreement, from which the Affiliate's website visitors can order Owner Products. The Owner also grants Affiliate a nonexclusive, nontransferable license to use certain Owner trade names, trademarks, service marks, trade dress, logos, and other intellectual property used by the Owner in identifying its business (collectively, the "Owner Marks") for the sole purpose of selling Owner Products on the Affiliate Website. The Owner shall provide the Owner Marks to the Affiliate directly. The Affiliate may not use any other Owner intellectual property without the Owner's prior written consent. The Owner reserves all proprietary rights to the Owner Marks

and may immediately revoke or adjust the Affiliate's license at any time on written notice.

- b. No Other Use. The Affiliate may not use the Owner Marks for any purpose or on any other media except as stated in this agreement or as the Owner expressly approves or has approved.
- c. Modification. The Owner may submit requests to modify or exclude any Owner Mark from the Affiliate Website and the Affiliate shall accommodate the request as soon as possible.
- d. Affiliate Intellectual Property. The Affiliate grants the Owner a nonexclusive license to utilize the Affiliate's trade names, trademarks, service marks, trade dress, logos, and other intellectual property used by the Affiliate in identifying its business (collectively, the "Affiliate IP") and website, including design, computer software, and other components, authorized by the Affiliate in writing (including by email), for the sole purpose of advertising, marketing, and promoting the Affiliate Program. At any time, the Affiliate may revoke or modify the licenses it has granted to the Owner and the Owner will use reasonable efforts to comply immediately with that revocation or modification.
- e. Representations About Affiliate IP. The Affiliate represents that:
 - i. it has all necessary rights, licenses, permits, and clearances to use the Affiliate IP and to offer, sell, or license the goods and services offered through the Affiliate IP and this will not violate any applicable laws or regulations or any third-party rights;
 - ii. the Affiliate IP does not violate or infringe any right of privacy, personality, or publicity, trade secrets, patents, copyrights, or trademarks under the laws of any governmental authority, domestic or foreign, or any other right of any third party; and
 - iii. the Affiliate IP will not misdirect or mislead Internet users.

5.RESTRICTIONS ON AFFILIATE.

The Affiliate shall not:

- a. use the trademarks, trade names, service marks, or logos of the Owner except the Owner Marks as expressly authorized by the Owner;
- b. create, publish, distribute, or permit any written material that makes reference to the Owner without first obtaining its written consent (including by email) except as may have been previously agreed between the parties. If the Affiliate uses any Owner content without permission, the Owner may, without limiting other forms of recourse, terminate the Affiliate's status in the Affiliate Program;
- c. create, publish, distribute, or permit any advertising referencing the Owner, except as has been agreed in writing between the parties;
- d. not use the Owner's name, logo, graphics or include a link to the Owner Website in any form of unsolicited communication, including unsolicited email (spam). The Affiliate must maintain strict compliance with the CAN-SPAM Act of 2003 and all amendments and modifications to that law;
- e. use the words "Official Site" in the Affiliate's ad creative or display URL. Affiliate may use the words NotaryLive.com in certain preapproved ad copy, if that ad copy is not associated with the following words or phrases: best prices, lowest rates, discount, discounted rates, cheap, or a certain percentage off the Owner's prices.
- f. frame, minimize, remove, cause to create a new window, or otherwise inhibit the full and complete display of each website, mirror, cobranded or derivative website belonging to the Owner and its affiliates.
- g. alter the Affiliate Link in any manner including modification of the design, color, format, specification, or content of the Link.
- h. provide incentivized traffic, where offers with incentives or the appearance of incentives including points, lottery, coupon, contest entries or rewards, are used to generate revenue for Affiliate Customers. This includes placing misleading statements near the ad creative (e.g., "you will win \$100") unless such discount or incentive receives prior written approval by the Owner;
- i. serve ad creative, or drive Affiliate Customers to this ad creative, using any downloadable applications or software (also called adware, pop-up/pop-under technologies, plug-ins, and other names as applicable), and serving ad creative

that are not initiated by the affirmative action of the Affiliate Customer without the prior written approval of the Owner; and

- j. warrant that the Affiliate Website is written in English, is content based and not simply a list of links or advertisements, have a top-level domain name and does not promote or contain sexually explicit materials, promote violence or contain violent material, promote or contain libelous or defamatory materials, promote discrimination, or employ discriminatory practices, based on race, sex, religion, nationality, disability, sexual orientation or age.

6.OWNER RIGHTS.

- a. Right to Monitor Affiliate Website. The Owner has the right, but not the duty, to monitor the Affiliate Website. The Owner shall notify the Affiliate of any modification that the Owner reasonably requests be made to the Affiliate Website in connection with posting the Affiliate Link.
- b. Right to Remove Link. The Owner may direct the Affiliate to remove, and the Affiliate shall remove, the Affiliate Link from the Affiliate Website at any time and for any reason.

7. CONFIDENTIAL INFORMATION.

- a. Definition. "Confidential Information" means this agreement and all nonpublic information of a party, in whatever form, pertaining to the business of that party, including information relating to that party's finances, customer records, and information, and all associated documentation and materials that the party disclosing the information (in that capacity, a "Disclosing Party") designates as being confidential when disclosing it to the other party (in that capacity, a "Receiving Party"), or that, under the circumstances of disclosure, ought to be treated as confidential by the Receiving Party. Confidential Information also includes any information relating to the Disclosing Party's parent, subsidiaries, and affiliates. Confidential Information does not include information or data that is:

- i. known to the Receiving Party before its disclosure by the Disclosing Party without an obligation of confidentiality under another agreement;
 - ii. independently developed by the Receiving Party without use of any Confidential Information;
 - iii. in the public domain when the Receiving Party seeks to disclose or make use of it, other than as a result of disclosure by the Receiving Party; or
 - iv. received by the Receiving Party from a third party with a legal or contractual right to disclose that information or data.
- b. Disclosure. The Receiving Party shall not use or disclose the Confidential Information of the Disclosing Party except in connection with the exercise of its rights or the performance of its obligations under this agreement. The Receiving Party shall not disclose Confidential Information of the Disclosing Party to any person other than its employees, agents, or independent contractors who have a need to know it in connection with this agreement, and who are under obligations of confidentiality substantially similar to this section. The Receiving Party shall protect the confidentiality of the Confidential Information of the Disclosing Party in the same manner that it protects the confidentiality of its own proprietary and confidential information, but in any case with reasonable care. All Confidential Information made available under this agreement, including copies, shall be returned or destroyed by the Receiving Party, and certified as having been returned or destroyed, promptly after the termination of this agreement.
- c. Exceptions. A Receiving Party will not be in violation of this section if it discloses Confidential Information that is required to be disclosed because of a valid order by a court or other governmental body or by applicable law or by the rules of any nationally recognized stock exchange. However, under these circumstances, the Receiving Party shall notify the Disclosing Party in writing of that disclosure to permit the Disclosing Party to seek confidential treatment of that information.

8. INDEMNIFICATION.

- a. Of Owner by Affiliate. At all times after the effective date of this agreement, the Affiliate shall indemnify the Owner against any award, charge, claim, compensatory damages, cost, damages, exemplary damages, diminution in value, expense, fee, fine, interest, judgment, liability, settlement payment, penalty, or other loss (a "Loss") or any attorney's or other professional's fee and disbursement, court filing fee, court cost, arbitration fee, arbitration cost, witness fee, and each other fee and cost of investigating and defending or asserting a claim for indemnification (a "Litigation Expense") arising out of:
 - i. the Affiliate's gross negligence or willful misconduct arising from the Affiliate's carrying out of its obligations under this agreement; or
 - ii. the Affiliate's breach of any of its obligations or representations under this agreement.
- b. Of Affiliate by Owner. The Owner shall at all times indemnify the Affiliate against a Loss or Litigation Expense caused by any breach of any of the representations or agreements made by the Owner under this agreement.

9. DISCLAIMER OF WARRANTIES; LIMITATION OF DAMAGES AND LIABILITY.

The Owner shall abide by all warranties as they exist on the Owner Website. EXCEPT AS SET FORTH IN THIS AGREEMENT, THE OWNER MAKES NO, AND EXPRESSLY DISCLAIMS ALL, WARRANTIES OR REPRESENTATIONS WITH RESPECT TO THE OWNER'S PRODUCTS AND SERVICES PROVIDED TO AFFILIATE CUSTOMERS THROUGH THE AFFILIATE PROGRAM AND ANY SERVICES PROVIDED BY THE OWNER UNDER THIS AGREEMENT INCLUDING ANY IMPLIED WARRANTIES OR WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Additionally, the Owner makes no representations that the operation of the Owner Website or services will be uninterrupted or error free and it will not be liable for the consequences of any interruptions or errors. Neither the Owner nor any of its agents, employees, officers, or directors will be liable for consequential, incidental or special damages, including lost profits, even if it has knowledge of the potential loss or damage. THE OWNER'S LIABILITY SHALL NOT EXCEED THE TOTAL COMMISSION PAID OR PAYABLE UNDER THE AGREEMENT.

10. NATURE OF RELATIONSHIP.

- a. Nothing in this agreement creates any employment, independent contractor, or agency relationship between the Affiliate and the Owner. Neither party may enter into contracts, assume or create any liability or make agreements of any kind for, in the name of, or on behalf of, the other party.
- b. Any Affiliate Customer that follows the Affiliate Link to the Owner Website, upon arrival and use of the Owner Website, will be deemed to be a customer of the Owner. Accordingly, the Owner will be responsible for all aspects of order processing and fulfillment of the Owner Products. All Owner rules, prices, policies, and operating procedures will apply to sales of Owner Products made under this agreement.
- c. The Owner expressly reserves the right to add, delete, or modify its products and services and prices at any time. The Owner also expressly reserves the right to reject any order.
- d. The Owner is NOT responsible for the operation or contents of the Affiliate Website, or any third-party website not controlled by the Owner. The Affiliate is responsible for and must pay all expenses that are incidental to its activities and responsibilities under this agreement, including employees' and subcontractors' compensation; costs of developing, maintaining, and operating the Affiliate Website; programming costs; and creating, producing or revising any marketing materials. The Affiliate shall assume sole responsibility for any liabilities that may be incurred by the Affiliate in operating its business and fulfilling the terms of this agreement and is solely responsible for the payment of all foreign, federal, state and local taxes that may accrue because of this agreement.

11. GOVERNING LAW.

- a. Choice of Law. The laws of the state of New York govern this agreement (without giving effect to its conflicts of law principles).
- b. Choice of Forum. Both parties' consent to the personal jurisdiction of the state and federal courts in Rockland County, New York.

12. AMENDMENTS.

The Owner reserves the right to update these terms as needed, and the Affiliate agrees that any and all such amendments shall apply.

13. ASSIGNMENT AND DELEGATION.

- a. No Assignment. Neither party may assign any of its rights under this agreement, except with the prior written consent of the other party. All voluntary assignments of rights are limited by this subsection.
- b. No Delegation. Neither party may delegate any performance under this agreement, except with the prior written consent of the other party.
- c. Enforceability of an Assignment or Delegation. If a purported assignment or purported delegation is made in violation of this section, it is void.

14. SEVERABILITY.

If any one or more of the provisions contained in this agreement is, for any reason, held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability will not affect any other provisions of this agreement, but this agreement will be construed as if those invalid, illegal, or unenforceable provisions had never been contained in it, unless the deletion of those provisions would result in such a material change so as to cause completion of the transactions contemplated by this agreement to be unreasonable.

15. NOTICES.

- a. Writing; Permitted Delivery Methods. Each party giving or making any notice, request, demand, or other communication required or permitted by this agreement shall give that notice in writing and use one of the following types of delivery, each of which is a writing for purposes of this agreement: personal delivery, mail (registered or certified mail, postage prepaid, return-receipt requested), nationally recognized overnight courier (fees prepaid), or email.
- b. Addresses. Affiliate shall address notices under this section to the Owner at the following addresses:

- i. support@notarylive.com
 - ii. 25 Smith St. STE301, Nanuet NY, 10954
- c. Effectiveness. A notice is effective only if the party giving notice complies with subsections (a) and (b) and if the recipient receives the notice.

16. WAIVER.

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this agreement will be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy will be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, and no waiver will constitute a continuing waiver, unless the writing so specifies.

17. ENTIRE AGREEMENT.

This agreement constitutes the final agreement of the parties. It is the complete and exclusive expression of the parties' agreement about the subject matter of this agreement. All prior and contemporaneous communications, negotiations, and agreements between the parties relating to the subject matter of this agreement are expressly merged into and superseded by this agreement. The provisions of this agreement may not be explained, supplemented, or qualified by evidence of trade usage or a prior course of dealings. Neither party was induced to enter this agreement by, and neither party is relying on, any statement, representation, warranty, or agreement of the other party except those set forth expressly in this agreement. Except as set forth expressly in this agreement, there are no conditions precedent to this agreement's effectiveness.

18. HEADINGS.

The descriptive headings of the sections and subsections of this agreement are for convenience only, and do not affect this agreement's construction or interpretation.

19. EFFECTIVENESS.

This agreement will become effective upon the Owner's acceptance of You as an Affiliate. The date of said action will be deemed the date of this agreement.

20. NECESSARY ACTS; FURTHER ASSURANCES.

Each party shall use all reasonable efforts to take, or cause to be taken, all actions necessary or desirable to consummate and make effective the transactions this agreement contemplates or to evidence or carry out the intent and purposes of this agreement. Use of Owner's website also constitutes agreement of our Terms of Service and Privacy Policy.