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, DECEMER 16, 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. Email Letter from Owatonna Area Business Development Center.(pg. 5)
5. Email letter from Northland Public Finance: Notice to County and School for Owatonna TIF 22-1. (pg. 7)
6. Email Draft of TIF 22-1 as of December 5, 2025 from Northland Public Finance. (pg. 9)

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.*

7. Approve November 24, 2025 Strategic Planning Session Minutes (pg. 27)
8. Approve November 25, 2025 Board Minutes (pg. 28)
9. Approve November 25, 2025 Board Work Session Minutes (pg. 32)
10. Approve Bills and Journal Entries (pg. 33)
11. Approve Personnel Report (pg. 99)
12. Authorize Chair to Sign Bills on December 31, 2025. (pg. 100)
13. Adopt **Resolution #2025-065** approving the Per Diem Amounts for Citizens on Steele County Boards and Commissions in an amount of $70 for 2026. (pg. 101)
14. Adopt **Resolution #2025-058** to appropriate petty cash and cash change fund to listed departments. (pg. 103)
15. Approve the FY 2026 Snowmobile Grant-In-Aid Program Contract Agreement renewal in the amount of $53,275.20. (pg. 106)
16. Approve **Resolution #2025-059** authorizing the Finance Director and Property Tax & Elections Director to process payments by Payment Warrants. (pg. 124)
17. Approve Out-of-State Travel for Public Health Emergency Preparedness Summit in 2026. (pg. 126)
18. Approve Minnesota Paid Leave Policy to Steele County's Personnel Rules and Polices. (pg. 141)
19. Adopt **Resolution #2025-060** accepting Donation from Federated Insurance in an amount of $2,000.00 for Steele County Towards Zero Death (TZD) Education Program. (pg. 152)
20. Approve On-Sale Wine License and Sunday License for Havana Hills. (pg 154)
21. Approve the 2026-2027 MPCA County Feedlot Program Delegation Agreement Work Plan. (pg. 155)
22. Approve Body Art License renewal for Seven Tattoo Parlor, Irish Eyes Studio, and Thee Dragon's Lair. (pg. 178)
23. Approve contract with WSB for Final Design on CSAH 45 (From County Road 2 to the north County line), CSAH 43 (From TH 14 to Kenyon Road), and CSAH 12 (From 66th Street to south of 69th Street).(pg. 179)
24. Adopt **Resolution # 2025-061** in support of the Beaver Lake Regional Park / Trail Designation Grant Application. (pg. 190)
25. Adopt **Resolution # 2025-062** setting the Commissioners Salary at $29,947 for 2026 and the per diem at $80.00 per day. (pg. 192)
26. Approve Certificate of Completion to River City Electric Co. for final payment in the amount of $33,587.69 for Contract No. 247008; 074-070-008. (pg. 194)

27. Adopt **Resolution #2025-063** accepting a donation from Betty Fritz in memory of Veteran George Adolph Fritz in the cash amount of $150 to help Veterans in need. (pg. 205)

28. Approve Extension Committee appointments. (pg. 207)

Work Session

29. Approve Opioid Response Initiative Funding requests. (pg. 208)

30. Approve amendments to Steele County Personnel Rules and Polices. (pg. 211)

31. Other Action Items

General Agenda

32. Receive December Anniversary Report (pg. 215)
33. Adopt R**esolution #2025-066** approving 2026-2028 AFSCME Highway Unit Collective Bargaining Agreement. (pg. 216)

34. Adopt **Resolution #25-067** approving the 2026 – 2028 MNPEA Essential Correctional Sergeants unit collective bargaining agreement. (pg. 219)

35. Adopt **Resolution #2025-068** establishing the 2026 Levy and approving the Budget for 2026 (pg. 222)
36. Adopt **Resolution #2025-064** approving Preliminary Plat and Final Plat for Cook Addition (pg. 225)
37. Approve renewal of CUP #194 Milestone Materials – Spinler Quarry with 16 conditions based on the Findings of Fact. (pg. 234)

38. Approve renewal of CUP #347 Milestone Materials – Engelsted Pit with 20 conditions based on the Findings of Fact. (pg. 246)

39. Approve IUP #2025-03 Crane Creek Asphalt – Temporary Hot Mix Plant with 4 conditions based on the Findings of Facts. (pg. 257)

Information Items

40. Planning Commission Minutes – Monday, December 1, 2025 (pg. 266)
41. Public Works Committee Minutes – Monday, December 1, 2025 (pg. 271)
42. Internal Central Services Committee Minutes – Tuesday, December 2, 2025 (pg. 273)
43. 2026 Truth in Taxation Presentation

Commissioner Reports:

Next Meeting Notices:

County Board Meeting – **Tuesday, January 6, 2026 at 5 p.m. in the Boardroom**

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

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

Adjourn

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

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

From: Sean Williams
Sent: Monday, December 8, 2025

To: Fry, Renae

Cc: Joe Effertz
Subject: OABDC: Becoming the region's catalyst for entrepreneurial growth

Dear Renae,

Thanks to your existing support, 2025 has been a year of growth for the OABDC, and we couldn't be more excited for what's to come!

Rose Street Center: This year, we partnered with Owatonna Public Schools, the City of Owatonna, Owatonna Public Utilities, the Owatonna Area Chamber of Commerce and Tourism, and Alliance for Greater Equity to operationalize the Rose Street Center, located at 115 E. Rose Street. We're moving the Owatonna Makerspace and joining forces with The Craft Apothecary to bring creators into Downtown Owatonna, as well as opening a Coworking space for entrepreneurs and remote workers. With our Co.Starters programs, we're also serving as the top of the funnel for the Main Street program's Retail Incubator and upcoming Shops at Rose Street, which are being built at the OABDC's manufacturing space by Habitat for Humanity and OHS students. A forgivable loan from the City of Owatonna's EDA; in-kind contributions from MOHS Contracting, Christian Bros. Cabinets, and Federated Insurance; and an interest-free, forgivable loan from the Owatonna Foundation are making the buildout of this facility possible.

Software Studio: We successfully graduated eight entrepreneurs from our in-person Software Studio program this year, all of which were able to engage with Minnesota software developers to build prototypes or minimum viable products of their software solutions. These entrepreneurs received over 1,550 hours of free development time, and an online version of the Software Studio is launching in the coming weeks. These entrepreneurs received scholarships from IgniteMN to participate, and the program was funded by our Small Business Assistance Partnership (SBAP) grant from DEED.

Co.Starters: Over the summer we hosted a Food & Ag Online Academy, powered by Co.Starters, which was funded by the Mainstreet Businesses For Food and Ag (MBFFA) grant. Three of the graduates pitched their ventures at the final Entrepreneurs 1st Summit in October. We had two other cohorts of our Small Business Academy this year, and also taught a cohort of Co.Starters Generator at OHS, with another cohort being taught this spring - also funded by our SBAP grant through DEED, the SBDC, and SMIF's Prosperity Initiative.

Staff: We're bringing on Danielle Wavrin as a full-time employee in 2026 – she's done amazing work over the past year as our part-time Director of Entrepreneurial Services, consulting with clients and facilitating our Co.Starters offerings. Nancy Ness is continuing as Director of the Owatonna Makerspace as we move it downtown to the Rose Street Center, and we're also partnering with Emily Pearson of The Craft Apothecary to bring the program in-house.

Owatonna Angel Network: We also kicked off the Owatonna Angel Network in October, to bring together local angel investors and startups in need of support - both financial and experiential. The response we've received statewide to this kickoff has been overwhelming, and we're eager to help as many entrepreneurs through the program as possible.

The goal with all of these programs is to be self-sufficient within three years, which is where your partnership dollars make a difference – we can't get there without your support! We need to raise $160,000 in recurring partnerships in 2026 to support the entrepreneurial need we're seeing for Owatonna, and appreciate all the help you can give!

Statistics for the last 24 months:

- 132 Small Business Development Center (SBDC) clients served
- 496 hours of free, confidential consulting
- 80 Co.Starters program participants - in partnership with OPS Community Ed & OHS
- 36 Design Sprint participants
- Software Studio: 8 entrepreneurs graduated, 1552 free development hours delivered
- 48 participants in monthly Innovators & Business Owners Connect-Up
- 18 active OABDC manufacturing facility members - Services, Offices, and Manufacturing Spaces
- 18 City of Owatonna EDA Loans processed through new online portal
- Habitat 4 Humanity/OHS partnership at OABDC Manufacturing Space
- 15 registrations for Owatonna Angel Network Kickoff Event

We couldn't be prouder of what we've been able to achieve over the past two years with your existing support, and look forward to the exciting journey ahead!

Sincerely,

Joe Effertz - Board President

Sean Williams - Executive Director

Sean Williams, MBA (he/him)
Executive Director
Owatonna Area Business Development Center, a 501(c)3 non-profit corporation

VIA EMAIL

TO: **Steele County**
Property Tax & Elections Division
630 Florence Avenue
PO Box 890
Owatonna, MN 55060
Attention: Jennifer Mueller, jennifer.mueller@steelecountymn.gov

Owatonna Public Schools, I.S.D. #761
Clerk of the School Board
333 E. School Street
Owatonna, MN 55060
Attention: Tim Jensen, tjensen2@isd761.org

FROM: **City of Owatonna**
540 West Hills Circle
Owatonna, MN 55060
Attention: Troy Klecker, troy.klecker@ci.owatonna.mn.us &
Greg Kruschke, greg.kruschke@ci.owatonna.mn.us

Northland Public Finance
Northland Securities, Inc.
150 South Fifth Street, Suite 3300
Minneapolis, MN 55402
Attention: Tammy Omdal, tomdal@northlandsecurities.com &
Jessica Green, jgreen@northlandsecurities.com

DATE: December 5, 2025

RE: City of Owatonna Proposed Tax Increment Financing (Redevelopment) District No. 22-1

The City Council (the "Council") of the City of Owatonna, Steele County, Minnesota, will hold a public hearing on January 6, 2026, at approximately 7:00 p.m., at City Hall, 540 West Hills Circle in the City of Owatonna, Minnesota (the "City"), relating to the proposed establishment of Tax Increment Financing (Redevelopment) District No. 22-1 within the proposed Development District No. 22, and the proposed adoption of a Tax Increment Financing Plan therefor, among other items, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133 and Sections 469.174 through 469.1794, inclusive, as amended, for the proposed redevelopment of property and the construction by a private developer of a mixed-use development consisting of approximately 57 rental housing units, 45 garage parking spaces, 3,234 square-feet of retail space, and 16,929 square-feet of office space (the "Project"). The Project will be located near the intersection of Oak Avenue North and Vine Street West in the City.

We are enclosing for your review a draft of the Tax Increment Financing Plan for the TIF District (the "TIF Plan") pursuant to Minnesota Statutes, Section 469.175, Subdivision 2. This Subdivision 2 requires that the County Auditor and the Clerk of the School Board be provided a 30-day period in which to review and comment on the fiscal and economic implications of a modified or proposed tax increment financing district. Exhibit III of the Plan illustrate the estimated fiscal and economic impacts on the affected local taxing jurisdictions from the TIF District. If you require further information, please let us know no later than 15 days after receipt of the TIF Plan.

Please note that the TIF Plan is a draft. The City may refine the TIF Plan prior to the public hearing. We will provide you with a revised TIF Plan if any substantial revisions to the draft are proposed.

This notice is also being sent in accordance with Minnesota Statues, Section 469.175, Subd. 1a, which addresses an election by Steele County to use tax increments generated from the TIF District to finance county road improvements deemed necessary because of increased use due to the expansion. Upon receipt of this notice the County has a 45-day period in which to notify the City of its intent to utilize tax increments and to provide an estimate of the costs.

Please direct any comments or questions to Troy Klecker, Community Development Director of the City, at 507-774-7316 or to Tammy Omdal with Northland Securities, Inc., Financial Advisor to the City, at 612-851-4964.

Cc: Mary Ippel, Taft Law Firm, mippel@taftlaw.com
Rhonda Skoby, Taft Law Firm, rskoby@taftlaw.com

DRAFT

CITY OF OWATONNA, MINNESOTA

TAX INCREMENT FINANCING PLAN FOR

TAX INCREMENT FINANCING (REDEVELOPMENT)

DISTRICT NO. 22-1 (ASCEND SOUTH)

WITHIN DEVELOPMENT DISTRICT NO. 22

PROPOSED TO BE ADOPTED BY CITY COUNCIL OF OWATONNA, MN

PUBLIC HEARING DATE: JANUARY 6, 2026
ESTABLISHMENT DATE: ___________, 2026
REQUEST CERTIFICATION DATE: ___________, 2026
CERTIFICATION DATE: ______________, 2026

northland
Public Finance

Northland Securities, Inc.
150 South Fifth Street, Suite 3300
Minneapolis, MN 55402
(800) 851-2920
Member NASD and SIPC
Registered with SEC and MSRB

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ARTICLE I – INTRODUCTION AND DEFINITIONS

SECTION 1.01 INTRODUCTION

The City of Owatonna proposes to provide tax increment financing assistance through the establishment of Tax Increment Financing (Redevelopment) District No. 22-1 (Ascend 2) (the "TIF District") within the established Development District No. 22.

This document contains the plan for the TIF District which is consistent with the objectives of the Development Program for Development District No. 22, as most recently adopted pursuant to City Resolution No. 44-25 adopted August 19, 2025.

The proposed redevelopment within the TIF District includes the construction of a five-story building inclusive of 57 housing units, 45 garage parking spaces, 3,234 square feet of retail space, and 16,929 square feet of office space. The number of housing units and retail and commercial space are approximate amounts and may vary.

SECTION 1.02 DEFINITIONS

For the purposes of this document, the terms below have the meanings given in this section, unless the context in which they are used indicates a different meaning:

1. "City" means the City of Owatonna, Minnesota.
2. "City Council" means the City Council of the City.
3. "County" means Steele County, Minnesota.
4. "County Auditor" means the County Auditor/Treasurer of the County.
5. "Developer" means the private party undertaking construction of the Development in the TIF District, their successors or assigns.
6. "Development" means the redevelopment of the property within the TIF District to include the construction of five-story building inclusive of 57 housing units, 45 garage parking spaces, 3,234 square feet of retail space, and 16,929 square feet of office space. The number of housing units and retail and commercial space are approximate amounts and may vary.
7. "Development District" means Development District No. 2 within the City, which was established pursuant to the Development District Act.
8. "Development District Act" means Minnesota Statutes, Sections 469.124 through 469.134, as amended and supplemented from time to time.
9. "Development Program" means the Development Program for the Development District, as amended and supplemented from time to time.
10. "Property" means the approximate 4.5 acre area site of the ten parcels within the TIF District as described in Section 2.03.2 of the TIF Plan.
11. "Project Area" means the geographic area of the Development District.
12. "Public Development Costs" means the cost of the development activities that will or are expected to occur within the Project Area or TIF District.
13. "School District" means Owatonna Public Schools, Independent School District 761.
14. "State" means the State of Minnesota.
15. "Tax Increment Bonds" means any tax increment bonds as defined in Section 469.174,

Subd. 3 of the TIF Act, issued by the City to finance Public Development Costs, and any obligations issued to refund such bonds, pursuant to Section 469.178 of the TIF Act.

16. "TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1794 as amended, both inclusive.
17. "TIF District" means Tax Increment Financing (Redevelopment) District No. 22-1 (Ascend 2).
18. "TIF Plan" means the tax increment financing plan for the TIF District (this document).

SECTION 1.03 PLAN PREPARATION

This document was prepared for the City by Northland Securities, Inc.

ARTICLE II - TAX INCREMENT FINANCING PLAN

SECTION 2.01 STATUTORY AUTHORITY

The TIF District and this TIF Plan are established under the authority of the TIF Act.

SECTION 2.02 PLANNED DEVELOPMENT

2.02.1 Development Description

The Developer proposes to undertake the redevelopment of the property, inclusive of the sub-standard building. The Developer proposes redevelopment of the property within the TIF District to include to include the construction of a five-story building inclusive of 57 housing units, 45 garage parking spaces, 3,234 square feet of retail space, and 16,929 square feet of office space. The number of housing units and retail and commercial space are approximate amounts and may vary.

2.02.2 City Plans and Development Program

In addition to achieving the objectives of the Development Program, the Development is consistent with and works to achieve the development objectives of the City. The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole.

The City has adopted land use controls to guide the use of property. The development plans for the Development in the TIF District have been reviewed by the Planning Commission and the City Council, and conform to current land use controls.

2.02.3 Land Acquisition

There is no land acquisition by the City related to the Development.

2.02.4 Development Activities

The City anticipates that activities proposed in the TIF Plan will be subject to contracts as of the date of approval of the establishment of the TIF District or a date thereafter. The City has and anticipates it will enter into contracts with the Developer to provide tax increment financing assistance to the Developer to reimburse the Developer for certain Public Development Costs to be incurred by the Developer.

2.02.5 Need for Tax Increment Financing

In the opinion of the City, the Development would not reasonably be expected to occur solely through private investment within the foreseeable future and the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the Development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan. The reasons and facts supporting this finding include the following:

- The Development requires public financial assistance to offset site improvement and preparation costs to allow for the Developer to proceed with construction of the Development.
- A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above and is shown in Exhibit I. This analysis indicates that the increase in estimated market value of the Development (less the present value of the projected tax increments for the maximum duration permitted by the TIF Plan) exceeds the estimated market value of the site prior to the establishment of the TIF District.

The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise.

SECTION 2.03 TAX INCREMENT FINANCING DISTRICT

2.03.1 Designation

This TIF District is designated as Tax Increment Financing (Redevelopment) District No. 22-1 (Ascend South.

2.03.2 Boundaries of TIF District

The boundaries of the TIF District are depicted in Exhibit V. The TIF District includes the following ten (10) parcels and the immediate adjacent roads and right-of-way to the parcel:

- 17-109-0202 (BLK 2 E220.06′ OF S88′ OF N115′ OF LOT 1 EXCEPT S66′ ABBOTTS ADDN)
- 17-109-0203 (BLK 2 E132′ OF N27′ OF LOT 1 E132′ OF S33′ OF LOT 2 ABBOTTS ADDITION)
- 17-109-0204 (BLK 2 S66′ OF E220.06′ OF S88′ OF N115′ OF LOT 1 ABBOTTS ADDN)
- 17-109-0205 (THE E132′ OF N66′ OF S99′ OF LOT 2 BLK 2 ABBOTTS)
- 17-109-0206 (BLK.2 COM. 3R. S. OF NE COR. L.2 E & W 8R. X N & S 5R. ABBOTTS)
- 17-109-0208 (ALL THAT PART OF LOTS 1 & 2 DESC AS: BEG AT SW COR OF LOT 2 TH N99.32′ ON W LN OF E181.50′ OF LOT 2 TH E49.50′ TO W LN OF E132′ OF LOT 2 TH S126.32′ TO S LN OF N27′OF SAID LOT 1 TH W49.50′ OF W LN ON E181.50′ N27′ TO POB)
- 17-109-0209 (BLK 2 COM 51′ S OF SW COR L3 BLK 2 E 49 1/2 ′ S82 1/2′ W49 1/2′ N82 1/2′ PART L2 BLK 2 ABBOTTS TORRENS PROPERTY)
- 17-203-0001 (BLK 2 PART OF LOTS 2-9 EX REDLINE ADDITION)
- 17-109-0110 (BLK. 1 E 32′ OF LOT 10 ABBOTTS)
- 17-109-0111 (BLK. 1 LOT 10 EX. E 32′ EX. TO CITY ABBOTTS)

2.03.3 Type of District

The TIF District is established as a "redevelopment district" pursuant to Section 469.174, Subd. 10 of the TIF Act. The City has determined that the property in the TIF District meets the statutory criteria for a redevelopment district.

Section 469.174, Subd. 10 (a) (1) of the TIF Act requires two tests for occupied parcels be met to qualify as a "redevelopment district": a conditions test and coverage test. For a "redevelopment district" more than 50% of the buildings, not including outbuildings, must be found to be structurally substandard to a degree requiring substantial renovation or clearance.

The conditions test for structurally substandard is defined under Section 469.174, Subd. 10(b) of the TIF Act. For purposes of this subdivision, "structurally substandard" means containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance."

Buildings are not eligible to be considered structurally substandard unless they meet certain additional criteria, as set forth in Section 469.174, Subd. 10(c) of the TIF Act. A building is not structurally substandard if it is in compliance with the building code applicable to new buildings or could be modified to satisfy the building code at a cost of less than 15% of the cost of constructing a new structure of the same square footage and type on the site.

The municipality may find that a building is not disqualified as structurally substandard under the preceding sentence on the basis of reasonably available evidence, such as the size, type, and age of the building, the average cost of plumbing, electrical, or structural repairs, or other similar reliable evidence. Items of evidence that support such a conclusion that the building is not disqualified include recent fire or police inspections, on-site property tax appraisals or housing inspections, exterior evidence of deterioration, or other similar reliable evidence.

Furthermore, parcels consisting of 70% of the area of the district must be occupied by buildings, streets, utilities, or paved or gravel parking lots to meet the required coverage test. The coverage required by the parcel to be considered occupied is defined under Section 469.174, Subd. 10(e) of the TIF Act. For purposes of such subdivision, a parcel is not occupied by buildings, streets, utilities, or paved or gravel parking lots unless 15% of the area of the parcel contains building, streets, utilities, or paved or gravel parking lots.

As summarized in the table below, 100% of the area of the TIF District is occupied by improved parcels, and 100% of the buildings within the TIF District are found to be substandard. The substandard buildings are reasonably distributed.

The result of the building inspection and analysis was performed by the City, including inspection reports of property performed by the City of Owatonna Building Official, Ken Beck, dated March 13, 2025, and information prepared by City staff and consultants to the City.

In summary the findings, as supported by the reports of the City are as follows:

Number of Parcels	10
Site Area Included (square feet without roads)	149,247.20
Area of Improved Parcels (square feet)	149,247.20
Percent of Area Improved	100%
Number of Parcels with Buildings	6
Number of Buildings found Substandard	6
Percent of Buildings found Substandard	100%

SECTION 2.04 PLAN FOR USE OF TAX INCREMENT

2.04.1 Estimated Tax Increment

The original net tax capacity of value of the TIF District will be set by the County upon request for certification. For the purposes of the TIF Plan, the estimated original net tax capacity is $25,789. This amount is estimated based on the most recent published combined estimated market value for the parcels within the TIF District of $2,063,100 (2025 assessment for Pay 2026) with tax capacity value calculated based on residential apartment property classification. Upon completion the Development will include a mix of residential apartment and commercial property classifications.

The total tax capacity value of the property after Development completion is estimated at $176,200. This amount is based on a total estimated taxable market value of $13,036,070 assessed January 2028 for tax payable year 2029, with a mix of property classifications, including residential-apartment and commercial. The estimated difference between the total tax capacity value after Development completion and the original net tax capacity value is the captured tax capacity value in the amount of $150,412 for the creation of tax increment.

The total local tax rate is estimated at 127.57% based on the tax rates for taxes payable in 2025. The TIF Plan uses this rate for purpose of estimating tax increment for the TIF District. At the time of certification of the original net tax capacity for the TIF District, the County Auditor shall certify the original local tax rate that applies to the TIF District, which will vary from the estimate used in the TIF Plan. The original local tax rate is the sum of all the local tax rates, excluding that portion of the school rate attributable to the general education levy under Minnesota Statutes Section 126C.13, that apply to a property in the TIF District. The local tax rate to be certified is the rate in effect for the same taxes payable year applicable to the tax capacity values certified as the TIF District's original tax capacity. The resulting tax capacity rate is the original local tax rate for the life of the TIF District.

Under these assumptions, the estimated annual tax increment will be $191,181 after Development completion and after deducting for the State Auditor's fee (0.36% of the captured tax increments). The actual tax increment will vary according to the certified original tax capacity value and original tax rate, the actual property value produced by the Development and the changes in property value and State tax policy over the life of the TIF District.

The City will retain 100% the full captured net tax capacity for the duration of the TIF district, pursuant to Section 469.177, Subd. 2, (b), (1) of the TIF Act. Exhibit II contains the projected tax increment over the life of the TIF District.

2.04.2 Public Development Costs

The City will use tax increment to pay Public Development Costs. The contracts between the City and the Developer will define the means for verifying Public Development Costs incurred by the Developer that will be eligible for reimbursement and the means of disbursing tax increments collected by the City.

The City will use tax increment to pay financing costs. The interest rate payable on Tax Increment Bonds issued will be set pursuant to approving resolutions. Pay-go tax increment revenue notes and interfund loans are included in the definition of Tax Increment Bonds, among other types of obligations that may be applicable.

2.04.3 Estimated Sources and Uses of Funds

The estimated sources of revenue, along with the estimated Public Development Costs of the TIF District, are itemized in Figure 2-1 that follows. Such costs are eligible for reimbursement from tax increments, and other listed sources of revenue from the TIF District.

Figure 2.1
City of Owatonna
Tax Increment Financing District No. TIF 22-1
TIF Plan Estimated Sources and Uses of Funds
Ascend South

	Total
Estimated Tax Increment Revenues (from tax increment generated by the district)	
Tax increment revenues distributed from the county	$5,760,327
Interest and investment earnings	$50,000
Total Estimated Tax Increment Revenues	$5,810,327
Estimated Project/Financing Costs (to be paid or financed with tax increment)	
Project costs	
Land/building acquisition	$0
Site improvements/preparation costs	$2,796,663
Utilities	$0
Other qualifying improvements	$0
Administrative costs	$288,016
Estimated Tax Increment Project Costs	$3,084,679
Estimated financing costs	
Interest expense	$2,725,648
Total Estimated Project/Financing Costs to be Paid from Tax Increment	$5,810,327
Estimated Financing	
Total amount of bonds to be issued	$3,084,679

The City reserves the right to administratively adjust the amount of any of the Public Development Cost items listed in Figure 2-1, so long as the total estimated tax increment project costs amount, not including financing costs, is not increased.

2.04.4 Administrative Costs

The City plans to use tax increment revenues to pay for administrative expenses for the TIF District. The use of tax increment revenues to pay administrative expenses will not exceed a maximum amount of of tax increment revenues pursuant to the TIF Act. The City will use tax increments to pay for and reimburse itself for costs of administering the TIF District as allowed by the TIF Act. The estimated amount of tax increment revenue planned to pay administrative expense is shown in Figure 2-1. Anticipated administrative expenses of the TIF District include annual audit of the fund for the TIF District, preparation of annual reporting, legal publication of annual report, and administration of the development agreement.

2.04.5 County Road Costs

The Development will not substantially increase the use of county roads and necessitate the need to use tax increments to pay for county road improvements.

2.04.6 Bonded Indebtedness

The total amount of Tax Increment Financing Bonds estimated to be issued is shown in Figure 2-1. The City will not issue any general obligation bonded indebtedness as a result of the TIF Plan.

Pursuant to Section 469.178, Subd. 7 of the TIF Act, the City may advance or loan money to finance expenditures under Section 469.176, Subd. 4 of the TIF Act, from the general fund of the City or any other legally authorized fund under which it has legal authority to do so, subject to the following provisions:

(a) Not later than 60 days after money is transferred, advanced, or spent, whichever is earliest, the loan or advance must be authorized by resolution of the City.

(b) The resolution may generally grant to the City the power to make interfund loans under one or more tax increment financing plans or for one or more districts. The resolution may be adopted before or after the adoption of the tax increment financing plan or the creation of the tax increment financing district from which the advance or loan is to be repaid.

(c) The terms and conditions for repayment of the loan must be provided in writing. The written terms and conditions may be in any form, but must include, at a minimum, the principal amount, the interest rate, and maximum term. Written terms may be modified or amended in writing by the City before the latest decertification of any tax increment financing district from which the interfund loan is to be repaid. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or 549.09 are from time to time adjusted. Loans or advances may be structured as draw-down or line-of-credit obligations of the lending fund.

(d) The City shall report in the annual report submitted under Section 469.175, Subd. 6 of the TIF Act:

(1) the amount of any interfund loan or advance made in a calendar year; and

(2) any amendment of an interfund loan or advance made in a calendar year.

2.04.7 Election of First Year of Tax Increment and Duration of TIF District

Pursuant to Section 469.175, Subd. 1 of the TIF Act, the City elects 2029 to be the earliest first year to receive increment. The duration to collect and spend tax increments on eligible purposes is set by this TIF Plan at the maximum duration of twenty-five (25) years after the date of receipt of the first tax increment collection, all pursuant to the TIF Act. Based on the elected year for first collection of tax increment, the decertification date is estimated to be December 31, 2054.

The estimated decertification date may be superseded by the actual statutory limitations. The TIF District must be decertified when outstanding obligations pursuant to the TIF Plan have been paid, defeased, or had sufficient increment set aside for their payment, all pursuant to Section 469.1763, Subd. 4(b) of the TIF Act.

2.04.8 Estimated Impact on Other Taxing Jurisdictions

Exhibits III and IV show the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the Development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the Development therein becomes part of the general tax base.

The City anticipates minimal impact of the Development on City-provided services. There may be minimal borrowing costs to the City for the Development. A manageable increase in water and sewer usage is expected. It is anticipated that there may be a slight but manageable increase in police and fire protection duties due to the Development.

2.04.9 Prior Planned Improvements

No building permits were issued for the parcel within the TIF District during the 18 months preceding the date of establishment of the TIF District.

ARTICLE III – ADMINISTERING THE TIF DISTRICT

SECTION 3.01 FILING AND CERTIFICATION

The filing and certification of the TIF Plan consists of the following steps:

1. The City shall request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements.
2. The City will file a copy of the TIF Plan and any amendments to the TIF Plan with the Commissioner of Revenue of the State and the Office of the State Auditor, along with other required documents pursuant to Section 469.175, Subd. 4a of the TIF Act.
3. The City shall send the County Assessor any assessment agreement establishing the minimum market value of land and improvements within the TIF District and shall request that the County Assessor review and certify the assessment agreement as reasonable. The City does not expect to enter into an assessment agreement in connection with the Development.

SECTION 3.02 MODIFICATIONS OF THE TAX INCREMENT FINANCING PLAN

The City reserves the right to modify the TIF District and the TIF Plan. Under current State law, the following actions can only be approved after satisfying all the necessary requirements for approval of the original TIF Plan (including notifications and public hearing):

- Reduction or enlargement in the geographic area of the Development District or the TIF District.
- Increase in the amount of bonded indebtedness to be incurred.
- Increase in the amount of capitalized interest.
- Increase in that portion of the captured net tax capacity to be retained by the City.
- Increase in the total estimated Public Development Costs, including administrative costs of the City.
- Designation of additional property to be acquired by the City.

Other modifications can be made by resolution of the City. In addition, the original approval process does not apply if (A) (1) the only modification is elimination of parcels from the TIF District and (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or (B) the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

SECTION 3.03 CORRECTING REDEVELOPMENT CONDITIONS

Section 469.176, Subd. 4j of the TIF Act requires that at least 90% of the revenues derived from tax increments from the TIF District be used to finance the cost of correcting conditions that allow designation of the TIF District as a redevelopment district. These costs include, but are not limited to, acquiring properties containing structurally substandard buildings or improvements or hazardous substances, pollution, or contaminants, acquiring adjacent parcels necessary to provide a site of sufficient size to permit development, demolition and rehabilitation of structures, clearing of the land, the removal of hazardous substances or remediation necessary for the development of the land, and installation of utilities, roads, sidewalks, and parking facilities for the site. The allocated administrative expenses of the City, including the cost of preparation of the development action response plan, may be included in the qualifying costs.

SECTION 3.04 FOUR-YEAR KNOCKDOWN RULE

The provision of the TIF Act referred to as the Four-Year Knockdown Rule requires development activity to take place on each parcel within a tax increment financing district within four years from the date of certification of the original net tax capacity of such tax increment financing district. If development activity on a parcel has not begun within the required time frame, no additional tax increment may be collected from that parcel and its value must be excluded from the district's original net tax capacity.

Development activity includes demolition, rehabilitation, renovation or site improvement, including a qualified improvement of an adjacent street, on a parcel located within the TIF District. If no development activity has occurred within four years from the date of certification then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. The City must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall recertify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The

County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

SECTION 3.05 POOLING AND FIVE-YEAR RULE

Section 469.176 of the TIF Act provides for certain limitations on the use of tax increments. This includes provision that an amount equal to at least 75% of the total revenue derived from tax increments paid by properties in the TIF District must be expended on activities in the TIF District or to pay bonds, to the extent that the proceeds of the bonds were used to finance activities in the TIF District or to pay, or secure payment of, debt service on credit enhanced bonds, among other limitations in the TIF Act.

Not more than 25% of the total revenue derived from tax increments paid by properties in the TIF District may be expended, through a development fund or otherwise, on activities outside of the TIF District but within the defined geographic area of the Project Area except to pay, or secure payment of, debt service on credit enhanced bonds.

Revenue derived from tax increments paid by properties in the TIF District are considered to have been “spent” within the TIF District if such amounts are:

- actually paid to a third party for activities performed within the TIF District within five years after certification of the district;
- used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund.
- used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or
- used to reimburse a party for payment of eligible costs (including interest) incurred within five years from certification of the district.

It is anticipated that all revenue derived from tax increments paid by properties in the TIF District will be spent or obligated within the first five years after certification of the TIF District and all tax increments will be spent on Public Development Costs within the boundaries of the TIF District.

SECTION 3.06 FINANCIAL REPORTING AND DISCLOSURE REQUIREMENTS

The City will comply with the annual reporting requirements of the TIF Act pursuant to the guidelines of the Office of the State Auditor. Under current law, the City must prepare and submit a report on the TIF District on or before August 1 of each year. The City must also annually publish in a newspaper of general circulation in the City an annual statement for the TIF District, in the format as prescribed by the Office of the State Auditor.

The reporting and disclosure requirements outlined in this section begin with the year a tax increment financing district is certified, and shall end in the year in which both the district has been decertified and all tax increments have been spent or returned to the County for redistribution. Failure to meet these requirements, as determined by the State Auditors Office, may result in suspension of distribution of tax increments.

SECTION 3.07 BUSINESS SUBSIDY COMPLIANCE

The City will comply with the business subsidy requirements specified in Minnesota Statutes, Sections 116J.993 to 116J.995, as amended.

Exhibit I
City of Owatonna
Tax Increment Financing District No. TIF 22-1
Present Value Analysis As Required By Section 469.175(3)(2) of the TIF Act

1	Estimated Future Market Value w/ Tax Increment Financing	16,552,350	[1]
2	Payable Pay 2025 Market Value	2,063,100	
3	Market Value Increase (1-2)	14,489,250	
4	Present Value of Future Tax Increments	2,943,855	
5	Market Value Increase Less PV of Tax Increments	11,545,394	
6	Estimated Future Market Value w/o Tax Increment Financing	2,645,785	[1]
7	Payable Pay 2025 Market Value	2,063,100	
8	Market Value Increase (6-7)	582,685	
9	Increase in MV From TIF	10,962,709	[2]

[1] *Assume 1.00% annual appreciation over 26 year life of district.*

[2] *Statutory compliance achieved if increase in market value from TIF (Line 9) is greater than or equal to zero.*

Exhibit II
City of Owatonna
Tax Increment Financing District TIF 22-1 (Redevelopment)
Ascend South
Projected Tax Increment Financing (TIF) Cash Flow

TIF District Year	Taxes Payable Year	Taxable Market Value	Tax Capacity	Base Tax Capacity	Captured Tax Capacity for TIF	Original Tax Rate	TIF from District	PV Available TIF from District
1	2029	13,036,070	176,200	25,789	150,412	127.57%	191,181	174,646
2	2030	13,166,431	177,962	25,789	152,174	127.57%	193,421	342,823
3	2031	13,298,095	179,742	25,789	153,953	127.57%	195,683	504,769
4	2032	13,431,076	181,539	25,789	155,751	127.57%	197,968	660,711
5	2033	13,565,387	183,355	25,789	157,566	127.57%	200,275	810,870
6	2034	13,701,041	185,188	25,789	159,400	127.57%	202,606	955,455
7	2035	13,838,051	187,040	25,789	161,251	127.57%	204,959	1,094,673
8	2036	13,976,431	188,911	25,789	163,122	127.57%	207,337	1,228,719
9	2037	14,116,196	190,800	25,789	165,011	127.57%	209,738	1,357,784
10	2038	14,257,358	192,708	25,789	166,919	127.57%	212,163	1,482,050
11	2039	14,399,931	194,635	25,789	168,846	127.57%	214,613	1,601,694
12	2040	14,543,931	196,581	25,789	170,792	127.57%	217,087	1,716,886
13	2041	14,689,370	198,547	25,789	172,758	127.57%	219,586	1,827,789
14	2042	14,836,264	200,532	25,789	174,744	127.57%	222,110	1,934,561
15	2043	14,984,626	202,538	25,789	176,749	127.57%	224,658	2,037,355
16	2044	15,134,473	204,563	25,789	178,774	127.57%	227,232	2,136,316
17	2045	15,285,817	206,609	25,789	180,820	127.57%	229,833	2,231,587
18	2046	15,438,675	208,675	25,789	182,886	127.57%	232,459	2,323,303
19	2047	15,593,062	210,762	25,789	184,973	127.57%	235,112	2,411,597
20	2048	15,748,993	212,869	25,789	187,080	127.57%	237,790	2,496,593
21	2049	15,906,483	214,998	25,789	189,209	127.57%	240,496	2,578,414
22	2050	16,065,548	217,148	25,789	191,359	127.57%	243,228	2,657,177
23	2051	16,226,203	219,319	25,789	193,531	127.57%	245,988	2,732,996
24	2052	16,388,465	221,512	25,789	195,724	127.57%	248,776	2,805,979
25	2053	16,552,350	223,728	25,789	197,939	127.57%	251,592	2,876,232
26	2054	16,717,873	225,965	25,789	200,176	127.57%	254,436	2,943,855
						TOTAL =	5,760,327	2,943,855

Key Assumptions:

1 Taxable market value (TMV) is assumed to increase by 1.0% annually.
2 Original Tax Capacity Rate estimated based on Taxes Payable Year Pay 2025.
3 Election for captured tax capacity is 100.00%.
4 Base Tax Capacity is calculated based on estimated taxable market value of the following 8 parcels (2025 value for tax payable 2026): 17-109-0202, 17-109-0203, 17-109-0204, 17-109-0205, 17-109-0206, 17-109-
5 Present Value (PV) calculated based on semi-annual payments, interest rate 5.0%, dated date 1/1/2028.
6 TIF from District is after deduction of State Auditor fee of 0.36%.
7 Taxable market value (TMV) is estimated based on Phase II with 57 apartment units, Basement level: 45 garage parking spaces and 3,000 SF of Retail space and Main floor office space of 14,500 SF for estimated
8 TIF to City for Admin is calculated at 5% of the tax increment.
9 Plan elects year 2029 as first year of tax increment collection.

Exhibit III
City of Owatonna
Tax Increment Financing District No. TIF 22-1
Impact on Other Taxing Jurisdictions
(Taxes Payable Pay 2025)

Annual Tax Increment

Estimated Annual Captured Tax Capacity (Full Development)	$200,176
Payable Pay 2025 Local Tax Rate	127.565%
Estimated Annual Tax Increment	$255,355

Percent of Tax Base

	Net Tax Capacity (NTC)	Captured Tax Capacity	Percent of Total NTC
City of Owatonna	33,762,867	200,176	0.59%
Steele County County	68,504,823	200,176	0.29%
ISD #761	50,494,993	200,176	0.40%

Dollar Impact of Affected Taxing Jurisdictions

	Net Tax Capacity (NTC)	% of Total	Tax Increment Share	Added Local Tax Rate
City of Owatonna	58.131%	45.570%	116,364	0.345%
Steele County County	43.904%	34.417%	87,885	0.128%
ISD #761	25.530%	20.013%	51,105	0.101%
Other	0.000%	0.000%	0	
Totals	127.565%	100.000%	255,354	

NOTE NO. 1: Assuming that ALL of the captured tax capacity would be available to all taxing jurisdictions even if the City does not create the Tax Increment District, the creation of the District will reduce tax capacities and increase the local tax rate as illustrated in the above tables.

NOTE NO. 2: Assuming that NONE of the captured tax capacity would be available to the taxing jurisdiction if the City did not create the Tax Increment District, then the plan has virtually no initial effect on the tax capacities of the taxing jurisdictions. However, once the District is established, allowable costs paid from the increments, and the District is terminated, all taxing jurisdictions will experience an increase in their tax base.

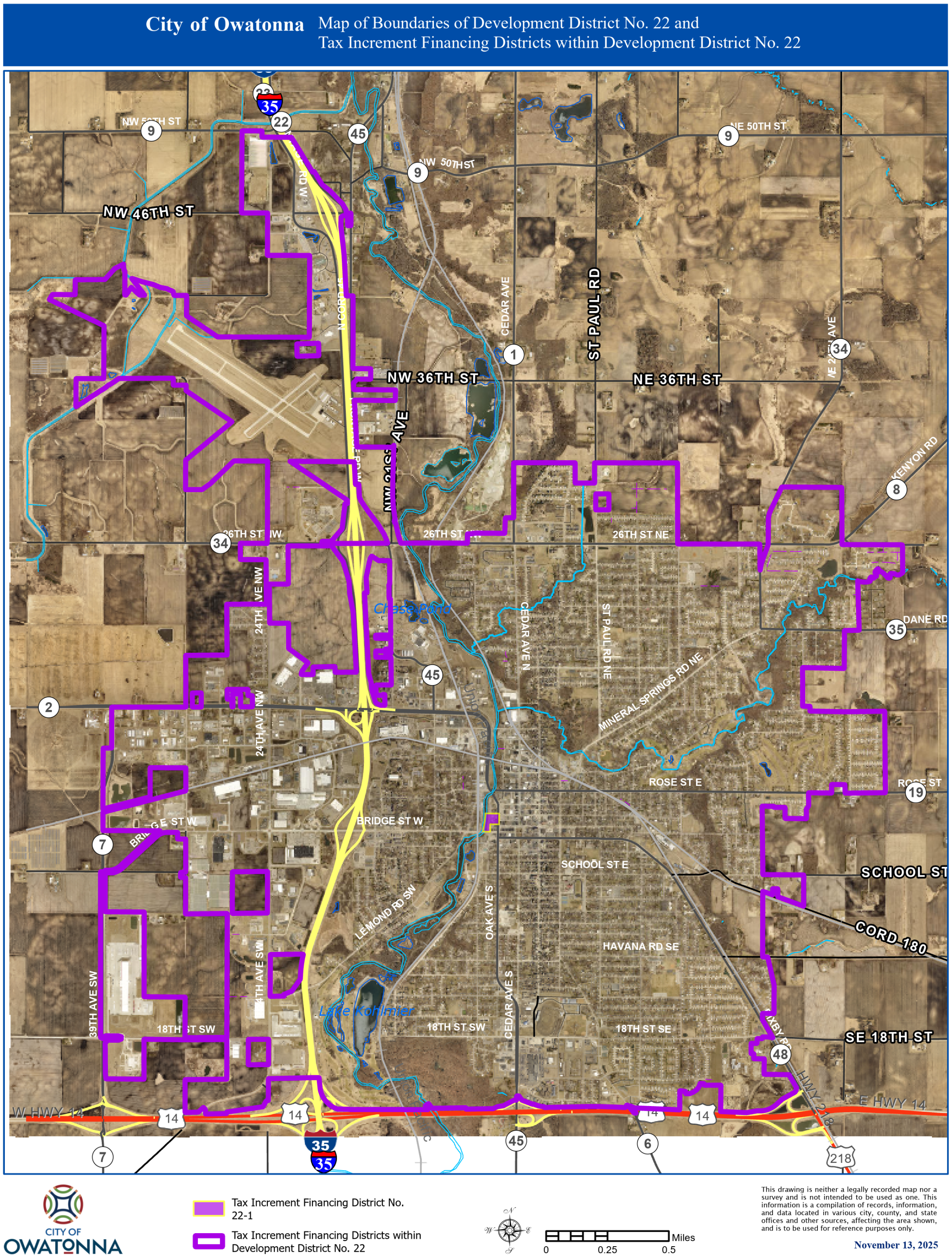
Exhibit IV
City of Owatonna
Tax Increment Financing (Redevelopment) District No. TIF 22-1
Estimated Tax Increments Over Maximum Life of District

					Based on Pay Pay 2025 Tax Rate =	*127.565%*	*58.131%*	*43.904%*	*25.530%*	*0.000%*
TIF District Year	**Taxes Payable Year**	**New Taxable Market Value**	**New Tax Capacity**	**Base Tax Capacity**	**Captured Tax Capacity**	**Estimated Total Tax Increments**	**City TIF Related Share**	**County TIF Related Share**	**School TIF Related Share**	**Other TIF Related Share**
1	2029	13,036,070	176,200	25,789	150,412	191,872	87,436	66,037	38,400	-
2	2030	13,166,431	177,962	25,789	152,174	194,120	88,460	66,810	38,850	-
3	2031	13,298,095	179,742	25,789	153,953	196,390	89,495	67,592	39,304	-
4	2032	13,431,076	181,539	25,789	155,751	198,683	90,539	68,381	39,763	-
5	2033	13,565,387	183,355	25,789	157,566	200,999	91,595	69,178	40,227	-
6	2034	13,701,041	185,188	25,789	159,400	203,338	92,661	69,983	40,695	-
7	2035	13,838,051	187,040	25,789	161,251	205,700	93,737	70,796	41,167	-
8	2036	13,976,431	188,911	25,789	163,122	208,086	94,824	71,617	41,645	-
9	2037	14,116,196	190,800	25,789	165,011	210,496	95,922	72,446	42,127	-
10	2038	14,257,358	192,708	25,789	166,919	212,930	97,032	73,284	42,614	-
11	2039	14,399,931	194,635	25,789	168,846	215,388	98,152	74,130	43,106	-
12	2040	14,543,931	196,581	25,789	170,792	217,871	99,283	74,985	43,603	-
13	2041	14,689,370	198,547	25,789	172,758	220,379	100,426	75,848	44,105	-
14	2042	14,836,264	200,532	25,789	174,744	222,912	101,580	76,719	44,612	-
15	2043	14,984,626	202,538	25,789	176,749	225,470	102,746	77,600	45,124	-
16	2044	15,134,473	204,563	25,789	178,774	228,053	103,923	78,489	45,641	-
17	2045	15,285,817	206,609	25,789	180,820	230,663	105,112	79,387	46,163	-
18	2046	15,438,675	208,675	25,789	182,886	233,299	106,313	80,294	46,691	-
19	2047	15,593,062	210,762	25,789	184,973	235,961	107,527	81,210	47,224	-
20	2048	15,748,993	212,869	25,789	187,080	238,649	108,752	82,136	47,762	-
21	2049	15,906,483	214,998	25,789	189,209	241,365	109,989	83,070	48,305	-
22	2050	16,065,548	217,148	25,789	191,359	244,107	111,239	84,014	48,854	-
23	2051	16,226,203	219,319	25,789	193,531	246,877	112,501	84,968	49,408	-
24	2052	16,388,465	221,512	25,789	195,724	249,675	113,776	85,931	49,968	-
25	2053	16,552,350	223,728	25,789	197,939	252,501	115,064	86,903	50,534	-
26	2054	16,717,873	225,965	25,789	200,176	255,355	116,364	87,885	51,105	-
Total						5,781,139	2,634,448	1,989,693	1,156,997	-

Note: The Estimated Total Tax Increment shown above is before deducting the State Auditor's fee, which is payable at a rate of 0.36% of the Total Tax Increment collected. Exhibit II provides Estimated Total Tax Increment after deducting for the State Auditor's fee.

Exhibit V
Map of Boundaries of Tax Increment Financing District No. 22-1 and Development District No. 22

Note to Map: Boundaries of Development District No. 22 are coterminous with municipal boundaries of the City.



PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION November 24, 2025

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in a Strategic Work Session at 8:00 a.m. on November 24, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present was Renae Fry, Administrator.

The Commissioners reviewed the Website design refresh. Questions were asked. Administration will move onto phase 2 of the project.

The Commissioners did a final review of the 2026 Budget and levy. Other organizational items were reviewed as the commissioners get ready for 2026 such as the Organizational Chart, Citizen Committee Appointments and Per Diems, AMC Delegates: Training and Travel, Policy Committees, Board Member Committee Assignments, Board Salary and Per Diem and the 2026 meeting calendar.

Meeting adjourned at 11:45 a.m.

____
CHAIRMAN

ATTEST: ________________________
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION November 25, 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 25, 2025 with Commissioner's Glynn, Prokopec, Abbe, Krueger and Brady present. Also present were Human Resources Director Gina McGuire, IT Director Dave Purscell, Planning and Zoning Director Amber Brooks, County Assessor Brian Anderson, County Sheriff Lon Thiele, County Attorney Robert Jarrett, Emergency and Risk Management Director Kristen Sailer, Human Resource Director Tara Riech, Public Health Director Amber Aaseth, Public Works Director Ron Gaines, Public Health Specialist Ethan Rindfleisch, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

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

Comments and Correspondence:

Public Comment: Three people spoke regarding the court decision on data practices and to pause the EAW process. One spoke against any project that takes away farmland. One spoke regarding concern for children safety along corridor.

Correspondence: Trust for Public Land (TPL)- Intent to Purchase Letter and Map

Consent Agenda:

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

A. Approve the minutes of November 13, 2025 Board Meeting
B. Approve the minutes of November 13, 2025 Board Work Session
C. Approve Bills
D. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
Jacob Rezac	County Engineer	D63/10+	01/05/2026

E. Adopt **Resolution #2025-50** accepting donations to Public Health from Bundles of Love and Our Savior's Lutheran Church. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference

F. Approve drainage ditch annual maintenance and repair levies for pay 2026.

G. Approve a 3% Drainage Ditch Interest Rate for 2026.

H. Adopt **Resolution #2025-51** approving the 2026 Aquatic Invasive Species Prevention Plan. 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. Approve the Live Affiliate Program, a fee-based E-Notary program.

J. Approve Out of State Travel Request – Axon Conference 2026.

K. Approve Amendment for the 2026 Summit Food Service Contract

L. Accept 2024 Emergency Management Performance Grant (EMPG).

M. Adopt **Resolution #2025-57** approving the 2025 Steele County Emergency Operations Plan. 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

Motion by commissioner Glynn, seconded by commissioner Abbe to open public hearing. Ayes all.

Renae Fry spoke regarding the changes to the fee schedule from 2025 to 2026.

Chair opened for public testimony. No-one from the public spoke.

Motion by Commissioner Glynn, seconded by commissioner Prokopec to close public hearing.

Commissioner Krueger offered the following **Resolution #2025-52** to accept the 2026 Fee Schedule as proposed, 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.

General Agenda:

Commissioner Glynn offered the following **Resolution No. Resolution #2025-53** approving the 2026 – 2028 LELS Certified Peace Officers unit collective bargaining agreement, seconded by Commissioner Krueger. Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

Commissioner Krueger offered the following **Resolution No. Resolution #2025-54** approving the 2026 – 2028 LELS Sergeants 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.

Request to approve Aggregate Resource Mapping **Resolution No. #2025-55.** The request failed due to a lack of motion.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to Amend Ordinance #42 Regulating Cannabis Businesses. Five voted in favor thereof, none absent and not voting. A copy of the Ordinance is available in the office of the County Administrator and is made a part of this record by reference.

Commissioner Krueger offered the following **Resolution No. #2025-56** to Withdraw from Minnesota Prairie County Alliance Joint Powers Agreement and Approve Settlement Agreement Relating to Steele County's Withdrawal from MNPrairie, seconded by Commissioner Glynn. Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

Commissioner Reports:

Commissioner Glynn reported his attendance at the Strategic Planning Session and a Work Session.

Commissioner Prokopec reported his attendance at Public Safety and Health Committee meeting, Strategic Planning Session, Spero, and a Work session.

Commissioner Abbe reported his attendance at MNPrairie Joint Powers meeting and the Strategic Planning Session.

Commissioner Krueger reported his attendance at SCHA Utilization Committee meeting, Strategic Planning Session and a Work Session

Commissioner Brady reported his attendance at MNPrairie Joint Powers meeting, Highway Union Mediation, and Strategic Planning Session.

County Attorney had no report.

County Administrator reported on the ongoing conversations regarding a regional development organization.

LISTING OF BILLS
November 25, 2025

Vendor Name	Amount
7 Rivers Recycling LLC	13,484.00

Agile Fleet Inc	15,825.11
ArchKey Technologies	5,629.00
Block Plumbing & Heating Inc	3,040.10
Central Farm Services	20,942.69
Cimline Inc	80,792.00
CivicPlus LLC	5,278.77
Court Sports And More Inc	3,711.00
Crysteel Truck Equipment Inc	8,257.74
Diamond Medical	7,239.35
Erickson Engineering Co LLC	13,433.00
High Point Networks	14,015.70
I & S Group Inc	2,395.00
IT Audit Labs	2,500.00
Know Ink LLC	132,920.00
Leads Online LLC	3,230.00
Mayo Clinic	3,600.00
Minnesota Counties Computer Coop	7,888.90
Mn Counties Intergovernmental Trust	3,500.00
Moore Md/Kellyanna J	3,980.17
RDO Equipment Co, Inc.	3,302.03
Short Elliott Hendrickson Inc	102,836.65
Stewart Sanitation	2,235.96
Summit Food Services LLC	3,460.80
Trugreen Processing Center	2,096.19
UKG Kronos Systems LLC	3,514.64
Valley Asphalt Products Inc	2,061.50
WSB & Associates Inc	4,878.50
140 Payments less than 2000	35,920.47
Final Total:	**511,969.27**

Motion by Commissioner Name, seconded by Commissioner Name to adjourn to the Call of the Chair at 5:52 p.m. Ayes all.

____
CHAIRMAN

ATTEST: ________________________
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION November 25, 2025

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on November 25, 2025 with Commissioner's Glynn, Prokopec, Abbe, Krueger and Brady present. Also present Public Works Director Ronald Gaines, County Assessor Brian Anderson, County Attorney Robert Jarrett, Park and Rec Director Steve Schroht, Highway Maintenance Supervisor Paul Kirtz, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Steele County Fairgrounds resurfacing project was discussed. Public Works department will be looking at doing a road study to determine the current use of the county road that runs through the fairgrounds parcel. The engineering firm selected to do this study will likely use counters and cameras to determine the flow of vehicles. The study should also include options for traffic management. County staff will work with SCFF staff to get a clearer idea of their plans for the parking areas on the property. Ron Gaines will solicit proposals for doing this study and bring those back to the Board for formal consideration at a future meeting.

Meeting was adjourned at 4:45 p.m.

____
Chairman

ATTEST: ____________________________
Administrator

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

Page Break By: 1
1 - Page Break by Fund
2 - Page Break by Dept

Explode Dist. Formulas Y

Paid on Behalf Of Name on Audit List?: N

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

Save Report Options?: N

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
301	DEPT			Administration			
8251	BRN Lawn & Landscape LLC						
7	10-301-000-0000-6512		275.00	Nov Lawn Care	3991	Bldg Repair & Maintenance	Y
8251	BRN Lawn & Landscape LLC		275.00	1 Transactions			
61505	Gopher State One-Call						
21	10-301-000-0000-6260		32.40	Nov Locates	5111510	Consultants/Admin Fee	N
61505	Gopher State One-Call		32.40	1 Transactions			
8167	Greystone Construction Company						
22	10-301-000-0000-6512		750.00	2025 Maint Agree Salt Shed	33765	Bldg Repair & Maintenance	Y
8167	Greystone Construction Company		750.00	1 Transactions			
9922	Owatonna Ace Hardware						
37	10-301-000-0000-6512		194.97	Snow Shovels	4624/5	Bldg Repair & Maintenance	N
9922	Owatonna Ace Hardware		194.97	1 Transactions			
65100	Paape Companies Inc						
38	10-301-000-0000-6512		23,530.00	CO/NO2 Sensor Replacement	119690	Bldg Repair & Maintenance	N
65100	Paape Companies Inc		23,530.00	1 Transactions			
85167	Stewart Sanitation						
42	10-301-000-0000-6250		110.29	Garbage Services - Nov	960290	Utilities	N
85167	Stewart Sanitation		110.29	1 Transactions			
87305	Thompson Sanitation						
43	10-301-000-0000-6250		35.00	Nov Recycling	101555	Utilities	N
87305	Thompson Sanitation		35.00	1 Transactions			
84035	Tri-M Graphics						
44	10-301-000-0000-6410		91.54	Bus cards - Gaines	108572	Office Supplies	N
84035	Tri-M Graphics		91.54	1 Transactions			
301	DEPT Total:		25,019.20	Administration	8 Vendors	8 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
4405	Carr's Tree Service Inc						
8	10-302-000-0000-6321		5,000.00	Removal 2 Ash Trees	18398-I	Maintenance Agreements	N

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	4405	Carr's Tree Service Inc		5,000.00	1 Transactions			
	13110	City Of Owatonna						
9		10-302-000-0000-6534		68,662.00	Accident 18th St SE Cedar	2025-26	Supplies - Signing	N
	13110	City Of Owatonna		68,662.00	1 Transactions			
	2414	Deere Credit Inc						
13		10-302-000-0000-6340		22,278.83	JD Lease Inv 3100218	3100218	Equipment Rental	N
	2414	Deere Credit Inc		22,278.83	1 Transactions			
	6077	RCM Specialties Inc						
39		10-302-000-0000-6529		1,261.53	Emulsion	10160	Co Rd Supplies	Y
40		10-302-000-0000-6529		1,261.53	Emulsion	10160	Co Rd Supplies	N
	6077	RCM Specialties Inc		2,523.06	2 Transactions			
302		DEPT Total:		98,463.89	Road & Bridge Maintenance Expense	4 Vendors	5 Transactions	
303		DEPT			Construction Expense			
	52513	Mn Dept Of Transportation						
27		10-303-000-0000-6260		14,961.11	Bridge Inspections	P00020826	Consultants/Admin Fee	N
	52513	Mn Dept Of Transportation		14,961.11	1 Transactions			
303		DEPT Total:		14,961.11	Construction Expense	1 Vendors	1 Transactions	
304		DEPT			Equipment Maintenance & Shops			
	10067	Auto Value Owatonna						
1		10-304-000-0000-6520		15.87	Oil filters #2250	197021916	Machinery/Vehicle Parts	N
2		10-304-000-0000-6520		5.29-	Return oil filter #2250	197021917	Machinery/Vehicle Parts	N
3		10-304-000-0000-6511		5.98	Socket	197022393	Maint Shop Supplies & Materials	N
4		10-304-000-0000-6540		70.86	6 2.5 gal Defendehl	197023128	Fuel & Lubricants	N
5		10-304-000-0000-6511		89.94	25lb Optisorb	197023480	Maint Shop Supplies & Materials	N
6		10-304-000-0000-6520		53.94	Flare & wire #2226	197023602	Machinery/Vehicle Parts	N
	10067	Auto Value Owatonna		231.30	6 Transactions			
	8702	Community Co-op Oil Assn						
10		10-304-000-0000-6521		8,262.25	2999.0 Dyed Diesel	080755	Supplies-Diesel Fuel	N
11		10-304-000-0000-6540		10,177.20	5006 Gal gasoline	080755	Fuel & Lubricants	N

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	8702	Community Co-op Oil Assn		18,439.45	2 Transactions			
	16480	Crysteel Truck Equipment Inc						
12		10-304-000-0000-6520		1,287.91	Cylinder #2201	LP225686	Machinery/Vehicle Parts	N
	16480	Crysteel Truck Equipment Inc		1,287.91	1 Transactions			
	4329	Express Pressure Washers Inc						
19		10-304-000-0000-6520		83.54	Winterized Washer	1-137002	Machinery/Vehicle Parts	N
	4329	Express Pressure Washers Inc		83.54	1 Transactions			
	25565	First Supply LLC-Owatonna						
20		10-304-000-0000-6520		65.81	Valve & Nipple #2244	14940188-0	Machinery/Vehicle Parts	N
	25565	First Supply LLC-Owatonna		65.81	1 Transactions			
	49625	Matejcek Implement Co						
23		10-304-000-0000-6520		450.35	Filters & o-rings	IB44679	Machinery/Vehicle Parts	N
	49625	Matejcek Implement Co		450.35	1 Transactions			
	51630	Mike's Repair						
24		10-304-000-0000-6520		3,300.00	Skidloader Tracks #2190	113674	Machinery/Vehicle Parts	Y
25		10-304-000-0000-6520		3,900.00	Skidloader Tracks #2221	113674	Machinery/Vehicle Parts	Y
26		10-304-000-0000-6520		1,040.65	Bushmaster & tube #2182	113674	Machinery/Vehicle Parts	Y
	51630	Mike's Repair		8,240.65	3 Transactions			
	4097	Nuss Truck & Equipment						
28		10-304-000-0000-6520		17.98	Wiper Blades #2171	259837-1	Machinery/Vehicle Parts	N
29		10-304-000-0000-6520		17.98	Wiper Blades #2170	259837-1	Machinery/Vehicle Parts	N
30		10-304-000-0000-6520		23.97	Wiper Blades #2130	259837-2	Machinery/Vehicle Parts	N
31		10-304-000-0000-6520		23.97	Wiper Blades #2131	259837-2	Machinery/Vehicle Parts	N
32		10-304-000-0000-6520		23.98	Wiper Blades #2151	259837-2	Machinery/Vehicle Parts	N
33		10-304-000-0000-6520		67.10	Receptacle Housing #2140	259975-1	Machinery/Vehicle Parts	N
35		10-304-000-0000-6511		78.06	Extension Cord	259975-2	Maint Shop Supplies & Materials	N
34		10-304-000-0000-6520		67.10-	Return Housing #2140	259975-2	Machinery/Vehicle Parts	N
	4097	Nuss Truck & Equipment		185.94	8 Transactions			
	9922	Owatonna Ace Hardware						
36		10-304-000-0000-6515		29.99	Dual Ground Plug	4517/5	Shop Equip Repair & Maintenance	N
	9922	Owatonna Ace Hardware		29.99	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
74090	Rockmount Research & Alloys Inc						
41	10-304-000-0000-6511		280.58	Welding discs for shop	1298318	Maint Shop Supplies & Materials	N
74090	Rockmount Research & Alloys Inc		280.58	1 Transactions			
10075	Truck Center Companies						
45	10-304-000-0000-6520		124.20	Electrical/chassis #2247	304017146:	Machinery/Vehicle Parts	Y
46	10-304-000-0000-6520		136.87	Air Filter #2247	304193894:	Machinery/Vehicle Parts	Y
10075	Truck Center Companies		261.07	2 Transactions			
99175	Zarnoth Brush Works Inc						
48	10-304-000-0000-6520		772.00	Cablewrap broom refill	0204365	Machinery/Vehicle Parts	N
99175	Zarnoth Brush Works Inc		772.00	1 Transactions			
304	DEPT Total:		30,328.59	Equipment Maintenance & Shops	12 Vendors	28 Transactions	
310	DEPT			Capital Construction			
22460	Erickson Engineering Co LLC						
14	10-310-000-0000-6535		355.00	Prof Serv 074-599-040	17374	Town Bridges	Y
15	10-310-000-0000-6262		3,664.00	Prof Serv 074-618-031	17384	Sales Tax Consultants	Y
16	10-310-000-0000-6262		985.50	Prof Serv 074-618-031	17503	Sales Tax Consultants	Y
17	10-310-000-0000-6262		173.00	Prof Serv 074-618-031	17628	Sales Tax Consultants	Y
18	10-310-000-0000-6262		16,440.50	Prof Serv 074-599-045	17649	Sales Tax Consultants	Y
22460	Erickson Engineering Co LLC		21,618.00	5 Transactions			
4364	WSB & Associates Inc						
47	10-310-000-0000-6262		877.50	Prof Serv 074-648-007	1795300029	Sales Tax Consultants	Y
4364	WSB & Associates Inc		877.50	1 Transactions			
310	DEPT Total:		22,495.50	Capital Construction	2 Vendors	6 Transactions	
10	Fund Total:		191,268.29	Road & Bridge Fund		48 Transactions	
	Final Total:		191,268.29	27 Vendors	48 Transactions		

Recap by Fund	Fund	AMOUNT	Name		
	10	191,268.29	Road & Bridge Fund		
	All Funds	191,268.29	Total	Approved by,	. . . .
					. . . .
					. . . .

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				

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
3	DEPT			County Wide			
10224	Health Management Associates Inc						
35	01-003-000-0000-6194		3,145.80	Consulting services-HS-Oct	213794-06	Personnel Policy	Y
36	01-003-000-0000-6194		6,293.75	SOW2-Consult svc-HS-Nov	336720-01	Personnel Policy	Y
10224	Health Management Associates Inc		9,439.55	2 Transactions			
4879	Shred Right						
91	01-003-000-0000-6801		42.53	Shred documents	60794	General Expense	Y
4879	Shred Right		42.53	1 Transactions			
84035	Tri-M Graphics						
112	01-003-000-0000-6194		195.30	Invites-Recognition Party	108782	Personnel Policy	N
84035	Tri-M Graphics		195.30	1 Transactions			
3	DEPT Total:		9,677.38	County Wide	3 Vendors	4 Transactions	
31	DEPT			County Administrator			
6032	APG Media of Southern Minnesota LLC						
5	01-031-000-0000-6242		1.40	Public Notice-O#42 amendment	1074026	Publishing	N
174	01-031-000-0000-6242		26.25	O#42 Amendment page 1	1076541	Publishing	N
175	01-031-000-0000-6242		22.75	O#42 Amendment page 2	1076542	Publishing	N
6032	APG Media of Southern Minnesota LLC		50.40	3 Transactions			
31	DEPT Total:		50.40	County Administrator	1 Vendors	3 Transactions	
32	DEPT			Human Resources			
8338	Verified First LLC						
118	01-032-000-0000-6260		81.62	Backgrounds	INV-000584421	Background Checks	Y
8338	Verified First LLC		81.62	1 Transactions			
32	DEPT Total:		81.62	Human Resources	1 Vendors	1 Transactions	
41	DEPT			Auditor			
5341	American Solutions for Business						
172	01-041-000-0000-6242		5,124.47	TNT notices & envelopes	INV08488285	Publishing	N
5341	American Solutions for Business		5,124.47	1 Transactions			
9574	Forum Communication Printing						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
26	01-041-000-0000-6215		8,297.04	Postage for TNT notices	267539-1	Postage	N
9574	Forum Communication Printing		8,297.04	1 Transactions			
3032	Star Eagle						
98	01-041-000-0000-6242		80.00	2nd half RE taxes 10/9 ad	5973	Publishing	N
3032	Star Eagle		80.00	1 Transactions			
41	DEPT Total:		13,501.51	Auditor	3 Vendors	3 Transactions	
44	DEPT			Financial Administrator			
6032	APG Media of Southern Minnesota LLC						
176	01-044-000-0000-6242		0.88	Financial Notice 2024	1076684	Publishing	N
177	01-044-000-0000-6242		158.00	2nd half Ag & MH tax - 2 ads	13098-1125	Publishing	N
6032	APG Media of Southern Minnesota LLC		158.88	2 Transactions			
9245	Fifth Asset, Inc						
25	01-044-000-0000-6480	8	11,800.00	2026 Debtbook subscription	DB2006227	Non-Capitalized Inventory	N
9245	Fifth Asset, Inc		11,800.00	1 Transactions			
8948	Townsquare Media Faribault						
108	01-044-000-0000-6242		240.00	2nd half Ag & MH KRFO-AM	6067578-1	Publishing	N
109	01-044-000-0000-6242		174.00	2nd half Ag & MH KRFO-FM	6067578-1	Publishing	N
110	01-044-000-0000-6242		60.00	2nd half Ag & MH KRFO-AM	6067578-1	Publishing	N
111	01-044-000-0000-6242		58.00	2nd half Ag & MH KRFO-FM	6067578-1	Publishing	N
8948	Townsquare Media Faribault		532.00	4 Transactions			
44	DEPT Total:		12,490.88	Financial Administrator	3 Vendors	7 Transactions	
62	DEPT			Central Services			
9983	CallTower						
11	01-062-000-0000-6210		615.53	Phone charges 11/26 - 12/25/25	202885436	Telephone	N
9983	CallTower		615.53	1 Transactions			
9887	CivicPlus LLC						
14	01-062-000-0000-6301		525.00	Report creation	357022	Equip/Software Maint	Y
9887	CivicPlus LLC		525.00	1 Transactions			
8576	Consolidated Communications						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
185	01-062-000-0000-6210		2,708.93	Phone charges - December 2025	5071500890/0	Telephone	N
186	01-062-000-0000-6301		199.11	Backup internet - Dec 2025	5071500890/0	Equip/Software Maint	N
187	01-062-000-0000-6210		815.06	Phone charges - December 2025	5074440330/0	Telephone	N
8576	Consolidated Communications		3,723.10	3 Transactions			
8499	Counties Providing Technology						
188	01-062-000-0000-6301		4,651.00	Gen tech/assist/support-Nov	3318	Equip/Software Maint	Y
8499	Counties Providing Technology		4,651.00	1 Transactions			
16282	Crosstown Cartage Inc						
20	01-062-000-0000-6801		324.00	Contracted mail service	11/21/2025	General Expense	N
21	01-062-000-0000-6802		160.00	Additional mail services	11/21/2025	Internal Chargeback	N
190	01-062-000-0000-6801		324.00	Contracted mail services	12/05/2025	General Expense	N
191	01-062-000-0000-6802		140.00	Additional mail services	12/05/2025	Internal Chargeback	N
16282	Crosstown Cartage Inc		948.00	4 Transactions			
18450	Office of MN IT Services						
76	01-062-000-0000-6301		1,537.06	TVMU & Crowdstrike-Oct 2025	25100601	Equip/Software Maint	N
18450	Office of MN IT Services		1,537.06	1 Transactions			
3778	SHI International Corp						
222	01-062-000-0000-6301		71.80	Teams Room lic-12/25	B20555731	Equip/Software Maint	N
223	01-062-000-0000-6301	8	646.28	Teams Room lic-1/26 - 9/26	B20555731	Equip/Software Maint	N
3778	SHI International Corp		718.08	2 Transactions			
9767	UKG Kronos Systems LLC						
113	01-062-000-0000-6301		3,483.18	HRIS operating cost-Dec 2025	i10080034601	Equip/Software Maint	N
9767	UKG Kronos Systems LLC		3,483.18	1 Transactions			
3937	Waseca County Court Admin						
238	01-062-000-0000-6801		2,000.00	Reimburse Switch	10/14/2025	General Expense	N
3937	Waseca County Court Admin		2,000.00	1 Transactions			
62	DEPT Total:		18,200.95	Central Services	9 Vendors	15 Transactions	
63	DEPT			Auditor Elections			
8975	Minnesota Counties Computer Coop						
65	01-063-565-0000-6301		50,000.00	ES&S ExpressVote machines	2512017	Equip/Software Maint	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8975	Minnesota Counties Computer Coop		50,000.00	1 Transactions			
63	DEPT Total:		50,000.00	Auditor Elections	1 Vendors	1 Transactions	
91	DEPT			County Attorney			
3659	MCAA						
58	01-091-000-0000-6261		125.00	MCAA meeting-APulanco	200013534	Conference & Training	N
212	01-091-000-0000-6261		125.00	MCAA meeting-DJohnson	200013591	Conference & Training	N
3659	MCAA		250.00	2 Transactions			
70550	Thomson Reuters - West						
231	01-091-000-0000-6410		2,379.18	Westlaw charges-November 2025	852871783	Office Supplies	N
232	01-091-000-0000-6410		111.23	Library charges	852968086	Office Supplies	N
70550	Thomson Reuters - West		2,490.41	2 Transactions			
91	DEPT Total:		2,740.41	County Attorney	2 Vendors	4 Transactions	
101	DEPT			County Recorder			
8413	Austin Office Products						
8	01-101-000-9305-6480		447.20	Office chair - Recorder	8666	Non-Capitalized Inv-Technology Fun	N
8413	Austin Office Products		447.20	1 Transactions			
5925	Government Forms and Supplies						
33	01-101-000-0000-6410		783.54	Marriage certificate folders	0357773	Office Supplies	N
5925	Government Forms and Supplies		783.54	1 Transactions			
37025	Innovative Office Solutions LLC						
195	01-101-000-0000-6410		18.25	Calculator ribbon, batteries	5001086	Office Supplies	Y
196	01-101-000-0000-6410		14.46	Pens	5003597	Office Supplies	Y
37025	Innovative Office Solutions LLC		32.71	2 Transactions			
48501	MACO						
52	01-101-000-9305-6480		300.00	Conference registration-KBlum	200004175	Non-Capitalized Inv-Technology Fun	N
51	01-101-000-9305-6480		300.00	Conference registration-RKvien	200004176	Non-Capitalized Inv-Technology Fun	N
48501	MACO		600.00	2 Transactions			
8013	Northstar Computer Forms Inc						
75	01-101-000-0000-6410		1,067.95	Vitals security paper	52108406	Office Supplies	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8013	Northstar Computer Forms Inc		1,067.95	1 Transactions			
101	DEPT Total:		2,931.40	County Recorder	5 Vendors	7 Transactions	
103	DEPT			Assessor			
6032	APG Media of Southern Minnesota LLC						
178	01-103-000-0000-6242		3.15	Homestead notice	1075874	Publishing	N
6032	APG Media of Southern Minnesota LLC		3.15	1 Transactions			
4212	Bussler Publishing Inc						
184	01-103-000-0000-6242		154.00	Property tax homestead notice	39666	Publishing	N
4212	Bussler Publishing Inc		154.00	1 Transactions			
10374	IAAO						
41	01-103-000-0000-6241	8	255.00	2026 Membership dues	0043880	Membership Dues & Subscriptions	N
10374	IAAO		255.00	1 Transactions			
3693	Loffler Companies Inc						
50	01-103-000-0000-6301		17.52	Meter billing for copier	5198669	Equip/Software Maint	N
3693	Loffler Companies Inc		17.52	1 Transactions			
9886	MNCAR						
66	01-103-000-0000-6241	8	325.00	2026 affiliate membership	2026509	Membership Dues & Subscriptions	N
9886	MNCAR		325.00	1 Transactions			
5114	Vanguard Appraisals Inc						
117	01-103-000-0000-6301		1,400.00	Service Plus	26901	Equip/Software Maint	N
114	01-103-000-0000-6301		3,040.00	Archive module	504	Equip/Software Maint	N
116	01-103-000-0000-6301		14,500.00	Vanguard service fee	878	Equip/Software Maint	N
115	01-103-000-0000-6301		3,850.00	CAMA website service fee	879	Equip/Software Maint	N
5114	Vanguard Appraisals Inc		22,790.00	4 Transactions			
103	DEPT Total:		23,544.67	Assessor	6 Vendors	9 Transactions	
105	DEPT			Planning & Zoning			
6032	APG Media of Southern Minnesota LLC						
6	01-105-000-0000-6242		2.63	Public Notice-PC Mtg-Dec	1074778	Publishing	N
7	01-105-000-0000-6242		1.40	Public Notice-BOA Mtg-Dec	1074779	Publishing	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
6032	APG Media of Southern Minnesota LLC		4.03	2 Transactions			
13000	City Of Blooming Prairie						
13	01-105-000-0000-6805		485.18	Bldg permit reimb-November	Nov Bldg Permits	Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie		485.18	1 Transactions			
10321	Cole/Steve						
15	01-105-000-0000-6265		210.00	Per Diem-Planning Commission	12022025	Per Diem-Board Member	Y
16	01-105-000-0000-6331		46.20	Mileage-Planning Commission	12022025	Mileage Reimbursement	Y
10321	Cole/Steve		256.20	2 Transactions			
10337	Gillis/Jason						
27	01-105-000-0000-6265		210.00	Per Diem-Planning Commission	12022025	Per Diem-Board Member	Y
28	01-105-000-0000-6331		44.10	Mileage-Planning Commission	12022025	Mileage Reimbursement	Y
10337	Gillis/Jason		254.10	2 Transactions			
37025	Innovative Office Solutions LLC						
193	01-105-000-0000-6410		300.03	Clips,paper,notepads,binder	4999927	Office Supplies	Y
37025	Innovative Office Solutions LLC		300.03	1 Transactions			
38360	Jaster/Steve						
42	01-105-000-0000-6265		70.00	Per Diem-Board of Adjustments	12022025	Per Diem-Board Member	N
43	01-105-000-0000-6331		13.30	Mileage-Board of Adjustments	12022025	Mileage Reimbursement	N
38360	Jaster/Steve		83.30	2 Transactions			
8301	Lammers/Greg						
45	01-105-000-0000-6265		70.00	Per Diem-Board of Adjustments	12022025	Per Diem-Board Member	Y
47	01-105-000-0000-6265		210.00	Per Diem-Panning Commission	12022025	Per Diem-Board Member	Y
46	01-105-000-0000-6331		6.30	Mileage-Board of Adjustments	12022025	Mileage Reimbursement	Y
48	01-105-000-0000-6331		18.90	Mileage-Planning Commission	12022025	Mileage Reimbursement	Y
8301	Lammers/Greg		305.20	4 Transactions			
51300	Metro Sales Inc						
214	01-105-000-0000-6410		307.56	Copy contract	INV2955596	Office Supplies	N
51300	Metro Sales Inc		307.56	1 Transactions			
10104	MOWA						
67	01-105-000-0000-6241	8	240.00	2026 MOWA membership-KBarden	1827	Membership Dues	N

Steele County

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
10104	MOWA		240.00	1 Transactions			
9692	Pool Jr/Myron						
81	01-105-000-0000-6265		70.00	Per Diem-Planning Commission	12022025	Per Diem-Board Member	Y
82	01-105-000-0000-6331		16.80	Mileage-Planning Commission	12022025	Mileage Reimbursement	Y
9692	Pool Jr/Myron		86.80	2 Transactions			
8748	Queen/Lee Wallace						
84	01-105-000-0000-6265		210.00	Per Diem-Planning Commission	12022025	Per Diem-Board Member	Y
8748	Queen/Lee Wallace		210.00	1 Transactions			
5999	Schmidt/Brian						
87	01-105-000-0000-6265		70.00	Per Diem-Board of Adjustments	12022025	Per Diem-Board Member	N
88	01-105-000-0000-6331		14.70	Mileage-Board of Adjustments	12022025	Mileage Reimbursement	N
5999	Schmidt/Brian		84.70	2 Transactions			
10318	Smith/Jered						
93	01-105-000-0000-6265		210.00	Per Diem-Planning Commission	12022025	Per Diem-Board Member	Y
94	01-105-000-0000-6331		86.10	Mileage-Planning Commission	12022025	Mileage Reimbursement	Y
10318	Smith/Jered		296.10	2 Transactions			
8482	Spatenka/Gary						
95	01-105-000-0000-6265		210.00	Per Diem-Planning Commission	12022025	Per Diem-Board Member	Y
96	01-105-000-0000-6331		25.20	Mileage-Planning Commission	12022025	Mileage Reimbursement	Y
8482	Spatenka/Gary		235.20	2 Transactions			
105	DEPT Total:		3,148.40	Planning & Zoning	14 Vendors	25 Transactions	
111	DEPT			Buildings & Grounds			
8251	BRN Lawn & Landscape LLC						
179	01-111-040-0000-6380		360.00	Mow & mulch - Admin	3992	Grounds Maintenance	Y
180	01-111-041-0000-6380		150.00	Mow & mulch - Annex	3992	Grounds Maintenance	Y
181	01-111-042-0000-6380		140.00	Mow & mulch - CH	3992	Grounds Maintenance	Y
182	01-111-043-0000-6380		60.00	Mow & mulch - Atty	3992	Grounds Maintenance	Y
183	01-111-045-0000-6380		90.00	Mow & mulch - CCA	3992	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC		800.00	5 Transactions			
11215	Central Farm Services						
12	01-111-049-0000-6300		576.43	Diesel fuel	46310	Bldg Repairs & Maintenance	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
11215	Central Farm Services		576.43	1 Transactions			
7843	Goodyear Commercial Tire						
29	01-111-000-0000-6304		425.43	Tires	128-1160684	Equipment Maintenance & Repairs	N
32	01-111-000-0000-6304		110.16	Tires	128-1160743	Equipment Maintenance & Repairs	N
31	01-111-050-0000-6320		8.00	Fuel surcharge	128-1160743	Vehicle Repairs & Maintenance	N
7843	Goodyear Commercial Tire		543.59	3 Transactions			
9893	J & J Cabinet Works						
200	01-111-042-0000-6300		2,190.56	Display case & labor	949	Bldg Repairs & Maintenance	N
9893	J & J Cabinet Works		2,190.56	1 Transactions			
52550	MEI Total Elevator Solutions						
59	01-111-040-0000-6300		1,185.00	Tested safety devices	1160849	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions		1,185.00	1 Transactions			
51295	Metal Services Of Blooming Prairie Inc						
60	01-111-000-0000-6561		166.23	Welding rod	119005A	Small Tools	N
51295	Metal Services Of Blooming Prairie Inc		166.23	1 Transactions			
7860	Metropolitan Mechanical Contractors Inc						
62	01-111-040-0000-6300		797.64	Replace sensor & cable	10030762	Bldg Repairs & Maintenance	N
7860	Metropolitan Mechanical Contractors Inc		797.64	1 Transactions			
7771	MN Dept of Labor & Industry						
215	01-111-042-0000-6300		145.00	Elevator annual OP - CH	ALR0184374X	Bldg Repairs & Maintenance	N
7771	MN Dept of Labor & Industry		145.00	1 Transactions			
9683	Northland Pest Control						
74	01-111-043-0000-6300		75.00	Pest control-Atty-Oct	16230	Bldg Repairs & Maintenance	Y
73	01-111-043-0000-6300		75.00	Pest control-Atty-Nov	16320	Bldg Repairs & Maintenance	Y
68	01-111-045-0000-6300		65.00	Pest control-CCA-Nov	16321	Bldg Repairs & Maintenance	Y
70	01-111-042-0000-6300		105.00	Pest control-CH-Nov	16322	Bldg Repairs & Maintenance	Y
71	01-111-041-0000-6300		85.00	Pest control-Annex-Nov	16323	Bldg Repairs & Maintenance	Y
72	01-111-040-0000-6300		65.00	Pest control-Admin-Nov	16324	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		470.00	6 Transactions			
585	Olympic Fire Protection Corp						
218	01-111-044-0000-6300		16,188.88	Replace/convert failed heads	10007221	Bldg Repairs & Maintenance	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
585	Olympic Fire Protection Corp		16,188.88	1 Transactions			
85167	Stewart Sanitation						
224	01-111-041-0000-6300		178.10	Recycling - Admin - Dec	960020	Bldg Repairs & Maintenance	N
225	01-111-041-0000-6300		74.67	Recycling - Annex - Nov	960288	Bldg Repairs & Maintenance	N
227	01-111-042-0000-6300		54.76	Recycling - CH - Nov	960291	Bldg Repairs & Maintenance	N
228	01-111-043-0000-6300		74.19	Recycling - Atty - Nov	960291	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		381.72	4 Transactions			
87305	Thompson Sanitation						
105	01-111-040-0000-6300		70.00	Recycling-Admin-November	101551	Bldg Repairs & Maintenance	N
104	01-111-041-0000-6300		35.00	Recycling-Annex-November	101552	Bldg Repairs & Maintenance	N
106	01-111-043-0000-6300		35.00	Recycling-Atty-November	101553	Bldg Repairs & Maintenance	N
103	01-111-042-0000-6300		35.00	Recycling-CH-November	101554	Bldg Repairs & Maintenance	N
87305	Thompson Sanitation		175.00	4 Transactions			
99250	Zep Sales & Service						
119	01-111-049-0000-6560		165.85	Duel force cleaner	9011805139	Janitorial Supplies	N
99250	Zep Sales & Service		165.85	1 Transactions			
111	DEPT Total:		23,785.90	Buildings & Grounds	13 Vendors	30 Transactions	
121	DEPT			Veteran Service			
14420	Culligan Inc						
22	01-121-000-0000-6301		18.90	Water - November 2025	15391516-11302C	Repairs/Maintenance	N
14420	Culligan Inc		18.90	1 Transactions			
8821	MACVSO						
53	01-121-000-0000-6241	8	400.00	2026 MACVSO dues	CY2026CVSO	Membership Dues & Subscriptions	N
54	01-121-000-0000-6261	8	300.00	2026 MACVSO conf registration	CY2026CVSO	Conference & Training	N
8821	MACVSO		700.00	2 Transactions			
121	DEPT Total:		718.90	Veteran Service	2 Vendors	3 Transactions	
201	DEPT			Sheriff			
8458	American Tower Corporation						
173	01-201-297-0000-6347		712.87	BP tower rent - Nov 2025	414535951	T-Bl Pr Lease Payments	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8458	American Tower Corporation		712.87	1 Transactions			
3275	Anhorn's Gas & Tire						
4	01-201-000-0000-6320		682.08	Four new tires - 7424	45975	Vehicle Maintenance	Y
3275	Anhorn's Gas & Tire		682.08	1 Transactions			
7843	Goodyear Commercial Tire						
30	01-201-000-0000-6320		664.00	Tires	128-1160743	Vehicle Maintenance	N
7843	Goodyear Commercial Tire		664.00	1 Transactions			
10373	Horejsi/Josh						
38	01-201-000-0000-6330		416.02	Lodging reimb-Less Lethal	JH20251020	Travel Expenses	N
39	01-201-000-0000-6330		36.75	Fuel reimb-Less Lethal Train	JH20251020	Travel Expenses	N
40	01-201-000-0000-6330		124.62	Meal reimb-Less Lethal Train	JH20251020	Travel Expenses	N
10373	Horejsi/Josh		577.39	3 Transactions			
3298	Kwik Trip Inc						
210	01-201-000-0000-6320		409.50	Car washes - 70	221259	Vehicle Maintenance	N
3298	Kwik Trip Inc		409.50	1 Transactions			
5487	LexisNexis Risk Data Management						
211	01-201-000-0000-6425		200.00	Searches/reports - Nov 2025	1100235491	Investigation Expense	N
5487	LexisNexis Risk Data Management		200.00	1 Transactions			
7713	Magtech Ammunition Company Inc						
56	01-201-000-0000-6285		3,900.00	10 cases 5.65x45 FMJ M193	52200	Firearms/Ammo Training	N
55	01-201-000-0000-6287		4,795.20	24 cases 9MM Luger 115 FMJ	52200	SWAT Training	N
57	01-201-000-0000-6285		861.69-	Excise tax credit	EX52202	Firearms/Ammo Training	N
7713	Magtech Ammunition Company Inc		7,833.51	3 Transactions			
7860	Metropolitan Mechanical Contractors Inc						
63	01-201-000-0000-6345		215.00	Repair actuator connection	10030763	Somerset Tower	N
7860	Metropolitan Mechanical Contractors Inc		215.00	1 Transactions			
18450	Office of MN IT Services						
77	01-201-000-0000-6210		639.63	Sheriff telecom - Sept 2025	W25100592	Telephone	N
18450	Office of MN IT Services		639.63	1 Transactions			
9996	Pitney Bowes Bank Inc Reserve Acct						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
219	01-201-000-0000-6293		91.29	Update postage meter	1028569368	Gun Permit Expenses	N
9996	Pitney Bowes Bank Inc Reserve Acct		91.29	1 Transactions			
3778	SHI International Corp						
90	01-201-000-0000-6211		784.00	Vehicle dock	B20508924	Radio-Computers-Cameras	N
3778	SHI International Corp		784.00	1 Transactions			
201	DEPT Total:		12,809.27	Sheriff	11 Vendors	15 Transactions	
207	DEPT			Sheriff Special Deputies			
15550	Court Sports And More Inc						
189	01-207-000-0001-6801		36.00	Rain coat w/ sheriff embroid	1359	General Expense-Special Fund	N
15550	Court Sports And More Inc		36.00	1 Transactions			
207	DEPT Total:		36.00	Sheriff Special Deputies	1 Vendors	1 Transactions	
251	DEPT			Jail			
4346	Advanced Correctional Healthcare Inc						
2	01-251-000-0000-6269		1,107.96	Mental health services-Dec	RINV008055	Site Mental Health Services	6
1	01-251-000-0000-6270		15,763.82	Medical services-December 2025	RINV008055	Medical Services	6
4346	Advanced Correctional Healthcare Inc		16,871.78	2 Transactions			
3134	Dash Medical Gloves						
24	01-251-000-0000-6451		385.00	Latex gloves	INV1341889	Operating Supplies	N
3134	Dash Medical Gloves		385.00	1 Transactions			
3682	Diamond Medical						
192	01-251-000-0000-6432		5,398.33	Pharmacy - November 2025	INV001545937	Medical Payments	N
3682	Diamond Medical		5,398.33	1 Transactions			
18450	Office of MN IT Services						
78	01-251-000-0000-6410		91.07	Jail telecom - Sept 2025	W25100592	Office Supplies	N
18450	Office of MN IT Services		91.07	1 Transactions			
4879	Shred Right						
92	01-251-000-0000-6304		44.75	Document shredding-Nov	61143	Contract Serv./Bldg Maint	Y
4879	Shred Right		44.75	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
10173	Spero						
97	01-251-000-0000-6196		1,280.00	Pre-employmt evals-DS,BR,TO,TB	11/21/2025	Employee Phys And Exams	G
10173	Spero		1,280.00	1 Transactions			
85167	Stewart Sanitation						
99	01-251-000-0000-6254		262.86	Waste pick-up - December	960018	Garbage Disposal	N
85167	Stewart Sanitation		262.86	1 Transactions			
8247	Summit Food Services LLC						
100	01-251-000-0000-6441		3,460.80	Inmate meals 11/8 - 11/14/25	INV2000258495	Prisoner Meals	N
101	01-251-000-0000-6441		3,460.80	Inmate meals 11/15 - 11/21/25	INV2000259034	Prisoner Meals	N
102	01-251-000-0000-6441		3,460.80	Inmate meals 11/22 - 11/28/25	INV2000259566	Prisoner Meals	N
230	01-251-000-0000-6441		3,460.80	Inmate meals 11/29 - 12/5/25	INV2000260138	Prisoner Meals	N
8247	Summit Food Services LLC		13,843.20	4 Transactions			
9572	Tritech Software Systems						
233	01-251-000-0000-6304	8	25,611.75	2026 Jail Mgmt system	449139	Contract Serv./Bldg Maint	N
9572	Tritech Software Systems		25,611.75	1 Transactions			
618	Turnkey Corrections						
234	01-251-000-0000-6418		28.16	Indigent fees - November 2025	23464	Lock-Up Supplies	N
618	Turnkey Corrections		28.16	1 Transactions			
251	DEPT Total:		63,816.90	Jail	10 Vendors	14 Transactions	
281	DEPT			Emergency Management			
9783	Alternative Business Furniture						
3	01-281-000-0000-6480		1,084.32	Workrite electric desk	72445	Non-Capitalized Inventory	N
9783	Alternative Business Furniture		1,084.32	1 Transactions			
10368	Grey Group LLC						
34	01-281-000-0000-6260		2,000.00	Safety training-TSchammel	321776120	Consultant	Y
10368	Grey Group LLC		2,000.00	1 Transactions			
37025	Innovative Office Solutions LLC						
194	01-281-000-0000-6480		14,915.13	Ergonomic office chairs - 31	240047	Non-Capitalized Inventory	Y
37025	Innovative Office Solutions LLC		14,915.13	1 Transactions			
51300	Metro Sales Inc						

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
61	01-281-000-0000-6410		82.12	Contract base & usage	INV2953083	Office Supplies	N
51300	Metro Sales Inc		82.12	1 Transactions			
281	DEPT Total:		18,081.57	Emergency Management	4 Vendors	4 Transactions	
391	DEPT			Environmental Services			
10305	Jacobsen/Leah						
44	01-391-321-0000-6820		9,000.00	Fix-up grant-LJacobsen	11/24/2025	Grant Expense	G
10305	Jacobsen/Leah		9,000.00	1 Transactions			
9293	Routeware						
220	01-391-000-0000-6361		506.80	Annual recycling system-12/25	CI-1007257	Recycling Education	N
221	01-391-000-0000-6361	8	5,574.80	Annual recyc sys-1/26-11/26	CI-1007257	Recycling Education	N
9293	Routeware		6,081.60	2 Transactions			
87305	Thompson Sanitation						
107	01-391-000-0000-6548		77,237.19	Recycling contract-November	101052	Recycling	N
87305	Thompson Sanitation		77,237.19	1 Transactions			
391	DEPT Total:		92,318.79	Environmental Services	3 Vendors	4 Transactions	
481	DEPT			Public Health Nursing			
8204	Adams/Penny						
257	01-481-460-6009-6331		32.90	Mileage - November 2025	December 2025	Mileage Reimbursement	N
8204	Adams/Penny		32.90	1 Transactions			
8815	Amazon Capital Services Inc						
288	01-481-461-6011-6464		245.73	Enhancement items	1746rq3kkjnx	General Supplies & Outreach	N
286	01-481-461-6059-6464		110.37	Developmental items	1pvftxtl3lj3	General Supplies & Outreach	N
290	01-481-461-6067-6464		153.34-	Return ice maker	1rydv6m41jp3	General Supplies & Outreach	N
287	01-481-461-6067-6464		251.72	Tis the Season prizes	1ukrgjvd3km	General Supplies & Outreach	N
289	01-481-461-6067-6464		1,554.84	Dept purchase for healthy eats	1yfkvpl7qk6m	General Supplies & Outreach	N
8815	Amazon Capital Services Inc		2,009.32	5 Transactions			
3566	Anderson/Gaynelle						
259	01-481-460-6009-6331		25.90	Mileage - November 2025	December 2025	Mileage Reimbursement	N
3566	Anderson/Gaynelle		25.90	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
2574	Archambault/Kristi						
258	01-481-460-6009-6331		21.70	Mileage - November 2025	December 2025	Mileage Reimbursement	N
2574	Archambault/Kristi		21.70	1 Transactions			
8783	Availity LLC						
291	01-481-460-6009-6383		20.00	Medicare billing charges	INV01488198	Contract Services	N
8783	Availity LLC		20.00	1 Transactions			
10327	Avalos/Arturo						
136	01-481-461-6066-6464		120.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10327	Avalos/Arturo		120.00	1 Transactions			
10289	Baldwin/Amelia D						
137	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10289	Baldwin/Amelia D		20.00	1 Transactions			
7	Bartsch/Christine						
260	01-481-460-6009-6331		66.50	Mileage - November 2025	December 2025	Mileage Reimbursement	N
7	Bartsch/Christine		66.50	1 Transactions			
8486	Baumgartner/Ann						
261	01-481-460-6009-6331		10.50	Mileage - November 2025	December 2025	Mileage Reimbursement	N
8486	Baumgartner/Ann		10.50	1 Transactions			
9966	Benschoter/Paula						
262	01-481-460-6009-6331		4.20	Mileage - November 2025	December 2025	Mileage Reimbursement	N
9966	Benschoter/Paula		4.20	1 Transactions			
9413	Benson/Robert						
263	01-481-460-6009-6331		42.35	Mileage - November 2025	December 2025	Mileage Reimbursement	N
9413	Benson/Robert		42.35	1 Transactions			
6267	Brinkman/Stacie Lynn						
264	01-481-461-6025-6331		19.60	Mileage - November 2025	December 2025	Mileage Reimbursement	N
265	01-481-461-6059-6331		6.30	Mileage - November 2025	December 2025	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn		25.90	2 Transactions			
10336	Brunner/Jacqueline						
266	01-481-460-6009-6331		39.20	Mileage - November 2025	December 2025	Mileage Reimbursement	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
10336	Brunner/Jacqueline		39.20	1 Transactions			
10177	Buenger/Addison L						
138	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10177	Buenger/Addison L		20.00	1 Transactions			
10249	Buttera/Anunda J.						
139	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10249	Buttera/Anunda J.		20.00	1 Transactions			
10332	Candullo/Lucas						
140	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10332	Candullo/Lucas		20.00	1 Transactions			
10128	Christenson/Sandra						
267	01-481-460-6009-6331		27.30	Mileage - November 2025	December 2025	Mileage Reimbursement	N
10128	Christenson/Sandra		27.30	1 Transactions			
14805	Corporate Recognition Inc						
293	01-481-461-6011-6464		1,457.50	Child silverware, dental bags	24049	General Supplies & Outreach	N
292	01-481-461-6011-6464		7,993.65	Outreach items	24055	General Supplies & Outreach	N
14805	Corporate Recognition Inc		9,451.15	2 Transactions			
15550	Court Sports And More Inc						
294	01-481-461-6067-6464		60.00	Logo for bags	1287	General Supplies & Outreach	N
15550	Court Sports And More Inc		60.00	1 Transactions			
8789	Dahle/Teya F						
295	01-481-461-6059-6383		220.20	Reflective consulting	1720	Contract Services	Y
8789	Dahle/Teya F		220.20	1 Transactions			
9742	DeLaRosa/Aliyanna						
141	01-481-461-6066-6464		180.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
9742	DeLaRosa/Aliyanna		180.00	1 Transactions			
9741	DeLaRosa/Naomie						
142	01-481-461-6066-6464		200.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
9741	DeLaRosa/Naomie		200.00	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
2739	Edel/Erin						
296	01-481-461-6067-6464		346.00	Reimb Tis the Season items	11252025	General Supplies & Outreach	N
2739	Edel/Erin		346.00	1 Transactions			
10203	Edwards/Aaliyah						
143	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10203	Edwards/Aaliyah		20.00	1 Transactions			
10290	Ethen/Jacob W						
144	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	1
10290	Ethen/Jacob W		20.00	1 Transactions			
9999	Fandel/Kate Corinne						
145	01-481-461-6066-6464		40.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
9999	Fandel/Kate Corinne		40.00	1 Transactions			
9841	Farr/Whitney						
268	01-481-460-6012-6331		15.40	Mileage - November 2025	December 2025	Mileage Reimbursement	N
9841	Farr/Whitney		15.40	1 Transactions			
10179	Fish/Sierra LeAnn						
146	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10179	Fish/Sierra LeAnn		20.00	1 Transactions			
10130	Fleming/Bobbi Jo						
269	01-481-460-6012-6331		8.05	Mileage - November 2025	December 2025	Mileage Reimbursement	N
10130	Fleming/Bobbi Jo		8.05	1 Transactions			
10012	Fox/Vivien Lee						
147	01-481-461-6066-6464		40.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	N
10012	Fox/Vivien Lee		40.00	1 Transactions			
10209	Grunklee/Korey						
270	01-481-460-6012-6331		13.30	Mileage - November 2025	December 2025	Mileage Reimbursement	N
10209	Grunklee/Korey		13.30	1 Transactions			
10210	Halverson/Ainsley Mae						
148	01-481-461-6066-6464		40.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	N

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10210	Halverson/Ainsley Mae		40.00	1 Transactions			
10027	Hanson/Danika C						
149	01-481-461-6066-6464		40.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10027	Hanson/Danika C		40.00	1 Transactions			
8735	Hanson/Julie						
271	01-481-460-6012-6331		9.10	Mileage - November 2025	December 2025	Mileage Reimbursement	N
8735	Hanson/Julie		9.10	1 Transactions			
9892	Haroldson/Julie						
272	01-481-460-6009-6331		15.40	Mileage - November 2025	December 2025	Mileage Reimbursement	N
9892	Haroldson/Julie		15.40	1 Transactions			
8389	Healthcare First						
305	01-481-460-6009-6383		116.57	HHCAHPS survey	5562592	Contract Services	N
8389	Healthcare First		116.57	1 Transactions			
10132	Hedervare/Sara						
273	01-481-460-6012-6331		2.10	Mileage - November 2025	December 2025	Mileage Reimbursement	N
10132	Hedervare/Sara		2.10	1 Transactions			
37025	Innovative Office Solutions LLC						
299	01-481-000-0000-6410		32.67	Envelopes	4979880	Office Supplies	Y
297	01-481-460-6012-6410		12.17	Slash cut folder	4985001	Office Supplies	Y
298	01-481-461-6040-6464		37.21	Lysol & paper towels	4985001	General Supplies & Outreach	Y
301	01-481-000-0000-6410		35.08	Calendar, clips, staples	4987333	Office Supplies	Y
300	01-481-000-0000-6410		20.57	Batteries & packing tape	4988114	Office Supplies	Y
302	01-481-000-0000-6410		26.06	Cardstock	4989322	Office Supplies	Y
303	01-481-461-6011-6410		9.47	Labels	4994328	Office Supplies	Y
304	01-481-460-6012-6410		120.24	Folders	4997946	Office Supplies	Y
37025	Innovative Office Solutions LLC		293.47	8 Transactions			
10043	Johnson/Emma						
306	01-481-461-6066-6464		34.75	NRHEG YOLO meeting meal	12032025	General Supplies & Outreach	N
275	01-481-461-6011-6331		4.20	Mileage - November 2025	December 2025	Mileage Reimbursement	N
274	01-481-461-6066-6331		9.80	Mileage - November 2025	December 2025	Mileage Reimbursement	N
10043	Johnson/Emma		48.75	3 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
9458	Jongbloedt/Beth						
276	01-481-460-6009-6331		31.50	Mileage - November 2025	December 2025	Mileage Reimbursement	N
9458	Jongbloedt/Beth		31.50	1 Transactions			
3629	Kent/Leah						
277	01-481-460-6009-6331		87.85	Mileage - November 2025	December 2025	Mileage Reimbursement	N
3629	Kent/Leah		87.85	1 Transactions			
10284	Krampitz/Braelyn						
150	01-481-461-6066-6464		40.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10284	Krampitz/Braelyn		40.00	1 Transactions			
10335	Laiho/Jared						
151	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10335	Laiho/Jared		20.00	1 Transactions			
9769	Maas/Carlin Ray						
152	01-481-461-6066-6464		60.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
9769	Maas/Carlin Ray		60.00	1 Transactions			
10269	Maas/Sofia						
153	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10269	Maas/Sofia		20.00	1 Transactions			
5754	McMann/Katy						
278	01-481-460-6009-6331		24.50	Mileage - November 2025	December 2025	Mileage Reimbursement	N
5754	McMann/Katy		24.50	1 Transactions			
10306	Meyers/Carson						
154	01-481-461-6066-6464		120.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10306	Meyers/Carson		120.00	1 Transactions			
10281	Millar/Connor						
155	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10281	Millar/Connor		20.00	1 Transactions			
10351	Miller/Adelynn						
156	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
10351	Miller/Adelynn		20.00	1 Transactions			
2587	Piepho/Nancy June						
280	01-481-461-6034-6331		33.25	Mileage - November 2025	December 2025	Mileage Reimbursement	N
279	01-481-461-6059-6331		23.80	Mileage - November 2025	December 2025	Mileage Reimbursement	N
2587	Piepho/Nancy June		57.05	2 Transactions			
7944	Red Oxygen						
307	01-481-461-6011-6210		31.75	Testing services	3145503	Telephone	N
308	01-481-461-6040-6210		31.74	Testing services	3145503	Telephone	N
7944	Red Oxygen		63.49	2 Transactions			
9903	Rindfleisch/Ethan						
281	01-481-461-6032-6331		16.80	Mileage - November 2025	December 2025	Mileage Reimbursement	N
282	01-481-465-6057-6331		7.00	Mileage - November 2025	December 2025	Mileage Reimbursement	N
9903	Rindfleisch/Ethan		23.80	2 Transactions			
9761	Robran/Brianna						
283	01-481-460-6012-6331		36.40	Mileage - November 2025	December 2025	Mileage Reimbursement	N
9761	Robran/Brianna		36.40	1 Transactions			
10309	Schafer/Haylee Rose						
157	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10309	Schafer/Haylee Rose		20.00	1 Transactions			
9986	Schaner/Adalyn						
158	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
9986	Schaner/Adalyn		20.00	1 Transactions			
10292	Schiltz/Maya E						
159	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10292	Schiltz/Maya E		20.00	1 Transactions			
77316	Schroeder/Greg						
310	01-481-460-6009-6331		67.20	Mileage - Physical ther-Nov	December 2025	Mileage Reimbursement	Y
309	01-481-460-6009-6383		928.73	Physical Therapist-November	December 2025	Contract Services	Y
77316	Schroeder/Greg		995.93	2 Transactions			
10348	Schuetz/Addison						

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160	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10348	Schuetz/Addison		20.00	1 Transactions			
10283	Schultz/Olivia K						
161	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10283	Schultz/Olivia K		20.00	1 Transactions			
10013	Silva/Genesis						
162	01-481-461-6066-6464		70.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	N
10013	Silva/Genesis		70.00	1 Transactions			
10266	Simmons/Kaylynn						
163	01-481-461-6066-6464		60.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10266	Simmons/Kaylynn		60.00	1 Transactions			
85147	Stericycle Inc						
311	01-481-000-0000-6322		121.55	Hazardous waste	8012592394	Service Agreements	N
85147	Stericycle Inc		121.55	1 Transactions			
9354	Straight River Taxi						
312	01-481-460-6012-6465		580.00	Taxi tickets-December-58	168492	Pass Thru - Patient Supplies & Servic	N
9354	Straight River Taxi		580.00	1 Transactions			
10370	Swenson/Kaia						
164	01-481-461-6066-6464		140.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10370	Swenson/Kaia		140.00	1 Transactions			
10333	Thiel/Abigail						
165	01-481-461-6066-6464		80.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10333	Thiel/Abigail		80.00	1 Transactions			
5619	Tonche/Denise						
284	01-481-460-6009-6331		61.60	Mileage - November 2025	December 2025	Mileage Reimbursement	N
5619	Tonche/Denise		61.60	1 Transactions			
84035	Tri-M Graphics						
315	01-481-461-6011-6464		470.68	Envelopes	108813	General Supplies & Outreach	N
313	01-481-461-6011-6464		528.65	Rack cards - English	108828	General Supplies & Outreach	N
316	01-481-461-6011-6464		192.41	Dental kits sheets	108874	General Supplies & Outreach	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
314	01-481-461-6011-6464		170.23	Rack cards - Spanish	108899	General Supplies & Outreach	N
84035	Tri-M Graphics		1,361.97	4 Transactions			
10178	Ward/Kenzi						
166	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10178	Ward/Kenzi		20.00	1 Transactions			
10291	Warner/Sophia L						
167	01-481-461-6066-6464		40.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10291	Warner/Sophia L		40.00	1 Transactions			
4100	Wencl/Dianne Marie						
285	01-481-460-6009-6331		2.80	Mileage - November 2025	December 2025	Mileage Reimbursement	N
4100	Wencl/Dianne Marie		2.80	1 Transactions			
10350	Wolf/Declan Robert						
168	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10350	Wolf/Declan Robert		20.00	1 Transactions			
10001	Wright/Megan Amelia						
169	01-481-461-6066-6464		40.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10001	Wright/Megan Amelia		40.00	1 Transactions			
10028	Zeman/Elianna						
170	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2025	General Supplies & Outreach	Y
10028	Zeman/Elianna		20.00	1 Transactions			
481	DEPT Total:		18,063.70	Public Health Nursing	73 Vendors	95 Transactions	
502	DEPT			Steele Co Community Ctr			
9683	Northland Pest Control						
69	01-502-000-0000-6300		65.00	Pest control-ComCtr-Nov	16315	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		65.00	1 Transactions			
85167	Stewart Sanitation						
226	01-502-000-0000-6300		54.76	Recycling - CommCtr - Nov	960289	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		54.76	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
502	DEPT Total:		119.76	Steele Co Community Ctr	2 Vendors	2 Transactions	
521	DEPT			Park And Recreation			
8251	BRN Lawn & Landscape LLC						
10	01-521-000-0000-6304		190.00	Beaver Lake mowings-Nov	3972	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC		190.00	1 Transactions			
9084	Metro FiberNet LLC						
213	01-521-000-0000-6410		354.95	Internet - FS - December	1671311	Operating Supplies/ Repairs	Y
9084	Metro FiberNet LLC		354.95	1 Transactions			
51630	Mike's Repair						
64	01-521-000-0000-6410		114.58	Tire repair - John Deere	113652	Operating Supplies/ Repairs	Y
51630	Mike's Repair		114.58	1 Transactions			
68500	Postmaster - Owatonna						
83	01-521-000-0000-6410	8	88.00	2026 annual mailbox vee	PO Box 57	Operating Supplies/ Repairs	N
68500	Postmaster - Owatonna		88.00	1 Transactions			
521	DEPT Total:		747.53	Park And Recreation	4 Vendors	4 Transactions	
550	DEPT			Four Seasons			
6980	Block Plumbing & Heating Inc						
9	01-550-000-0000-6410		202.95	Repair toilet	72920	Operating Supplies - Contracts	N
6980	Block Plumbing & Heating Inc		202.95	1 Transactions			
15550	Court Sports And More Inc						
19	01-550-000-0000-6408		24.00	Logo	1321	Uniforms/Uniform Reimbursement	N
18	01-550-000-0000-6408		606.00	Staff shirts, coats	1361	Uniforms/Uniform Reimbursement	N
17	01-550-000-0000-6408		24.00	Cap	1362	Uniforms/Uniform Reimbursement	N
15550	Court Sports And More Inc		654.00	3 Transactions			
33550	Hillyard-Hutchinson						
37	01-550-000-0000-6410		811.52	TP, towels, trash liners	606019527	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson		811.52	1 Transactions			
37025	Innovative Office Solutions LLC						
197	01-550-000-0000-6410		12.82	Envelopes	5003288	Operating Supplies - Contracts	Y

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
37025	Innovative Office Solutions LLC		12.82	1 Transactions			
4361	Legacy Signs Inc						
49	01-550-000-0000-6314		150.00	Zamboni decals	20298	Zamboni Repairs	N
4361	Legacy Signs Inc		150.00	1 Transactions			
9922	Owatonna Ace Hardware						
79	01-550-000-0000-6410		2.49	Ladder hook	4639/5	Operating Supplies - Contracts	N
80	01-550-000-0000-6410		38.97	Parts for radiant heater	4657/5	Operating Supplies - Contracts	N
9922	Owatonna Ace Hardware		41.46	2 Transactions			
71075	R & R Specialties Of Wisconsin Inc						
86	01-550-000-0000-6314		2,493.75	Module for battery charger	91540-IN	Zamboni Repairs	N
85	01-550-000-0000-6314		100.00	Blade sharpening	91602-IN	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc		2,593.75	2 Transactions			
77825	Seykora Striping LLC						
89	01-550-000-0000-6410		1,850.00	Parking lot striping	11/19/2025	Operating Supplies - Contracts	Y
77825	Seykora Striping LLC		1,850.00	1 Transactions			
85167	Stewart Sanitation						
229	01-550-000-0000-6254		183.85	Monthly garbage - December	959998	Garbage Disposal	N
85167	Stewart Sanitation		183.85	1 Transactions			
550	DEPT Total:		6,500.35	Four Seasons	9 Vendors	13 Transactions	
602	DEPT			Co-Op Extension			
10375	Abbe/Lori						
171	01-602-000-0000-6265		350.00	Per Diem-5 CEC mtgs @ $70/mtg	2025	Per Diems-Brd Members & Exp	N
203	01-602-000-0000-6331		41.44	Mileage-39.2 miles @ .70	2025	Mileage Reimbursement	N
10375	Abbe/Lori		391.44	2 Transactions			
14420	Culligan Inc						
23	01-602-000-0000-6410		21.42	Cooler rent - November 2025	15396671-11302C	Office Supplies	N
14420	Culligan Inc		21.42	1 Transactions			
37025	Innovative Office Solutions LLC						
198	01-602-000-0000-6410		39.01	Tape,tags,easel pads,steno pad	5001183	Office Supplies	Y
199	01-602-000-0000-6410		2.70	Name tags	5002171	Office Supplies	Y

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
37025	Innovative Office Solutions LLC		41.71	2 Transactions			
9001	Jensen/Angela						
201	01-602-000-0000-6265		350.00	Per Diem-5 CEC mtgs @$70/mtg	2025	Per Diems-Brd Members & Exp	N
202	01-602-000-0000-6331		75.46	Mileage-107.8 miles @ .70	2025	Mileage Reimbursement	N
9001	Jensen/Angela		425.46	2 Transactions			
10106	Kasper/Dawn						
204	01-602-000-0000-6265		140.00	Per Diem-2 CEC mtgs @ $70/mtg	2025	Per Diems-Brd Members & Exp	N
205	01-602-000-0000-6331		26.32	Mileage-37.6 miles @ .70	2025	Mileage Reimbursement	N
10106	Kasper/Dawn		166.32	2 Transactions			
8820	Kubicek/Scott						
208	01-602-000-0000-6265		280.00	Per Diem-4 CEC mtgs @ $70/mg	2025	Per Diems-Brd Members & Exp	N
209	01-602-000-0000-6331		77.84	Mileage-111.2 miles @ .70	2025	Mileage Reimbursement	N
8820	Kubicek/Scott		357.84	2 Transactions			
4067	Kyllo/Eric						
206	01-602-000-0000-6265		210.00	Per Diem-3 CEC mtgs @ $70/mtg	2025	Per Diems-Brd Members & Exp	N
207	01-602-000-0000-6331		79.80	Mileage-114 miles @ .70	2025	Mileage Reimbursement	N
4067	Kyllo/Eric		289.80	2 Transactions			
57370	Nelson/Catherine						
216	01-602-000-0000-6265		280.00	Per Diem-4 CEC mtgs @ $70/mtg	2025	Per Diems-Brd Members & Exp	N
217	01-602-000-0000-6331		14.00	Mileage020 miles @ .70	2025	Mileage Reimbursement	N
57370	Nelson/Catherine		294.00	2 Transactions			
72120	Univ Of Mn Regents						
235	01-602-000-0000-6306		50,000.00	4-H Educators 2025-Q4 MOA	0300038521	Contracted Services	N
236	01-602-000-0000-6306		12,500.00	Lermon-Q4 2025 MOA .5FTE	0300038521	Contracted Services	N
237	01-602-000-0000-6306		7,437.50	Rugg-Q4 2025 MOA .35FTE	0300038521	Contracted Services	N
72120	Univ Of Mn Regents		69,937.50	3 Transactions			
602	DEPT Total:		71,925.49	Co-Op Extension	9 Vendors	18 Transactions	
1	Fund Total:		445,291.78	General Revenue Fund		282 Transactions	

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
445	DEPT			MN Prairie SDA			
72917	Semcac						
240	05-445-000-0000-6253		42,770.74	Homeless Preventative Award	2025	Contracted Services-MN Prairie SDA	G
72917	Semcac		42,770.74	1 Transactions			
10208	The Lighthouse of Southern MN						
239	05-445-000-0000-6253		38,000.00	Homeless Preventative Award	2025	Contracted Services-MN Prairie SDA	G
10208	The Lighthouse of Southern MN		38,000.00	1 Transactions			
445	DEPT Total:		80,770.74	MN Prairie SDA	2 Vendors	2 Transactions	
5	Fund Total:		80,770.74	Human Services Fund		2 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
483	DEPT			Opioid Settlement			
10173	Spero						
241	07-483-000-0000-6464		5,459.64	Opioid Fund Award	Qtr 4	General Supplies & Outreach	G
10173	Spero		5,459.64	1 Transactions			
2313	United Way Of Steele County						
242	07-483-000-0000-6464		7,425.51	Opioid Fund Award	Qtr 4	General Supplies & Outreach	G
2313	United Way Of Steele County		7,425.51	1 Transactions			
483	DEPT Total:		12,885.15	Opioid Settlement	2 Vendors	2 Transactions	
7	Fund Total:		12,885.15	Opioid Settlement Funds		2 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
11	DEPT			District Court Admin.			
3832	I & S Group Inc						
256	38-011-000-0000-6600		295.75	Courthouse bill thru 11/30	125962	Capital Outlay - District Court	Y
3832	I & S Group Inc		295.75	1 Transactions			
11	DEPT Total:		295.75	District Court Admin.	1 Vendors	1 Transactions	
63	DEPT			Auditor Elections			
8975	Minnesota Counties Computer Coop						
121	38-063-000-0000-6600		54,805.00	ES&S ExpressVote machines	2512017	Capital Outlay - Elections	N
8975	Minnesota Counties Computer Coop		54,805.00	1 Transactions			
63	DEPT Total:		54,805.00	Auditor Elections	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
10311	Dell EMC Corporation						
255	38-111-045-0000-6600		361.76	CCA docking monitor	10805617282	Capital Outlay - CCA Bldg	Y
10311	Dell EMC Corporation		361.76	1 Transactions			
9138	ICS Consulting LLC						
120	38-111-045-0000-6600		3,000.00	New ComCorr bill thru 11/30	13223	Capital Outlay - CCA Bldg	Y
9138	ICS Consulting LLC		3,000.00	1 Transactions			
111	DEPT Total:		3,361.76	Buildings & Grounds	2 Vendors	2 Transactions	
201	DEPT			Sheriff			
9783	Alternative Business Furniture						
254	38-201-000-0000-6600		8,671.40	Furniture-Records Sup office	72497	Capital Outlay - Sheriff	N
9783	Alternative Business Furniture		8,671.40	1 Transactions			
201	DEPT Total:		8,671.40	Sheriff	1 Vendors	1 Transactions	
251	DEPT			Jail			
1311	Met-Con Construction Faribault Div						
122	38-251-000-0000-6600		70,252.62	Sidewalks	38542	Capital Outlay - Detention Center	N
1311	Met-Con Construction Faribault Div		70,252.62	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
251	DEPT Total:		70,252.62	Jail	1 Vendors	1 Transactions	
502	DEPT			Steele Co Community Ctr			
1311	Met-Con Construction Faribault Div						
123	38-502-000-0000-6600		57,040.00	Retaining wall	38587	Capital Outlay-Community Center	N
1311	Met-Con Construction Faribault Div		57,040.00	1 Transactions			
502	DEPT Total:		57,040.00	Steele Co Community Ctr	1 Vendors	1 Transactions	
550	DEPT			Four Seasons			
62900	Owatonna Heating & Cooling Inc.						
124	38-550-000-0000-6600		40,300.00	New inline duct heaters	8727	Capital Outlay - Four Seasons	N
125	38-550-000-0000-6600		99,500.00	New roof top units	8728	Capital Outlay - Four Seasons	Y
62900	Owatonna Heating & Cooling Inc.		139,800.00	2 Transactions			
8776	Schwickert's Tecta America LLC						
126	38-550-000-0000-6600		346,750.00	Four Seasons reroof	App 4	Capital Outlay - Four Seasons	Y
8776	Schwickert's Tecta America LLC		346,750.00	1 Transactions			
550	DEPT Total:		486,550.00	Four Seasons	2 Vendors	3 Transactions	
38	Fund Total:		680,976.53	Capital Outlay Fund		10 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
398	DEPT			Landfill			
5465	B To Z Hardware						
243	53-398-000-0000-6301		42.93	Reciprocating blade	27982	Equip Repairs	N
244	53-398-000-0000-6410		241.49	Toilet paper	28525	Office Supplies	N
5465	B To Z Hardware		284.42	2 Transactions			
7835	Borneke Construction, Inc.						
127	53-398-000-0000-6625		836,633.85	Phase VA & VB cell construct	STEEL 183106	Capital Improvements	N
7835	Borneke Construction, Inc.		836,633.85	1 Transactions			
11215	Central Farm Services						
246	53-398-000-0000-6540		1,059.65	706.9 gallons propane	189268	Machine Fuel	N
129	53-398-000-0000-6540		1,514.70	425 gallons diesel	29687	Machine Fuel	N
128	53-398-000-0000-6540		2,462.90	711 gallons diesel	29732	Machine Fuel	N
245	53-398-000-0000-6540		543.60	150 gallons diesel	29760	Machine Fuel	N
247	53-398-000-0000-6540		448.98	188.5 gallons DEF	702643	Machine Fuel	N
11215	Central Farm Services		6,029.83	5 Transactions			
8424	Cintas						
130	53-398-000-0000-6304		214.12	Rugs & soap	4251575307	Contract Services	Y
8424	Cintas		214.12	1 Transactions			
8288	Four Seasons Electric						
131	53-398-000-0000-6300		2,133.47	Wire the main entry gates	15391	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric		2,133.47	1 Transactions			
35020	Huber Supply Co Inc						
248	53-398-000-0000-6300		160.31	Industrial high pressure tank	3235175	Bldg Repairs & Maintenance	N
35020	Huber Supply Co Inc		160.31	1 Transactions			
38160	J.R.'s Advanced Recyclers Inc						
132	53-398-000-0000-6304		740.00	126 appliances	117082	Contract Services	N
38160	J.R.'s Advanced Recyclers Inc		740.00	1 Transactions			
52975	Minnesota Valley Testing Labs						
249	53-398-000-0000-6545		8,337.40	Stormwater testing	1336055	Water Testing	N
52975	Minnesota Valley Testing Labs		8,337.40	1 Transactions			
9922	Owatonna Ace Hardware						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
250	53-398-000-0000-6300		11.98	FLR elbow	4645/5	Bldg Repairs & Maintenance	N
9922	Owatonna Ace Hardware		11.98	1 Transactions			
8432	Prime Garage Doors & More LLC						
251	53-398-000-0000-6300		1,330.00	Repair garage door	14758	Bldg Repairs & Maintenance	N
8432	Prime Garage Doors & More LLC		1,330.00	1 Transactions			
73956	Road Machinery & Supplies Co						
133	53-398-000-0000-6301		109.80	Bolt & washer	S8191001	Equip Repairs	N
134	53-398-000-0000-6301		4,003.59	Work on waste compactor	W5325901	Equip Repairs	N
73956	Road Machinery & Supplies Co		4,113.39	2 Transactions			
77570	Short Elliott Hendrickson Inc						
135	53-398-000-0000-6625		4,972.60	Landfill services - October	498956	Capital Improvements	N
77570	Short Elliott Hendrickson Inc		4,972.60	1 Transactions			
85167	Stewart Sanitation						
252	53-398-000-0000-6544		1,642.68	Waste treatment plant bill	960326	Leachate Treatment	N
85167	Stewart Sanitation		1,642.68	1 Transactions			
99500	Ziegler,Inc						
253	53-398-000-0000-6301		2,841.88	D6 repairs	SI000731100	Equip Repairs	N
99500	Ziegler,Inc		2,841.88	1 Transactions			
398	DEPT Total:		869,445.93	Landfill	14 Vendors	20 Transactions	
53	Fund Total:		869,445.93	Landfill Fund		20 Transactions	
	Final Total:		2,089,370.13	216 Vendors	316 Transactions		

Recap by Fund

Fund	AMOUNT	Name
1	445,291.78	General Revenue Fund
5	80,770.74	Human Services Fund
7	12,885.15	Opioid Settlement Funds
38	680,976.53	Capital Outlay Fund
53	869,445.93	Landfill Fund
All Funds	2,089,370.13	Total

Approved by, ...

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Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/25	501	01-000-000-0000-1001 Cash	9,534.15	D	BMO Charges Oct	BMO Charges Oct			1
2	11/30/25	501	01-003-000-0000-6961 Visa One Card Program	39,117.17	C	BMO One Card Allocation Nov	BMO One Card Allocation Nov			1
3	11/30/25	501	01-003-000-0000-6194 Personnel Policy	10.75	D	Application for MN Paid Leave	Minnesota Paid Leave F			1
4	11/30/25	501	01-003-000-0000-6194 Personnel Policy	500.00	D	Application for MN Paid Leave	Minnesota Paid Leave			1
5	11/30/25	501	01-003-972-0000-6801 Aquatic Invasive Species Grant Expense	209.20	D	K. Barden wrong card purchase	Paypal Zennioptcl			1
6	11/30/25	501	01-005-000-0000-6261 Conference & Training	26.85	D	Training conference in owatonn	Eb Minnesota Supreme			1
7	11/30/25	501	01-031-000-0000-6261 Conference & Training	219.04	C	credit for lodging	Fsp Ruttgers Bay Lake			1
8	11/30/25	501	01-032-000-0000-6245 Recruiting/Advertising	26.74	D	Candy MSU-Mankato Career Fair	Wal-Mart #0982			1
9	11/30/25	501	01-032-000-0000-6245 Recruiting/Advertising	150.00	D	MSU Mankato Career Fair	Mnsu, Mankato Cdc			1
10	11/30/25	501	01-041-000-0000-6330 Travel Expenses	100.00	D	MACATFO Fall Reg Mtg	Jackpot Junction Lodge			1
11	11/30/25	501	01-041-000-0000-6410 Office Supplies	31.40	D	check signature to CPT	Usps Po 2672300053			1
12	11/30/25	501	01-044-000-0000-6215 Postage	6.08	D	Q3 2025 941 to IRS	Usps Po 2672300053			1
13	11/30/25	501	01-061-000-0000-6260 Computer Support	3,418.48	D	PSA -Ticketing Software	Kaseya.Com			1
14	11/30/25	501	01-061-000-0000-6261 Conference & Training	250.00	D	CyberSecurity Summit 2025	The Event Group Incorp			1
15	11/30/25	501	01-061-000-0000-6413 Computer Supplies	115.78	D	Cellphone Cases and Chargers	Amazon Mktpl Nj2po4ko0			1
16	11/30/25	501	01-062-000-0000-6301 Equip/Software Maint	199.00	D	SSL Certificate Renewal	Sslstore			1
17	11/30/25	501	01-062-000-0000-6480 Non-Capitalized Inventory	277.48	D	Replacement Monitors for LFO	Dmi Dell K-12/Govt			1
18	11/30/25	501	01-062-000-0000-6801 General Expense	2,277.10	D	Monthly AWS Backup	Amazon Web Services			1
19	11/30/25	501	01-091-000-0000-6261 Conference & Training	268.00	D	CHIPS CLE - MES/AMH hotel	Fsp Ruttgers Bay Lake			1
20	11/30/25	501	01-091-000-0000-6330 Travel Expenses	381.41	D	MCAA 87 meeting & conference	Fsp Ruttgers Bay Lake			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/25	501	01-091-000-0000-6801 County Attorney Misc	119.93	D	All Staff Mtg 3hrs	Jimmy Johns # 1340 -			1
22	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
23	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
24	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
25	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
26	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
27	11/30/25	501	01-101-000-0000-6215 Postage	28.95	D	Birth Certificate Postage	Usps.Com Clicknship			1
28	11/30/25	501	01-101-000-0000-6215 Postage	28.95	D	Birth Certificate Postage	Usps.Com Clicknship			1
29	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postgage	Usps.Com Clicknship			1
30	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
31	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
32	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
33	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
34	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
35	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
36	11/30/25	501	01-101-000-0000-6215 Postage	28.95	D	Passport Postage	Usps.Com Clicknship			1
37	11/30/25	501	01-101-000-0000-6215 Postage	28.95	D	Birth Certificate Postage	Usps.Com Clicknship			1
38	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
39	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
40	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
42	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
43	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
44	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
45	11/30/25	501	01-101-000-0000-6215 Postage	28.95	D	Passport Postage	Usps.Com Clicknship			1
46	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	passport postage	Usps.Com Clicknship			1
47	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
48	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
49	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
50	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
51	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
52	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
53	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
54	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
55	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
56	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
57	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
58	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
59	11/30/25	501	01-101-000-0000-6215 Postage	8.40	D	Passport Postage	Usps.Com Clicknship			1
60	11/30/25	501	01-103-000-0000-6241 Membership Dues & Subscriptions	0.75	D	BRYAN'S CMA LICENSE FEE	Mn Board Of Assessors			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	11/30/25	501	01-103-000-0000-6241 Membership Dues & Subscriptions	35.00	D	BRYAN'S CMA LICENSE	Mn Board Of Assessors			1
62	11/30/25	501	01-103-000-0000-6241 Membership Dues & Subscriptions	27.53	D	MONTHLY SUBSCRIPTION	Apg Media Subscription			1
63	11/30/25	501	01-103-000-0000-6330 Travel Expenses	16.62	D	LACY - LUNCH FOR REGION MTG	Tst Thirsty Fox Pub &			1
64	11/30/25	501	01-103-000-0000-6330 Travel Expenses	23.66	D	ROXY - LUNCH @ REGION MTG	Tst Thirsty Fox Pub &			1
65	11/30/25	501	01-104-000-0000-6330 Travel Expenses	803.99	D	Lodging- MN GIS/LIS Conference	Canal Park Lodge			1
66	11/30/25	501	01-104-000-0000-6330 Travel Expenses	10.00	D	Parking-MN GIS/LIS Conference	Duluth Entertainment C			1
67	11/30/25	501	01-104-000-0000-6330 Travel Expenses	15.48	D	Lunch 10/3/25 MN GIS/LIS Conf	McDonalds F37237			1
68	11/30/25	501	01-104-000-0000-6330 Travel Expenses	38.02	D	Dinner 10/2/25 MN GIS/LIS Conf	Tst Canal Park Brewing			1
69	11/30/25	501	01-104-000-0000-6330 Travel Expenses	34.08	D	Dinner 10/1/25 MN GIS/LIS Conf	Tst Canal Park Brewing			1
70	11/30/25	501	01-104-000-0000-6330 Travel Expenses	15.20	D	Lunch 10/1/25 MN GIS/LIS Conf	E&g 1012 Duluth			1
71	11/30/25	501	01-105-000-0000-6261 Conference & Training	156.62	D	MACPZA Conference	Shooting Star Casino H			1
72	11/30/25	501	01-111-000-0000-6320 Fleet Vehicle Maintenance	84.48	D	GeoTabs DC, SO, Admin	Tmobile Auto Pay			1
73	11/30/25	501	01-111-000-0000-6410 Office Supplies	54.30	D	Desk Calendars	Amazon.Com Nm65d2o71			1
74	11/30/25	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	64.22	D	Quikrete Concrete	Lowes #02518			1
75	11/30/25	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	24.95	D	Tire Repair	Tgk Auto 5218 Owatonna			1
76	11/30/25	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	83.38	D	3M Strip off	Amazon.Com Nv1c42m81			1
77	11/30/25	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	5.13	D	2" Hole bit for drill	Lowes #02518			1
78	11/30/25	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Monthly Service Oct 25	In D3 Insights Llc			1
79	11/30/25	501	01-111-040-0000-6560 Janitorial Supplies	718.60	D	Cleaning Supplies	Hillyard Inc Hutchinso			1
80	11/30/25	501	01-111-042-0000-6300 Bldg Repairs & Maintenance	76.57	D	2' Water Valve	Block Plumbing & Heati			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	11/30/25	501	01-111-042-0000-6300 Bldg Repairs & Maintenance	6.99	D	Potting Mix fill in holes	Owatonna Ace Hardware			1
82	11/30/25	501	01-111-042-0000-6560 Janitorial Supplies	747.63	D	Tissues, toilet, window clean	Hillyard Inc Hutchinso			1
83	11/30/25	501	01-111-043-0000-6300 Bldg Repairs & Maintenance	11.68	D	part to fix sink	Lowes #02518			1
84	11/30/25	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	76.79	D	AC Cleaner and Kit	Amazon Mktpl Nu52w7kt0			1
85	11/30/25	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	8.99	D	Inner Tube	Fleet Farm 3000			1
86	11/30/25	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	39.99	D	Humidifier Filters	Amazon Mktpl Nf31d1lc1			1
87	11/30/25	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	19.86	D	Spicket for Cleaner	Lowes #02518			1
88	11/30/25	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	90.93	D	Pest Control Sept 2025	Plunketts Pest Control			1
89	11/30/25	501	01-111-045-0000-6300 Bldg Repairs & Maintenance	18.96	D	3/16 toggler	Lowes #02518			1
90	11/30/25	501	01-111-045-0000-6300 Bldg Repairs & Maintenance	140.44	D	Fuses for heater and AC	Van Meter - Owatonna			1
91	11/30/25	501	01-111-049-0000-6300 Bldg Repairs & Maintenance	25.22	D	Garbage Bags	Lowes #02518			1
92	11/30/25	501	01-111-049-0000-6300 Bldg Repairs & Maintenance	6.59	D	Slip on Belt	Owatonna Ace Hardware			1
93	11/30/25	501	01-111-049-0000-6300 Bldg Repairs & Maintenance	9.64	D	Sand Paper Pads	Lowes #02518			1
94	11/30/25	501	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	D	Pest Control	Plunketts Pest Control			1
95	11/30/25	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	22.50	D	Oil	Wm Supercenter #982			1
96	11/30/25	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	17.18	D	Washer Fluid	Autozone #3090			1
97	11/30/25	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	3.82	D	Fasteners	Owatonna Ace Hardware			1
98	11/30/25	501	01-201-000-0000-6210 Telephone	2.99	D	Cloud Storage - Thiele	Apple.Com/Bill			1
99	11/30/25	501	01-201-000-0000-6261 Conference & Training	125.00	D	EMR Recertification - Trupe	Allied Medical Trainin			1
100	11/30/25	501	01-201-000-0000-6261 Conference & Training	125.00	D	EMR RECERTIFICATION - WISTE	Allied Medical Trainin			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	11/30/25	501	01-201-000-0000-6261 Conference & Training	26.00	D	BACKGROUND INVESTIGATIONS TRNG	Tst Lost Times Tavern			1
102	11/30/25	501	01-201-000-0000-6261 Conference & Training	995.00	D	Less Lethal Instruc Trg Horejs	Safariland Training Gr			1
103	11/30/25	501	01-201-000-0000-6285 Firearms/Ammo Training	1,158.08	D	LIGHTS/STOCK/SH PAD/LAUNCHER-4	Amazon Mktpl Nu9vj1tx1			1
104	11/30/25	501	01-201-000-0000-6285 Firearms/Ammo Training	41.85	D	3 Mags for Firearms	Bass Pro Owatonna403			1
105	11/30/25	501	01-201-000-0000-6285 Firearms/Ammo Training	9.58	D	Rocker Switch	Amazon Mktpl Nv1mk9dl1			1
106	11/30/25	501	01-201-000-0000-6287 SWAT Training	939.66	D	Bullet Proof Vest Plates - 4	Chase Tactical			1
107	11/30/25	501	01-201-000-0000-6287 SWAT Training	110.89	D	2 Pouches Flashbang	Haley Strategic Partne			1
108	11/30/25	501	01-201-000-0000-6288 Taser Training	103.50	C	Refund using account credit	Uline Ship Supplies			1
109	11/30/25	501	01-201-000-0000-6288 Taser Training	103.50	D	Mop & Pads	Uline Ship Supplies			1
110	11/30/25	501	01-201-000-0000-6293 Gun Permit Expenses	222.91	D	Magnetic Whiteboard	Amazon Mktpl N43gn9zp1			1
111	11/30/25	501	01-201-000-0000-6293 Gun Permit Expenses	22.64	D	Stapler	Amazon.Com Nu07f9m72			1
112	11/30/25	501	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	LOBBY MUSIC	Cloud Cover Music			1
113	11/30/25	501	01-201-000-0000-6293 Gun Permit Expenses	10.19	D	Drawer Organizer	Amazon.Com Nj7p978x1			1
114	11/30/25	501	01-201-000-0000-6293 Gun Permit Expenses	43.96	D	Monitor Stand	Officemax/Depot 6869			1
115	11/30/25	501	01-201-000-0000-6293 Gun Permit Expenses	199.99	D	SCSO Ergo Keyboard & Mouse	Amazon.Com Nj4oz9082			1
116	11/30/25	501	01-201-000-0000-6293 Gun Permit Expenses	513.25	D	Storage Cabinet	Homedepot.Com			1
117	11/30/25	501	01-201-000-0000-6300 Building Maintenance	37.50	D	Pest Control	Plunketts Pest Control			1
118	11/30/25	501	01-201-000-0000-6320 Vehicle Maintenance	116.28	D	Emergency Escape Tools - 24	Amazon Mark Nu9nj4n12			1
119	11/30/25	501	01-201-000-0000-6320 Vehicle Maintenance	879.41	D	TRANSPORT BELTS FOR SQUADS-21	Handcuff Baton Wrhs			1
120	11/30/25	501	01-201-000-0000-6320 Vehicle Maintenance	172.27	D	SPIT HOODS FOR SQUADS	Streichers Mo			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	11/30/25	501	01-201-000-0000-6320 Vehicle Maintenance	56.32	D	GeoTabs DC, SO, Admin	Tmobile Auto Pay			1
122	11/30/25	501	01-201-000-0000-6330 Travel Expenses	19.14	D	BACKGROUND INVESTIGATIONS TRNG	Subway 51375			1
123	11/30/25	501	01-201-000-0000-6330 Travel Expenses	407.16	D	Field Training School- Borash	Americinn			1
124	11/30/25	501	01-201-000-0000-6330 Travel Expenses	26.56	D	Field Training School-Borash	Grandma S Saloon And G			1
125	11/30/25	501	01-201-000-0000-6330 Travel Expenses	41.39	D	Field Trng. School-Schlueter	Grandma S Saloon And G			1
126	11/30/25	501	01-201-000-0000-6330 Travel Expenses	31.30	D	Field Trng. School-Schlueter	Olive Garden 0021618			1
127	11/30/25	501	01-201-000-0000-6330 Travel Expenses	26.64	D	Field Training School-Borash	Olive Garden 0021618			1
128	11/30/25	501	01-201-000-0000-6330 Travel Expenses	22.09	D	Field Trng. School-Schlueter	Py Vitta Pizza			1
129	11/30/25	501	01-201-000-0000-6330 Travel Expenses	27.13	D	Field training School-Borash	Py Vitta Pizza			1
130	11/30/25	501	01-201-000-0000-6330 Travel Expenses	18.54	D	Field Training School-Borash	Chick-Fil-A #05418			1
131	11/30/25	501	01-201-000-0000-6330 Travel Expenses	10.77	D	Field Trng. School-Schlueter	Chick-Fil-A #05418			1
132	11/30/25	501	01-201-000-0000-6330 Travel Expenses	37.31	D	Field Trng. School-Schlueter	Texas Roadhouse #2374			1
133	11/30/25	501	01-201-000-0000-6330 Travel Expenses	37.31	D	Field Training School-Borash	Texas Roadhouse #2374			1
134	11/30/25	501	01-201-000-0000-6330 Travel Expenses	16.55	D	Field Training School-Borash	Culvers Duluth			1
135	11/30/25	501	01-201-000-0000-6330 Travel Expenses	15.21	D	Field Trng. School-Schlueter	Culvers Duluth			1
136	11/30/25	501	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	225.00	D	APEX UNIFORM PANTS-3 T.LAIR	5.11 Tactical			1
137	11/30/25	501	01-201-000-0000-6410 Office Supplies	16.41	D	Mini Binders - 4	Wal-Mart #0982			1
138	11/30/25	501	01-201-000-0000-6410 Office Supplies	30.61	D	CALENDAR & EARBUDS	Amazon Mktpl Nu6ta7b90			1
139	11/30/25	501	01-201-000-0000-6410 Office Supplies	29.19	D	MANILA FILE FOLDERS	Amazon Mktpl Nf5fv3ub2			1
140	11/30/25	501	01-201-000-0000-6410 Office Supplies	35.99	D	Batteries	Amazon Reta Nm87q31h0			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	11/30/25	501	01-201-000-0000-6410 Office Supplies	78.86	D	Pens & Labels	Amazon Mark Nf3r96qb2			1
142	11/30/25	501	01-201-000-0000-6410 Office Supplies	7.08	D	Correction Fluid	Amazon.Com Nv8sf1a80			1
143	11/30/25	501	01-201-000-0000-6410 Office Supplies	32.33	D	Hanging File Folders	Amazon Mark Nj0xr5i90			1
144	11/30/25	501	01-201-000-0000-6411 Drug Forfeiture Expenses	659.40	D	Hands Free Lights - 12	Quiqlite Inc.			1
145	11/30/25	501	01-201-000-0000-6419 Community Programs	48.91	D	HALLOWEEN BAG TREATS	Fleet Farm 3000			1
146	11/30/25	501	01-201-000-0000-6419 Community Programs	21.59	D	Glow Sticks Halloween Safety	Amazon Mark Nf1199zt1			1
147	11/30/25	501	01-204-000-0000-6320 Repairs & Maintenance	262.00	D	Winterized Boat	Bass Pro Owatonna403			1
148	11/30/25	501	01-251-000-0000-6320 Vehicle Maintenance	140.80	D	GeoTabs DC, SO, Admin	Tmobile Auto Pay			1
149	11/30/25	501	01-251-000-0000-6406 Program Supplies	10.73	D	Radio	Sxm Siriusxm.Com/Acct			1
150	11/30/25	501	01-251-000-0000-6406 Program Supplies	99.84	D	Inmate TV	Hlu Huluplus			1
151	11/30/25	501	01-251-000-0000-6406 Program Supplies	20.57	D	Rep. TV Remotes / AAABatteries	Amazon Mktpl Nf05s03q1			1
152	11/30/25	501	01-251-000-0000-6410 Office Supplies	8.49	D	Mouse pad for desk	Amazon Mark N44769zb0			1
153	11/30/25	501	01-251-000-0000-6432 Medical Payments	32.05	D	Med Cups, Lotion for medical	Amazon Mktpl N43yw1tj0			1
154	11/30/25	501	01-251-000-0000-6432 Medical Payments	876.73	D	Inmate Horner's Meds from Roch	Mn Mc Mary Brigh Pharm			1
155	11/30/25	501	01-251-000-0000-6432 Medical Payments	7.47	D	25 gauge needles for Medical	Amazon Mktpl Nf6d35iz2			1
156	11/30/25	501	01-251-000-0000-6432 Medical Payments	29.87	D	Compression socks for Medical	Amazon.Com Nf11j6iv0			1
157	11/30/25	501	01-251-000-0000-6432 Medical Payments	18.79	D	TB Syringes	Amazon Mktpl Nf7pu7jh0			1
158	11/30/25	501	01-251-000-0000-6432 Medical Payments	54.98	D	A1C Test Kits and med cups	Amazon Mktpl Nv4um2f21			1
159	11/30/25	501	01-251-000-0000-6451 Operating Supplies	7.99	D	Purch religious item-library	Amazon.Com Nm4gn0pp2			1
160	11/30/25	501	01-251-000-0000-6451 Operating Supplies	48.87	D	Hand Sanitizer	Amazon.Com Nf7zm84x2			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	11/30/25	501	01-251-000-0000-6451 Operating Supplies	57.26	C	Refund for Hand Sanitizer	Amazon Mktplace Pmts			1
162	11/30/25	501	01-251-000-0000-6451 Operating Supplies	9.99	D	Footprint Stickers for Intake	Amazon Mktpl Nj88l8q42			1
163	11/30/25	501	01-252-000-0000-6410 Office Supplies	92.77	D	Candy for Job Fair	Wal-Mart #0982			1
164	11/30/25	501	01-252-000-0000-6410 Office Supplies	59.99	D	CCA Ergo Mouse	Amazon Mktpl Nv04w0on1			1
165	11/30/25	501	01-252-000-0000-6410 Office Supplies	18.02	D	Face Tissue/Batteries	Wm Supercenter #982			1
166	11/30/25	501	01-252-000-0000-6410 Office Supplies	68.70	D	Holder for Sign	Fleet Farm 3000			1
167	11/30/25	501	01-253-000-0000-6380 Grounds Maintenance	21.98	D	Floor mats	Fleet Farm 3000			1
168	11/30/25	501	01-281-000-0000-6199 Safety Program	58.00	D	Bleed Stop for stop the bleed	Amazon Mktpl N42581pq1			1
169	11/30/25	501	01-281-000-0000-6199 Safety Program	111.50	D	CPR Pocket masks	Amazon Mktpl N425g1ly0			1
170	11/30/25	501	01-281-000-0000-6199 Safety Program	879.92	D	Safety Lights for Response	Amazon Mktpl Nm7iu74y1			1
171	11/30/25	501	01-281-000-0000-6199 Safety Program	24.85	D	Band-Aids for First Aid Kits	Amazon.Com Nf1oi8sb2			1
172	11/30/25	501	01-281-000-0000-6199 Safety Program	220.21	D	Weather Radios Safety	Amazon Mktpl Nv54g61u2			1
173	11/30/25	501	01-281-000-0000-6199 Safety Program	83.71	D	Eyewash First Aid & Supplies	Amazon.Com Nv3g65pe0			1
174	11/30/25	501	01-281-000-0000-6199 Safety Program	18.48	D	First Aid Supplies	Amazon Mktpl Nj5xx7kc1			1
175	11/30/25	501	01-281-000-0000-6261 Conference & Training	60.00	D	MN VOAD Conf. Megan & Kristen	Sq Minnesota Voluntee			1
176	11/30/25	501	01-281-000-1001-6801 CERT Program Expenditures	34.46	D	Safety Training 3 hours-snacks	Kwik Trip #237			1
177	11/30/25	501	01-281-000-1001-6801 CERT Program Expenditures	6.49	D	EM Regional Meeting-snacks	Kwik Trip #237			1
178	11/30/25	501	01-481-460-6009-6330 Travel Expenses	176.10	D	Homecare Conference Hotel	Fsp Breezy Point - Hot			1
179	11/30/25	501	01-481-460-6009-6434 Medical Supplies	17.46	D	Safety Needles	Amazon Mark Nf3903hn0			1
180	11/30/25	501	01-481-460-6009-6465 Patient Supplies & Services	81.77	D	Wound Care Supplies	Amazon Mktpl Nv59f3q52			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	11/30/25	501	01-481-460-6009-6465 Patient Supplies & Services	61.96	D	Wound Care Supplies	Amazon Mark Nf5zu2og1			1
182	11/30/25	501	01-481-461-6032-6261 Conference & Training	120.00	D	Grow your Facilitation Skills	U Of M Contlearning Ol			1
183	11/30/25	501	01-481-461-6038-6330 Travel Expenses	390.18	D	MN Prevention/Sharing	Radisson Harborview			1
184	11/30/25	501	01-481-461-6038-6464 General Supplies & Outreach	99.88	D	Organizer Cart	Amazon Reta Nv2ec4812			1
185	11/30/25	501	01-481-461-6059-6464 General Supplies & Outreach	255.85	D	Baby Cue - Language Cards	Uw Pcrp			1
186	11/30/25	501	01-481-461-6066-6464 General Supplies & Outreach	771.35	D	Teen Ctr Sponsorship - UPLIFT	Amazon Mark N44pi7jo0			1
187	11/30/25	501	01-481-461-6066-6464 General Supplies & Outreach	485.77	D	Wellness Baskets - EVENT	Amazon Mark N40yr3os0			1
188	11/30/25	501	01-481-461-6066-6464 General Supplies & Outreach	28.19	D	Sponsor Teen Initiati - UPLIFT	Amazon Mktpl Nu2y19i10			1
189	11/30/25	501	01-481-461-6066-6464 General Supplies & Outreach	31.68	D	NRHEG YOLO Meeting	Sq Otb Cafe - Old Tow			1
190	11/30/25	501	01-481-461-6066-6464 General Supplies & Outreach	195.99	D	Sponsor Teen Initiati - UPLIFT	Amazon Mktpl Nu5lg57g0			1
191	11/30/25	501	01-481-461-6066-6464 General Supplies & Outreach	18.87	D	Bean Bags - Events	Amazon Mktpl Nu0xy4kk0			1
192	11/30/25	501	01-481-461-6066-6464 General Supplies & Outreach	300.00	D	Annual Canva Subscription	Canva I04670-51802085			1
193	11/30/25	501	01-481-461-6066-6464 General Supplies & Outreach	75.59	D	YOLO Meeting Meal	Sq Otb Cafe - Old Tow			1
194	11/30/25	501	01-481-461-6067-6464 General Supplies & Outreach	11.94	D	Employee Breastfeeding Kits	Amazon Reta N46yb8el1			1
195	11/30/25	501	01-481-461-6067-6464 General Supplies & Outreach	318.77	D	Employee Breastfeeding Kits	Amazon Mark N48mx9cb1			1
196	11/30/25	501	01-481-461-6068-6261 Conference & Training	808.00	D	Digital Training Items	Fsu Ctr For Preventn W			1
197	11/30/25	501	01-481-462-6047-6410 Office Supplies	9.45	D	Vaccine Clinic Stamp	Amazon Mktpl Nu95d2to2			1
198	11/30/25	501	01-481-462-6047-6464 General Supplies & Outreach	25.77	D	Meal - Vaccine Clinic BP	Dairy Queen #10549			1
199	11/30/25	501	01-481-462-6047-6464 General Supplies & Outreach	15.54	D	Meals - Vaccine Clinic - Ellen	Rjs On 5th Ave Bar & G			1
200	11/30/25	501	01-481-464-6052-6464 General Supplies & Outreach	142.99	D	Storage Cabinet	Amazon Mktpl N44h62td1			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	11/30/25	501	01-481-465-6056-6480 Non-Capitalized Inventory	94.99	D	Inventory Scan Gun	Amazon Mark Nj2432qe2			1
202	11/30/25	501	01-481-465-6057-6330 Travel Expenses	65.89	D	SF Training Meal - Reimbursed	Jannas Market Grill			1
203	11/30/25	501	01-481-465-6057-6330 Travel Expenses	60.08	D	SF Training - Reimbursed	Jimmy Johns 1342			1
204	11/30/25	501	01-502-000-0000-6300 Bldg Repairs & Maintenance	75.56	D	Monthly service Oct 2025	Trugreen Lockbox			1
205	11/30/25	501	01-502-000-0000-6301 Equip/Software Maint	149.99	D	Internet/TV	Spectrum			1
206	11/30/25	501	01-521-000-0000-6410 Operating Supplies/ Repairs	175.14	D	Internet/TV	Spectrum			1
207	11/30/25	501	01-521-000-0000-6823 Beaver Lake	304.73	D	Cleaning - Blower	Amazon Mark Nu3bl8462			1
208	11/30/25	501	01-550-000-0000-6410 Operating Supplies - Contracts	47.51	D	Refrigeration Supplies	Amazon Mktpl Nm3es2af1			1
209	11/30/25	501	01-550-000-0000-6410 Operating Supplies - Contracts	12.60	D	Acrylic Cleaning Supplies	Amazon Mark Nm4ui6zl1			1
210	11/30/25	501	01-550-000-0000-6410 Operating Supplies - Contracts	8.55	D	Shop Supplies	Amazon Mark Nf4s57kr2			1
211	11/30/25	501	01-550-000-0000-6410 Operating Supplies - Contracts	21.96	D	Plumbing Repair Supplies	Lowes #02518			1
212	11/30/25	501	01-550-000-0000-6410 Operating Supplies - Contracts	7.98	D	Shop Supplies	Hy-Vee Owatonna 1511			1
213	11/30/25	501	01-550-000-0000-6410 Operating Supplies - Contracts	14.98	D	Plumbing Repair Supplies	Lowes #02518			1
214	11/30/25	501	01-550-000-0000-6410 Operating Supplies - Contracts	51.82	D	Shop Supplies	Lowes #02518			1
215	11/30/25	501	01-550-000-0000-6410 Operating Supplies - Contracts	45.06	D	Shop Supplies	Amazon Mark Kn2ef5bh3			1
216	11/30/25	501	10-000-000-0000-1001 Cash	5,182.80	C	BMO Charges Nov	BMO Charges Nov			1
217	11/30/25	501	10-302-000-0000-6525 CSAH Supplies - Aggregate/Asphalt	209.98	D	Elephant DOT patch concrete	White Cap #689			1
218	11/30/25	501	10-302-000-0000-6553 Weed Spray & Vegetation Supplies	25.36	D	Sprayer for windows	Lowes #02518			1
219	11/30/25	501	10-302-000-0000-6801 Osha/Safety Supplies	190.96	D	High Vis pant, jacket & parka	Fleet Farm 3000			1
220	11/30/25	501	10-303-000-0000-6241 Membership Dues	175.00	D	Transmittal fee to MN PE	Ncees.Org			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	11/30/25	501	10-303-000-0000-6261 Conference & Training	250.00	C	Bituminous Recert cancelled	Minnesota State Colleg			1
222	11/30/25	501	10-303-000-0000-6261 Conference & Training	1,800.00	D	Training for Noah Blum	Minnesota State Colleg			1
223	11/30/25	501	10-303-000-0000-6261 Conference & Training	1,150.00	D	Training for Noah Blum	Minnesota State Colleg			1
224	11/30/25	501	10-303-000-0000-6261 Conference & Training	500.00	D	Recertification-Sierra	Minnesota State Colleg			1
225	11/30/25	501	10-303-000-0000-6261 Conference & Training	125.00	D	Local Road Conference Ron Gain	Sdsu Ipay			1
226	11/30/25	501	10-303-000-0000-6330 Travel Expenses	373.76	D	Hotel for Conference - Ron	Res Americinnw			1
227	11/30/25	501	10-303-000-0000-6331 Mileage Reimbursement	30.00	D	Gas - Conference in SD	Caseys 5213			1
228	11/30/25	501	10-304-000-0000-6513 Tools	31.99	D	Pump Sprayer	Fleet Farm 3000			1
229	11/30/25	501	10-304-000-0000-6520 Machinery/Vehicle Parts	475.12	D	Misc Shop Parts	Amazon Mktpl N48398fj0			1
230	11/30/25	501	10-304-000-0000-6520 Machinery/Vehicle Parts	86.52	D	Revolving part for mower #9997	Kibble Owatonna			1
231	11/30/25	501	10-304-000-0000-6520 Machinery/Vehicle Parts	24.99	D	Pail Pump & Hose #9903	Fleet Farm 3000			1
232	11/30/25	501	10-304-000-0000-6520 Machinery/Vehicle Parts	6.99	D	Battery Transfer Pump #2182	Harbor Freight Tools 7			1
233	11/30/25	501	10-304-000-0000-6520 Machinery/Vehicle Parts	215.96	D	5 gal hydraulic fluid #2152	Fleet Farm 3000			1
234	11/30/25	501	10-304-000-0000-6520 Machinery/Vehicle Parts	11.17	D	Drain Pan #2182	Fleet Farm 3000			1
235	11/30/25	501	53-000-000-0000-1001 Cash	1,166.70	C	BMO Charges Nov	BMO Charges Nov			1
236	11/30/25	501	53-398-000-0000-6261 Conference & Training	15.00	D	Certification renewal	Mn Pollution Control A			1
237	11/30/25	501	53-398-000-0000-6261 Conference & Training	0.32	D	Certification renewal	Mn Pollution Control S			1
238	11/30/25	501	53-398-000-0000-6261 Conference & Training	15.00	D	Certification renewal	Mn Pollution Control A			1
239	11/30/25	501	53-398-000-0000-6261 Conference & Training	0.32	D	Certification renewal	Mn Pollution Control S			1
240	11/30/25	501	53-398-000-0000-6261 Conference & Training	0.32	D	Certification renewal	Mn Pollution Control S			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
241	11/30/25	501	53-398-000-0000-6261 Conference & Training	15.00	D	Certification renewal	Mn Pollution Control A			1
242	11/30/25	501	53-398-000-0000-6300 Bldg Repairs & Maintenance	110.02	D	Water hose and air gun	Fleet Farm 3000			1
243	11/30/25	501	53-398-000-0000-6300 Bldg Repairs & Maintenance	380.20	D	Cleaning equip. For shop	Fleet Farm 3000			1
244	11/30/25	501	53-398-000-0000-6301 Equip Repairs	23.04	D	Oil plug for tractor	Kibble Owatonna			1
245	11/30/25	501	53-398-000-0000-6301 Equip Repairs	87.92	D	Oil change in 5323	South Oak Express Lube			1
246	11/30/25	501	53-398-000-0000-6380 Grounds Maintenance	400.00	D	Monitoring well locks	Amazon Mark N419o1hi0			1
247	11/30/25	501	53-398-000-0000-6410 Office Supplies	23.86	D	Cleaning supplies	Amazon Mark Nm9ms7pf0			1
248	11/30/25	501	53-398-000-0000-6410 Office Supplies	11.20	D	Office supplies	Amazon Mktpl Nf6qq68n0			1
249	11/30/25	501	53-398-000-0000-6410 Office Supplies	28.93	D	Office supplies	Amazon Mark Nf7ey43i1			1
250	11/30/25	501	53-398-000-0000-6410 Office Supplies	55.57	D	Paper for scale	Amazon Mark Nv1zj3va1			1
251	11/30/25	501	81-000-000-0000-1001 Cash	3,184.65	C	BMO Charges Nov	BMO Charges Nov			1
252	11/30/25	501	81-230-000-0000-6198 Health Promotion	92.39	D	Hand Massager	Amazon Mktpl Nf0g71nr1			1
253	11/30/25	501	81-230-000-0000-6198 Health Promotion	123.52	D	Neck Massager	Amazon Mktpl Nv1b066z2			1
254	11/30/25	501	81-230-000-0000-6198 Health Promotion	369.57	D	Foot & Calf Massager	Amazon.Com Nf0ya9o11			1
255	11/30/25	501	81-230-000-0000-6210 Telephone	99.84	D	Cable TV	Hlu Huluplus			1
256	11/30/25	501	81-230-000-0000-6215 Postage	180.00	D	Stamps	The Ups Store 5731			1
257	11/30/25	501	81-230-000-0000-6330 Travel Expenses	346.96	D	Flight CPE Program	Delta 00623672614110			1
258	11/30/25	501	81-230-000-0000-6330 Travel Expenses	508.58	D	Car Rental	Budget.Com Prepay			1
259	11/30/25	501	81-230-000-0000-6410 Office Supplies	323.94	D	Dehumidifier Filters	Amazon Mktpl Nu0fl5kx1			1
260	11/30/25	501	81-230-000-0000-6410 Office Supplies	13.60	D	Colored Paper	Amazon.Com Nu25b30l0			1

Description 11 2025 JE UPLOAD - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
261	11/30/25	501	81-230-000-0000-6410 Office Supplies	7.99	D	Paper Clips	Amazon Mktpl Nm7c337v1			1
262	11/30/25	501	81-230-000-0000-6410 Office Supplies	23.52	D	Dehumidifier Cleaner	Wal-Mart #0982			1
263	11/30/25	501	81-230-000-0000-6480 Non-Capitalized Inventory	107.70	D	Training Cords	Cdw Govt #ag46w8b			1
264	11/30/25	501	81-230-000-0000-6480 Non-Capitalized Inventory	117.06	D	Keyboard & Mouse Combos	Cdw Govt #ag4dd3z			1
265	11/30/25	501	81-230-000-0000-6480 Non-Capitalized Inventory	831.36	D	Computer Monitors	Cdw Govt #ag4c12p			1
266	11/30/25	501	81-230-000-0000-6801 Misc. Expense	38.62	D	Anniversary Plaque	Zazzle Inc			1

Debit Total 49,281.12 Credit Total 49,281.12 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 11 2025 JE UPLOAD - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/25	502	01-031-000-0000-6210 Telephone	41.10	D	Phone Charges - Verizon				1
2	11/30/25	502	01-005-000-0000-6210 Telephone	41.10	D	Phone Charges - Verizon				1
3	11/30/25	502	01-032-000-0000-6210 Telephone	41.10	D	Phone Charges - Verizon				1
4	11/30/25	502	01-044-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
5	11/30/25	502	01-061-000-0000-6210 Telephone	61.12	D	Phone Charges - Verizon				1
6	11/30/25	502	01-091-000-0000-6210 Telephone	287.70	D	Phone Charges - Verizon				1
7	11/30/25	502	01-103-000-0000-6210 Telephone	205.50	D	Phone Charges - Verizon				1
8	11/30/25	502	01-105-000-0000-6210 Telephone	204.41	D	Phone Charges - Verizon				1
9	11/30/25	502	01-111-000-0000-6210 Telephone	411.00	D	Phone Charges - Verizon				1
10	11/30/25	502	01-121-000-0000-6210 Telephone	60.03	D	Phone Charges - Verizon				1
11	11/30/25	502	01-251-000-0000-6210 Telephone	164.40	D	Phone Charges - Verizon				1
12	11/30/25	502	01-252-000-0000-6210 Telephone	616.50	D	Phone Charges - Verizon				1
13	11/30/25	502	01-281-000-0000-6210 Telephone	122.21	D	Phone Charges - Verizon				1
14	11/30/25	502	01-602-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
15	11/30/25	502	01-481-460-6009-6210 Telephone	41.10	D	QA				1
16	11/30/25	502	01-481-460-6009-6210 Telephone	41.10	D	QA				1
17	11/30/25	502	01-481-460-6012-6210 Telephone	41.10	D	LTC				1
18	11/30/25	502	01-481-460-6012-6210 Telephone	41.10	D	LTC				1
19	11/30/25	502	01-481-461-6011-6210 Telephone	10.28	D	CTC				1
20	11/30/25	502	01-481-461-6066-6210 Telephone	30.82	D	CID				1

Description 11 2025 JE UPLOAD - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/25	502	01-481-461-6028-6210 Telephone	20.54	D	FAP				1
22	11/30/25	502	01-481-461-6030-6210 Telephone	20.55	D	MCH				1
23	11/30/25	502	01-481-461-6030-6210 Telephone	41.10	D	MCH				1
24	11/30/25	502	01-481-461-6059-6210 Telephone	6.16	D	SEMNFHV				1
25	11/30/25	502	01-481-461-6031-6210 Telephone	4.11	D	FAP				1
26	11/30/25	502	01-481-461-6034-6210 Telephone	30.82	D	TANF				1
27	11/30/25	502	01-481-461-6059-6210 Telephone	26.71	D	SEMNFHV				1
28	11/30/25	502	01-481-461-6025-6210 Telephone	6.17	D	HCB				1
29	11/30/25	502	01-481-461-6030-6210 Telephone	2.06	D	MCH				1
30	11/30/25	502	01-481-461-6034-6210 Telephone	6.16	D	TANF				1
31	11/30/25	502	01-481-460-6009-6210 Telephone	41.10	D	QA				1
32	11/30/25	502	01-481-460-6009-6210 Telephone	41.10	D	QA				1
33	11/30/25	502	01-481-460-6009-6210 Telephone	41.10	D	QA				1
34	11/30/25	502	01-481-461-6059-6210 Telephone	14.39	D	SEMNFHV				1
35	11/30/25	502	01-481-461-6040-6210 Telephone	16.44	D	WIC				1
36	11/30/25	502	01-481-461-6025-6210 Telephone	4.11	D	HCB				1
37	11/30/25	502	01-481-461-6030-6210 Telephone	2.06	D	MCH				1
38	11/30/25	502	01-481-461-6034-6210 Telephone	4.10	D	TANF				1
39	11/30/25	502	01-481-460-6012-6210 Telephone	41.10	D	LTC				1
40	11/30/25	502	01-481-460-6012-6210 Telephone	41.10	D	LTC				1

Description 11 2025 JE UPLOAD - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/25	502	01-481-460-6012-6210 Telephone	41.10	D	LTC				1
42	11/30/25	502	01-481-460-6012-6210 Telephone	41.10	D	LTC				1
43	11/30/25	502	01-481-465-6057-6210 Telephone	41.10	D	LPHG				1
44	11/30/25	502	01-481-465-6057-6210 Telephone	40.01	D	LPHG				1
45	11/30/25	502	01-481-460-6012-6210 Telephone	41.10	D	LTC				1
46	11/30/25	502	01-201-000-0000-6211 Radio-Computers-Cameras	670.47	D	Squad Connections - Verizon				1
47	11/30/25	502	01-201-000-0000-6210 Telephone	988.84	D	Phone Charges - Verizon				1
48	11/30/25	502	01-000-000-0000-1001 Cash	4,816.39	C	Verizon Charges November				1
49	11/30/25	502	10-301-000-0000-6210 Telephone	638.08	D	Phone Charges - Verizon				1
50	11/30/25	502	10-000-000-0000-1001 Cash	638.08	C	Phone Charges - Verizon				1
51	11/30/25	502	53-398-000-0000-6210 Telephone	81.11	D	Phone Charges - Verizon				1
52	11/30/25	502	53-000-000-0000-1001 Cash	81.11	C	Phone Charges - Verizon				1

Debit Total 5,535.58 Credit Total 5,535.58 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 11 2025 JE UPLOAD - C3 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/25	503	01-031-000-0000-6215 Postage	18.50	D	Postage - Admin				1
2	11/30/25	503	01-103-000-0000-6215 Postage	88.19	D	Postage - Assessor				1
3	11/30/25	503	01-041-000-0000-6215 Postage	145.70	D	Postage - PT&E				1
4	11/30/25	503	01-252-000-0000-6215 Postage	169.97	D	Postage - CCA				1
5	11/30/25	503	01-062-000-0000-6802 Internal Chargeback	1,057.93	D	Postage - Court Admin				1
6	11/30/25	503	01-251-000-0000-6215 Postage	2.22	D	Postage - Detention Center				1
7	11/30/25	503	01-063-000-0000-6215 Postage	90.28	D	Postage - Elections				1
8	11/30/25	503	01-602-000-0000-6215 Postage	78.60	D	Postage - Extension				1
9	11/30/25	503	01-044-000-0000-6215 Postage	97.94	D	Postage - Finance				1
10	11/30/25	503	01-550-000-0000-6215 Postage	4.44	D	Postage - Four Seasons				1
11	11/30/25	503	01-032-000-0000-6215 Postage	3.70	D	Postage - Human Resources				1
12	11/30/25	503	01-105-000-0000-6215 Postage	169.26	D	Postage - Planning and Zoning				1
13	11/30/25	503	01-101-000-0000-6215 Postage	192.48	D	Postage - Recorder				1
14	11/30/25	503	01-121-000-0000-6215 Postage	17.69	D	Postage - Veterans				1
15	11/30/25	503	01-481-460-6009-6215 Postage	14.35	D	Postage - QA				1
16	11/30/25	503	01-481-461-6011-6215 Postage	258.59	D	Postage - CTC				1
17	11/30/25	503	01-481-460-6012-6215 Postage	187.88	D	Postage - LTC				1
18	11/30/25	503	01-481-461-6025-6215 Postage	14.48	D	Postage - FAP/HCB/FC				1
19	11/30/25	503	01-481-461-6030-6215 Postage	27.45	D	Postage - MCH				1
20	11/30/25	503	01-481-461-6040-6215 Postage	3.85	D	Postage - WIC				1

Steele County

JOURNAL ENTRIES

Description 11 2025 JE UPLOAD - C3 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/25	503	01-481-462-6047-6215 Postage	0.74	D	Postage - CID				1
22	11/30/25	503	01-481-465-6057-6215 Postage	2.22	D	Postage - LPHG/INF/MISC/ENV				1
23	11/30/25	503	01-062-000-0000-6215 Postage	2,646.46	C	GF Postage Allocation				1
24	11/30/25	503	10-301-000-0000-6215 Postage	2.22	D	Highway Postage				1
25	11/30/25	503	10-000-000-0000-1001 Cash	2.22	C	Highway Postage				1
26	11/30/25	503	01-000-000-0000-1001 Cash	2.22	D	Highway Postage				1
27	11/30/25	503	01-062-000-0000-5831 Miscellaneous	2.22	C	Highway Postage				1
28	11/30/25	503	53-398-000-0000-6215 Postage	27.64	D	Landfill Postage				1
29	11/30/25	503	53-000-000-0000-1001 Cash	27.64	C	Landfill Postage				1
30	11/30/25	503	01-000-000-0000-1001 Cash	27.64	D	Landfill Postage				1
31	11/30/25	503	01-062-000-0000-5831 Miscellaneous	27.64	C	Landfill Postage				1

Debit Total 2,706.18 Credit Total 2,706.18 Net: 0.00

Description 11 2025 JE UPLOAD - C4 OPU

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/25	504	01-502-000-0000-6250 Utilities	332.21	D	OPU Payment Invoice # 718550				1
2	11/30/25	504	01-000-000-0000-1001 Cash	332.21	C	OPU Payment Invoice # 718550				1
3	11/30/25	504	01-201-296-0000-6250 T#9 Utilities	338.41	D	OPU Payment Invoice # 718561				1
4	11/30/25	504	01-000-000-0000-1001 Cash	338.41	C	OPU Payment Invoice # 718561				1
5	11/30/25	504	10-301-000-0000-6250 Utilities	106.65	D	OPU Payment Invoice # 718553				1
6	11/30/25	504	10-000-000-0000-1001 Cash	106.65	C	OPU Payment Invoice # 718553				1
7	11/30/25	504	01-111-040-0000-6250 Utilities	6,534.90	D	OPU Payment Invoice # 718557				1
8	11/30/25	504	01-000-000-0000-1001 Cash	6,534.90	C	OPU Payment Invoice # 718557				1
9	11/30/25	504	01-111-047-0000-6250 Utilities	33.50	D	OPU Payment Invoice # 716285				1
10	11/30/25	504	01-000-000-0000-1001 Cash	33.50	C	OPU Payment Invoice # 716285				1
11	11/30/25	504	01-111-041-0000-6250 Utilities	1,642.23	D	OPU Payment Invoice # 718556				1
12	11/30/25	504	01-000-000-0000-1001 Cash	1,642.23	C	OPU Payment Invoice # 718556				1
13	11/30/25	504	01-111-042-0000-6250 Utilities	4,106.36	D	OPU Payment Invoice # 718555				1
14	11/30/25	504	01-000-000-0000-1001 Cash	4,106.36	C	OPU Payment Invoice # 718555				1
15	11/30/25	504	01-111-044-0000-6250 Utilities	15,963.06	D	OPU Payment Invoice # 718563				1
16	11/30/25	504	01-000-000-0000-1001 Cash	15,963.06	C	OPU Payment Invoice # 718563				1
17	11/30/25	504	10-301-000-0000-6250 Utilities	3,829.49	D	OPU Payment Invoice # 718562				1
18	11/30/25	504	10-000-000-0000-1001 Cash	3,829.49	C	OPU Payment Invoice # 718562				1
19	11/30/25	504	01-111-049-0000-6250 Utilities	523.10	D	OPU Payment Invoice # 747497				1
20	11/30/25	504	01-000-000-0000-1001 Cash	523.10	C	OPU Payment Invoice # 747497				1

Description 11 2025 JE UPLOAD - C4 OPU

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/25	504	01-111-043-0000-6250 Utilities	31.20	D	OPU Payment Invoice # 705296				1
22	11/30/25	504	01-000-000-0000-1001 Cash	31.20	C	OPU Payment Invoice # 705296				1
23	11/30/25	504	01-111-043-0000-6250 Utilities	413.07	D	OPU Payment Invoice # 718546				1
24	11/30/25	504	01-000-000-0000-1001 Cash	413.07	C	OPU Payment Invoice # 718546				1
25	11/30/25	504	01-111-043-0000-6250 Utilities	117.25	D	OPU Payment Invoice # 718547				1
26	11/30/25	504	01-000-000-0000-1001 Cash	117.25	C	OPU Payment Invoice # 718547				1
27	11/30/25	504	01-111-045-0000-6250 Utilities	1,032.29	D	OPU Payment Invoice # 749804				1
28	11/30/25	504	01-000-000-0000-1001 Cash	1,032.29	C	OPU Payment Invoice # 749804				1

Debit Total 35,003.72 Credit Total 35,003.72 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 11 2025 JE UPLOAD - C5 OTHER

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/25	505	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	48,130.55	D	State Mortgage Tax				1
2	11/30/25	505	72-000-000-0000-1001 Cash	1,443.92	C	State Mortgage Tax				1
3	11/30/25	505	72-000-000-0000-1001 Cash	46,686.63	C	State Mortgage Tax				1
4	11/30/25	505	01-000-000-0000-1001 Cash	1,443.92	D	State Mortgage Tax				1
5	11/30/25	505	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,443.92	C	State Mortgage Tax				1
6	11/30/25	505	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	44,153.09	D	State Deed Tax				1
7	11/30/25	505	72-000-000-0000-1001 Cash	1,324.59	C	State Deed Tax				1
8	11/30/25	505	72-000-000-0000-1001 Cash	42,828.50	C	State Deed Tax				1
9	11/30/25	505	01-000-000-0000-1001 Cash	1,324.59	D	State Deed Tax				1
10	11/30/25	505	01-003-000-0000-5014 State Deed Tax Revenue	1,324.59	C	State Deed Tax				1
11	11/30/25	505	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	8,314.00	D	Sales Tax				1
12	11/30/25	505	72-000-000-0000-1001 Cash	8,314.00	C	Sales Tax				1
13	11/30/25	505	53-398-000-0000-6540 Machine Fuel	341.00	D	To Record Usage Tax				1
14	11/30/25	505	53-000-000-0000-1001 Cash	341.00	C	To Record Usage Tax				1
15	11/30/25	505	53-398-000-0000-6540 Machine Fuel	61.69	D	Diesel Tax				1
16	11/30/25	505	53-000-000-0000-1001 Cash	61.69	C	Diesel Tax				1
17	11/30/25	505	10-304-000-0000-6522 Diesel Fuel Tax	704.05	D	Diesel Tax				1
18	11/30/25	505	10-000-000-0000-1001 Cash	704.05	C	Diesel Tax				1
19	11/30/25	505	70-000-000-0000-2163 Unapportioned Other State Revenue	267,012.28	D	Statewide property tax				1
20	11/30/25	505	70-000-000-0000-1001 Cash	267,012.28	C	Statewide property tax				1

Description 11 2025 JE UPLOAD - C5 OTHER

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/25	505	01-111-050-0000-6347 Enterprise Fleet Leasing	10,330.75	D	County Fleet Lease - Nov 25				1
22	11/30/25	505	01-201-000-0000-6347 Enterprise Fleet Leasing	15,572.82	D	Sheriff Fleet Lease - Nov 25				1
23	11/30/25	505	01-000-000-0000-1001 Cash	25,903.57	C	Fleet Lease Payments - Nov 25				1
24	11/30/25	505	10-304-000-0000-6540 Fuel & Lubricants	38.09	D	WEX Enterprise Payment Nov 202				1
25	11/30/25	505	10-000-000-0000-1001 Cash	38.09	C	WEX Enterprise Payment Nov 202				1
26	11/30/25	505	01-201-000-0000-6562 Gas & Oil Squads	41.68	D	WEX Enterprise Payment Nov 202				1
27	11/30/25	505	01-032-000-0000-6540 Gas & Oil	29.50	D	WEX Enterprise Payment Nov 202				1
28	11/30/25	505	01-481-465-6057-6540 Gas & Oil	21.20	D	WEX Enterprise Payment Nov 202				1
29	11/30/25	505	01-000-000-0000-1001 Cash	92.38	C	WEX Enterprise Payment Nov 202				1
30	11/30/25	505	01-521-000-0000-6540 Gas & Oil /Truck Repairs	34.63	D	WEX NASPO Payment Nov 2025				1
31	11/30/25	505	01-000-000-0000-1001 Cash	34.63	C	WEX NASPO Payment Nov 2025				1
32	11/30/25	505	01-003-000-0000-6961 Visa One Card Program	39,117.17	D	BMO One Card Payment				1
33	11/30/25	505	01-000-000-0000-1001 Cash	39,117.17	C	BMO One Card Payment				1
34	11/30/25	505	53-398-000-0000-6801 General Expense	878.37	D	Landfill CC Fees				1
35	11/30/25	505	53-000-000-0000-1001 Cash	878.37	C	Landfill CC Fees				1
36	11/30/25	505	01-481-461-6059-6331 Mileage Reimbursement	25.90	D	To reclass Stacie's mileage				1
37	11/30/25	505	01-481-461-6068-6331 Mileage Reimbursement	25.90	C	To reclass Stacie's mileage				1
38	11/30/25	505	01-000-000-0000-1001 Cash	452.35	D	To void warrant 185586				1
39	11/30/25	505	01-251-000-0000-6320 Vehicle Maintenance	452.35	C	To void warrant 185586				1
40	11/30/25	505	01-000-000-0000-1001 Cash	2,716.23	D	To void warrant 185445				1

Description 11 2025 JE UPLOAD - C5 OTHER

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/25	505	01-251-000-0000-6320 Vehicle Maintenance	2,716.23	C	To void warrant 185445				1
42	11/30/25	505	10-000-000-0000-1001 Cash	120.00	D	To void warrant 185704				1
43	11/30/25	505	10-303-000-0000-6241 Membership Dues	120.00	C	To void warrant 185704				1
44	11/30/25	505	07-000-000-0000-1001 Cash	428.65	D	To void warrant 185734				1
45	11/30/25	505	07-483-000-0000-6464 General Supplies & Outreach	428.65	C	To void warrant 185734				1
46	5/31/25	505	70-000-000-0000-1001 Cash	516.28	D	To void warrant 183434				1
47	5/31/25	505	70-000-000-0000-2104 Tax Overpymt/Refund	516.28	C	To void warrant 183434				1
48	9/12/25	505	01-391-000-0000-6304 Contract Services	3,295.18	D	To reclass warrant 96083				1
49	9/12/25	505	01-000-000-0000-1001 Cash	3,295.18	C	To reclass warrant 96083				1
50	9/12/25	505	53-000-000-0000-1001 Cash	3,295.18	D	To reclass warrant 96083				1
51	9/12/25	505	53-398-000-0000-6625 Capital Improvements	3,295.18	C	To reclass warrant 96083				1
52	3/28/25	505	01-391-000-0000-6304 Contract Services	1,338.67	D	To reclass warrant 95229				1
53	3/28/25	505	01-000-000-0000-1001 Cash	1,338.67	C	To reclass warrant 95229				1
54	3/28/25	505	53-000-000-0000-1001 Cash	1,338.67	D	To reclass warrant 95229				1
55	3/28/25	505	53-398-000-0000-6625 Capital Improvements	1,338.67	C	To reclass warrant 95229				1
56	8/31/25	505	01-044-000-0000-5831 Misc Revenue	56.00	D	Cash drawer reclass				1
57	8/31/25	505	01-044-000-0000-5831 Misc Revenue	112.00	D	Cash drawer reclass				1
58	8/31/25	505	01-101-000-0000-5520 Fees	73.50	C	Cash drawer reclass				1
59	8/31/25	505	01-101-000-9305-5520 Fees - Technology Fund	30.00	C	Cash drawer reclass				1
60	8/31/25	505	01-101-000-9306-5520 Fees- Compliance Fund	33.00	C	Cash drawer reclass				1

Description 11 2025 JE UPLOAD - C5 OTHER

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	8/31/25	505	01-000-000-0000-1001 Cash	31.50	C	Cash drawer reclass				1
62	8/31/25	505	72-000-000-0000-1001 Cash	31.50	D	Cash drawer reclass				1
63	8/31/25	505	72-852-000-0000-2100 Mn State Treasurer-Re Surcharge	31.50	C	Cash drawer reclass				1
64	11/30/25	505	01-042-000-0000-6540 Gas & Oil	33.09	D	Finance fuel - Carrie				1
65	11/30/25	505	01-061-000-0000-6540 Gas & Oil	9.00	D	Fuel - IT				1
66	11/30/25	505	01-000-000-0000-1001 Cash	42.09	C	Cash				1
67	11/30/25	505	53-398-000-0000-6388 Labor costs-Highway	1,166.56	D	Landfill				1
68	11/30/25	505	53-000-000-0000-1001 Cash	1,166.56	C	cash				1
69	11/30/25	505	10-000-000-0000-1001 Cash	1,208.65	D	Fuel to Highway - Nov				1
70	11/30/25	505	10-304-000-0000-5514 Reimburse Against Expense	1,208.65	C	Fuel to Highway - Nov				1
71	11/30/25	505	72-864-000-0304-2100 Marriage License Surcharges	55.00	D	NSF recorder 2102				1
72	11/30/25	505	72-000-000-0000-1001 Cash	55.00	C	NSF recorder 2102				1
73	11/30/25	505	72-864-000-0304-2100 Marriage License Surcharges	55.00	D	NSF recorder 2102				1
74	11/30/25	505	72-000-000-0000-1001 Cash	55.00	C	NSF recorder 2102				1
75	11/30/25	505	70-000-000-0000-2101 Unapportioned Current Tax	1,832.35	D	To Record Returned Check # 379				1
76	11/30/25	505	70-000-000-0000-2151 Unapportioned Pen & Int Current	36.65	D	To Record Returned Check # 379				1
77	11/30/25	505	70-000-000-0000-1001 Cash	1,869.00	C	To Record Returned Check # 379				1

Debit Total 455,672.29 Credit Total 455,672.29 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 11 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	579.00	D	To record NSF 17-228-0102				1
2	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	2,275.00	D	To record NSF 17-228-0103				1
3	11/15/25	506	70-000-000-0000-1001 Cash	2,854.00	C	To record NSF ck 3268				1
4	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	30,338.00	D	To record NSF 17-630-0101				1
5	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	2,209.00	D	To record NSF 17-630-0102				1
6	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	1,777.00	D	To record NSF 17-630-0103				1
7	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	2,892.00	D	To record NSF 17-630-0104				1
8	11/15/25	506	70-000-000-0000-1001 Cash	37,216.00	C	To record NSF 6272				1
9	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	7,500.00	D	To record NSF 17-100-0303				1
10	11/15/25	506	70-000-000-0000-1001 Cash	7,500.00	C	To record NSF 17-100-0303				1
11	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	5,835.00	D	To record NSF Echeck Klemmenen				1
12	11/15/25	506	70-000-000-0000-1001 Cash	5,835.00	C	To record NSF Echeck Klemmenen				1
13	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	67,781.00	D	NSF Truth 17-475-0101				1
14	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	42,452.00	D	NSF Truth 17-416-0201				1
15	11/15/25	506	70-000-000-0000-2151 Unapportioned Pen & Int Current	2,711.24	D	NSF Truth 17-475-0101				1
16	11/15/25	506	70-000-000-0000-2151 Unapportioned Pen & Int Current	1,698.08	D	NSF Truth 17-416-0201				1
17	11/15/25	506	70-000-000-0000-1001 Cash	114,642.32	C	To record NSF Truth				1
18	11/15/25	506	70-000-000-0000-2151 Unapportioned Pen & Int Current	123.00	D	To adjust tax/penalty				1
19	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	123.00	C	To adjust tax/penalty				1
20	11/15/25	506	70-000-000-0000-2101 Unapportioned Current Tax	43.80	D	To adjust tax/penalty				1

Description 11 2025 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/15/25	506	70-000-000-0000-2151 Unapportioned Pen & Int Current	43.80	C	To adjust tax/penalty				1
22	11/14/25	506	01-041-000-0000-5520 Fees	2,500.00	D	To reclass receipt				1
23	11/14/25	506	01-041-000-0000-5100 Licenses	2,500.00	C	To reclass receipt				1
24	11/14/25	506	01-041-000-0000-5520 Fees	200.00	D	To reclass receipt				1
25	11/14/25	506	01-041-000-0000-5100 Licenses	200.00	C	To reclass receipt				1

Debit Total 170,914.12 Credit Total 170,914.12 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 11 2025 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/17/25	507	70-000-000-0000-2101 Unapportioned Current Tax	34,414.00	D	To record NSF 78732				1
2	11/17/25	507	70-000-000-0000-2101 Unapportioned Current Tax	40,090.00	D	To record NSF 78732				1
3	11/17/25	507	70-000-000-0000-2101 Unapportioned Current Tax	2,480.00	D	To record NSF 78732				1
4	11/17/25	507	70-000-000-0000-1001 Cash	76,984.00	C	To record NSF 78732				1
5	11/17/25	507	70-000-000-0000-2101 Unapportioned Current Tax	3,056.00	D	Corelogic paid 17-593-0309				1
6	11/17/25	507	70-000-000-0000-2104 Tax Overpymt/Refund	3,056.00	C	Corelogic paid 17-593-0309				1

Debit Total 80,040.00 Credit Total 80,040.00 Net: 0.00

PERSONNEL REPORT
December 16, 2025

ACTION ITEMS

Personnel Actions:

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

Name	*Position/Dept.*	*Rating*	*Date*

Resignations/Retirements/Terminations/Change in Status:

Name	*Position*	*Department*	*End Date*
Thomas Brooks	Correctional Officer	Detention Center	11/26/2025
Mark Holm	Patrol Deputy	Sheriff	12/26/2025
Renee Babcock (Retirement)	Records Specialist	Sheriff	03/02/2026

Reclassification Recommendations:

Name	Current Job Title/Rating	New Job Title/Rating	Effective Date
Susan Bendorf	Accounting Technician/B23	Accounts Payable Specialist/B24	09/01/2025
Tiffany Wentura	Technical Clerk I/B22	Technical Clerk II/B23	09/01/2025
Mary Jo Bergquist	Admin Support Asst/B23	Administrative Assistant/B24	09/01/2025
Rebecca Kubicek	Executive Assistant/B25	Executive Assistant/C41 Exempt	09/01/2025

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

Open Positions - Approved to Fill:

Position	*Department*	*Notes*
Network Support Specialist	IT	Recruiting will begin soon
Patrol Deputy – 3 position	Sheriff's Office	Recruiting/Backgrounding
Correctional Officer – 4 positions	Detention Center	Recruiting/Interviewing
Records Specialist – 2 positions	Sheriff	Recruiting
Director of Finance	Finance	DDA Recruiting in Process
Assistant Director of CC	Community Corrections	Reposting in Future
Landfill Operator (0.5FTE)	Landfill	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: Authorize Chairman to Sign Bills

Department: Property Tax & Elections

Committee: Internal Central Services **Committee Meeting Date:** December 2, 2025

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

Committee recommends Authorizing the Chairman to sign bills on December 31, 2025, if there is a need to process an additional check run prior to year-end.

Recommendation:

Authorize the Chairman to sign bills on December 31, 2025, if there is a need to process an additional check run prior to year-end.

Background *(Including Budget Impact)*:

MN Statute 385.05 – Receipt and payment of money requires signature of the chair
MN Statute 471.425 – Prompt payment of local government bills

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: Citizen 2026 Per Diem Resolution

Department: County Board

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

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

Reviewed during Strategic Planning Session

Recommendation:

Approve Resolution for the Per Diem Amounts for Citizens on Steele County Boards and Commissions - $70 for 2026

Background *(Including Budget Impact)*:

Minn. Stat. §375.47 permits a County Board to set a per diem and a mileage allowance to be paid to members of boards or agencies authorized by statute.

In 2022, members of the Extension Committee received a $55 per diem; members of the Planning Commission and Board of Adjustments received a $55 per diem; and the Park & Recreation Board Committee received a $55 per diem. There has been no change in per diems since 2019.

In 2023 per diem increased to $65.

In 2024 – 2025 per diem increase to $70.

Attachments:

Resolution

STEELE COUNTY RESOLUTION

2026 Per Diems for Citizens on Boards and Commissions

Department: Administration Office **Date:** 12/16/2025 **Resolution No: 2025-065**

WHEREAS, Minnesota Stat. §375.47, Subd. 1, allows the County Board of Commissioners to set per diem payments for members of boards or agencies authorized by statute, and members of advisory boards or committee, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members;

NOW, THEREFORE, BE IT RESOLVED; that the per diem amount be $70.00 when members are attending a meeting on behalf of the Steele County Board of Commissioners.

BE IT FURTHER RESOLVED; that the members may receive a mileage reimbursement equivalent to that adopted by the Steele County Board of Commissioners.

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

Dated this 16 day of December, 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 16 day of December, 2025.

____
Attest

Steele County
Agenda Item

Request for Board Action

Subject: Petty Cash and Cash Change Resolution

Department: Finance Department

Committee: Choose an item. **Committee Meeting Date:** December 2, 2025

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

N/A

Recommendation:

Adopt resolution to appropriate petty cash and cash change fund to listed departments

Background *(Including Budget Impact)*:

The attached resolution is to appropriate cash for petty cash and change funds to the respective departments listed

Attachments:

Resolution – Petty Cash / Cash Change Funds

STEELE COUNTY RESOLUTION

Petty Cash / Cash Change Funds

Department: Finance Department **Date:** 12/16/2025 **Resolution No: 2025-058**

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash/Change Funds to the following listed departments as custodians of these funds in Steele County for 2026:

Department	Petty Cash	Change Fund
Treasurer	$ 275	$ 225
Recorder		200
LEC - Records Dept		**200**
Sheriff's Advance	**200**	
Sheriff's Civil		SO
Planning & Zoning		100
Four Seasons		**100**
Public Health		**25**
Road & Bridge		SO
Landfill	250	250
Totals	$ 725	$ 1,200

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

Dated this ____ day of __________, 2026.

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: Snowmobile Grant-In-Aid Agreement

Department: Property Tax & Elections

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

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

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

Recommendation:

Approve the FY 2026 Snowmobile Grant-In-Aid Program Contract Agreement in the amount of $53,275.20

Background *(Including Budget Impact)*:

This is an annual Agreement between the Dept. of Natural Resources and Steele County for the maintenance and grooming of the Steele County Trails. The State disburses funds based on upon the satisfactory completion of performance benchmarks.

Attachments:

Snowmobile Grant-In-Aid Agreement

STATE OF MINNESOTA
SNOWMOBILE GRANT CONTRACT AGREEMENT
Swift Contract Number:
279492

This Grant Contract Agreement is between the State of Minnesota, acting through its **Department of Natural Resources** ("State") and **Steele County, *630 Florence Ave, Owatonna MN 55060*** ("Grantee").

Recitals

Under Minnesota Statute 84.83 the State is empowered to enter into this Grant Contract Agreement. The State is in need of the services of the Sponsor to provide maintenance and grooming for public use the trail(s) specified in this grant contract agreement. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of the State.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 Effective Date. July 1, 2025, or the date the State obtains all required signatures, whichever is later.

Notwithstanding Minnesota Statutes §§ 16A.41 and 16B.98, Subd. 5, the Grantee submitted, and the State approved a work plan and budget whose expenditures can be reimbursed as of the effective date of this grant agreement pursuant to Minnesota Statutes § 16B.98, Subd. 11.

Pursuant to Minnesota Statutes § 16B.98 Subd. 7, no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

1.2 Expiration Date.
June 30, 2026, or, in the event this Grant Contract Agreement is continued by way of amendment or new agreement, the date the amendment or new agreement is fully executed, whichever is later. In the event an amendment or new agreement is not fully executed within 60 calendar days of the stated expiration date, this grant agreement will expire on **August 29, 2026**.

1.3 Survival of Terms. The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure

1.4 Incur Expenses. Notwithstanding Minnesota Statutes §§ Section 16A.41 and 16B.98 Subd 5, pre-award expenditures made on or after the date the work plan and budget are approved, whichever is later, are eligible for reimbursement.

2 Specifications, Duties, and Scope of Work

The Sponsor agrees to construct, operate and maintain the approved trails in accordance with the guidelines contained within the https://mndnr.gov/grants/recreation/gia_snowmobile.html current at the time this agreement is signed, hereinafter referred to as the "Manual" as accepted or amended by the State which is incorporated into this contract by reference and filed with the Minnesota Department of Natural Resources Division of Parks and Trails 500 Lafayette Road St. Paul MN 55155. All work will be the responsibility of the Sponsor, Sponsor's employees, or the Sponsor's agent. The Sponsor, who is not a state employee, will:

2.1. Comply with required grants management policies and procedures set forth through § 16B.97 subd. 4 (a) (1).

2.2. Complete activities in this Grant Contract Agreement for the trails approved by the State according to the guidelines of the Manual as stated in the application and resolution or official minutes authorizing sponsorship attached this Grant Contract Agreement per Recital 5.

2.3. Acquire interest in lands on trail(s) for public use. Proceed to acquire necessary interests in lands on the Trail in accordance with the approved map on file with the State's authorized representative. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than three (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing and improvements in accordance with Minnesota Statutes Ch. 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.

(a) A person having personal knowledge of ownership shall sign an affidavit that the person whose name appears on the document of conveyance, lease, or permit is the owner or possessor.

(b) Any instrument of conveyance or permit with a consideration exceeding $500.00 shall be accompanied by an Attorney's Certificate of Title.

2.4 Perform services to provide the trail(s) for public use in accordance with the guidelines in the Manual which shall include but are not limited to:

(a) Keep the trail(s) reasonably safe for public use; provide sanitation and sanitary facilities when needed; provide appropriate regulatory and informational signage; and

(b) provide other maintenance and grooming as may be required and in accordance with the trail grooming guidelines established in the manual.

The Sponsor and not the State is responsible for maintaining signs and all trails.

2.5 Expedite establishment and construction of trail(s). If the Sponsor fails to expedite establishment and construction of trails or fails to provide for adequate maintenance, the State may withhold payments to the Sponsor and/or terminate this Contract.

2.6 The Grantee is responsible for maintaining an adequate conflict of interest policy. Throughout the term of this agreement, the Grantee shall monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative. The Grantee must sign and return Exhibit B, Conflict of Interest Disclosure, when countersigning this Agreement.

2.7 The grantee shall be responsible for the administration supervision, management, record keeping, and program oversight required for the work performed under this agreement.

3 Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. The State is not obligated to extend the grant period.

4 Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

4.1 Compensation. The total obligation of the State under this Grant Contract Agreement, including all compensation and reimbursements, is not to exceed **$53,275.20**

(A) Obligation is distributed as documented below, to provide for public use the following trail(s) specified in this grant contract agreement:

Steele County Trails Association - $53,275.20

(B) Certification of 4 benchmarks:

1. Trail Completion Benchmark, 45% of Total Grant Amount
Disbursement of these funds is contingent on the sponsor providing a final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount
A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount
The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount
The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

Disbursement of these funds is contingent on the local unit of government providing the trail maintenance performance benchmark form certifying that the trail is open and available for use. The certification must be received by December 15th of that year, and certifies that the trail was ready to be open and groomed by December 1st, pending snow; satisfactorily brushed; bridges were in good repair; signs were installed; gates were capable of being open (snow permitting); interest in the lands to operate the entire trail were obtained through fee ownership, easement, lease, permit, permission, or other conveyance; parking lots were plowed or ready to be plowed (snow permitting); any additional work to set up the trail was completed; and the trail meets the guidelines of the Manual.

4.2 Administrative costs are not allowed under this grant. **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee because of this Grant Contract Agreement will not exceed $ $0.00. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current Commissioner's Plan promulgated by the Commissioner of Minnesota Management and Budget.

4.3 **Invoices.** Payments shall be made by the State after the Grantee's presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State's Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State, and according to the following schedule: Due dates as described in the manual.

4.4 Payments shall not be made on grants with past due progress and/or financial reports, including final reports, unless the State has given the Grantee a written extension.

4.5 In accordance with Minnesota Management and Budget Statewide Operating Policy 0801-01, payment shall be made within 30 days following the State's Authorized Representative approval of an invoice. Payments will not be made if reports or other deliverables are outstanding.

4.6 **Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State.

4.7 For awards greater than $25,000, a grantee performance evaluation will be posted publicly at https://osp.admin.mn.gov/granteval/grant-eval-uploader , per Minnesota Statutes § 16B.98, Subdivision 12 and OGM Policy 08-13.

5 Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5.1 Penalties

In addition to the penalties identified below, if its determined performance was not met the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Snowmobile Grant-in-Aid Program.

(A) If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.

(B) If it is determined that the **Grooming Certification benchmark for the period of opening day through January 15** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

(C) If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

(D) If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

6 Contracting and Bidding Requirements

The Grantee is required to comply with Minnesota Statutes § 471.345, Uniform Municipal Contracting Law.

6.1 The Grantee and any subrecipients must comply with prevailing wage rules per Minnesota Statutes §§ 177.41 through 177.50, as applicable.

6.2 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: Suspended and Debarred Vendors, Minnesota Office of State Procurement.

6.3 The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

7 Authorized Representatives

7.1 The State’s Authorized Representative is **Craig Beckman, District 9 Supervisor, Craig.Beckman@state.mn.us, 21371 State Highway 15, New Ulm, MN 56073, 507-676-2805**, or their successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services provided under this Grant Contract Agreement. If the services are satisfactory, the State’s Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2 The Grantee's Authorized Representative is ***Jennifer Mueller, Property Tax and Elections Director, 630 Florence Ave, Owatonna MN 55060,*** **507-444-7414 Jennifer.mueller@steelecountymn.gov,** or their successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify the state.

7.3 The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

8 Assignment, Amendments, Waiver, and Contract Complete

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement, executed and approved by the authorized parties or their successors.

8.2 Amendments. Any amendment to this Grant Contract Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Contract Agreement or their successors.

8.3 Waiver. If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Contract Complete. This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

9 Subcontracting and Subcontract Payment

9.1 A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

9.2 The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, Minnesota Statutes § 16B.97, Subd.4 (a) (1) and other relevant statutes and regulations; and that subaward performance goals are achieved.

9.3 During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.

9.4 No sub agreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.

9.5 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

10 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from performance of this Grant Contract

Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Contract Agreement.

11 State Audits

Under Minnesota Statutes § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

12 Government Data Practices and Intellectual Property Rights

12.1 Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

12.2 Intellectual Property Rights. Reserved. No intellectual property will be created under this grant. If any intellectual property implications are discovered later, this clause will be amended.

13 Workers Compensation

The Grantee certifies that it is in compliance with Minnesota Statutes § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 Governing Law, Jurisdiction, Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15 Termination

15.1 Termination by the State.

A. Without Cause.
The State may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

B. With Cause.
The State may immediately terminate this Grant Contract Agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.2 Termination by the Commissioner of Administration.
The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.3 Termination for Insufficient Funding.
The State may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee’s ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State’s receiving notice.

16 Publicity and Endorsement

16.1 Publicity. Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the grantee’s website, when practicable.

16.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

16.3 Signage. Any site funded by this grant contract shall display a sign at a prominent location at the entrance to the site and in a form approved by the State that acknowledges funding through this grant.

17 Data Disclosure

Under Minnesota Statutes § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
B. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
C. The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
D. Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
E. Any other applicable non-discrimination law(s).

19 Invasive Species

Grantees must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant contract agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found here: Link to Operational Order 113 (http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf)

20 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: Link to Specific Pollinator Best Management Practices for DNR Grants and Contracts (http://files.dnr.state.mn.us/natural_resources/npc/bmp_contract_language.pdf).

21 Use of Funds as Match to Other Grants or Programs

The Grantee must inform the State's Authorized Representative whenever the grant funds will be used as match or for reimbursement for any other grant or program.

21.1 The Grantee must inform the State's Authorized Representative or their grant specialist of the following information: grant program, grant name, the amount of grant or match funds to be used, location where funds were or will be used, activity the funds will support, and current landowner (if applicable).

21.2 The Grantee must also inform the State's Authorized Representative before work begins if the new grant or program will add any encumbrances to state land where grant or match funds will be spent.

22 Americans With Disabilities Act

The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

23 Reporting Requirements

Provide a progress report(s) to the State's Authorized Representative annually in a format provided by the State. The report will describe work which was completed, time needed to complete said work and total cost and reimbursement request for said work.

24 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over $50,000 will be conducted and at least annual monitoring visits on grants of over $250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained, and that no conversion of use has occurred

2**5 Minnesota Historical Sites Act and Minnesota Field Archaeology Act**

For projects involving land acquisition and/or construction, the State Historic Preservation Office must review the project to determine if the site is a potential location for historical or archeological findings. If the State Historic Preservation Office determines that a survey is required, the survey would need to be completed, review and approved prior to any site disturbance for development projects and prior to the final reimbursement of the grant funds for acquisition projects.

Exhibits

The following Exhibits are attached and incorporated into this Grant Contract Agreement. In the event of a conflict between the terms of this Grant Contract Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Contract Agreement, and then in the following order:

Exhibit A: Sponsor Resolution

Exhibit B: Conflict of Interest form

Exhibit C: proof of non-profit

Grant Contract Agreement Signature Page

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15

Print Name: DocuSigned by:

Signature: Karen Potvin
63FBE77957A34A8...

Title: Accounting Officer Sr. Date: November 17, 2025

SWIFT Contract No. 279492/PO# 3000289451

State Agency

With delegated authority

Print Name: Signed by:

Signature: Linda Erickson-Eastwood
3694054445D1471...

Title: Division and Fiscal Services Unit Manager Date: December 10, 202

Grantee

With delegated authority

Print Name: Signed by:

Signature: Jennifer Mueller
00045ACFCE24473...

Title: Property Tax & Elections Director Date: December 2, 2025

Signed by:
Renae Fry
676C7DEFC14642E...

County Administrator

December 9, 2025

2023-025

RESOLUTION

WHEREAS, Steele County agrees to be sponsors of the Steele County Trail Association, Inc; and

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners do hereby name Ed Nelson as the Steele County Trail Administrator.

Dated: 5/23/2023

STEELE COUNTY BOARD OF COMMISSIONERS

By: Greg Krueger
Chairman

ATTEST: Brenda Blood
Steele County Auditor

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 23rd day of May, 2023.

Brenda Blood
County Auditor
County of Steele

DEPARTMENT OF NATURAL RESOURCES

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it. There are several types of conflicts of interest.

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee *or a* grant reviewer is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member,* business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a-competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name: Steele County

Project Name: Steele County Snowmobile Trails GIA

Legal Citation: Snowmobile: 84.83, Subd. 3

Authorized Representative Printed Name:
Jennifer Mueller

Authorized Representative Signature/Date:
Jennifer Mueller

Business Record Details »

Minnesota Business Name
The Steele County Snowmobile Trail Association

Business Type
Nonprofit Corporation (Domestic)

File Number
1E-354

Filing Date
01/19/1990

Renewal Due Date
12/31/2025

Registered Agent(s)
(Optional) Currently No Agent

MN Statute
317A

Home Jurisdiction
Minnesota

Status
Active / In Good Standing

Registered Office Address
9028 SW 37th Ave PO Box 146
Hope, MN 56046
USA

President
Ed Nelson
PO Box 266
Ellendale, MN 56026
USA

Filing History

Filing History

Select the item(s) you would like to order: Order Selected Copies

	Filing Date	Filing	Effective Date
☐	01/19/1990	Original Filing - Nonprofit Corporation (Domestic)	
	01/19/1990	Nonprofit Corporation (Domestic) Business Name (Business Name: The Steele County Snowmobile Trail Association)	
☐	12/14/1993	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

	Filing Date	Filing	Effective Date
☐	07/15/1997	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
☐	09/20/2005	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
☐	07/13/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)	
☐	05/20/2008	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
☐	4/22/2014	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
☐	5/12/2014	Annual Reinstatement - Nonprofit Corporation (Domestic)	

Steele County
Agenda Item

Request for Board Action

Subject: Payment Warrants Resolution

Department: Property Tax & Elections

Committee: Land Use & Records

Committee Meeting Date: NA

Work Session Date: NA

Board Meeting Date: January 6, 2026

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

Policy Committee Recommendation:

N/A

Recommendation:

Approve Resolution authorizing the Finance Director and Property Tax & Elections Director to process payments by Payment Warrants

Background *(Including Budget Impact)*:

Annually the County Board adopts the Resolution authorizing Finance Director and PT&E Director to process payments by Payment Warrants

Attachments:

Payment Warrant Resolution

STEELE COUNTY RESOLUTION

Authorizing Property Tax & Elections Director & Finance Director
to Process Auditor's Payment Warrants

Department: Property Tax & Elections **Date:** 12/16/2025 **Resolution No: 2025-059**

NOW, THEREFORE, BE IT RESOLVED, that the Property Tax & Elections Director or designee & Finance Director or designee are hereby authorized to process payments by payment Warrants, for which the precise amount is fixed by law, which include fees, utility bills, salaries, highway department fuel bills, freight, witness expenses, vehicle registration/tabs, telephone, postage and sheriff's paper service to other counties. Necessary expenses include prepayment of expenses for seminars and other county business trips. Further to authorize payment to contractors for work and material in place on the job as certified by the Engineer or Architect except that the final payment on any project be approved by Board action; to authorize payments for bonds and interest payments for the bonded debt fund and for investments; to authorize payments for purchases made by the County Board wherein an amount has been set and entered in the Board minutes; to authorize payment of emergency welfare funds and Social Service funds as an emergency issuance procedure, as prescribed by state and federal law and claims that are due and would incur interest and penalties. A listing of bills paid will be provided to the County Board for their review.

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: Public Health Emergency Preparedness Summit (Out-of-State Travel)

Department: Public Health

Committee: Internal Central Services **Committee Meeting Date:** December 2, 2025

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

Committee Recommends approving

Recommendation:

SCPH recommends that the PHEP Coordinator be approved for out of state travel to the 2026 Preparedness Summit in Baltimore, Maryland, from April 12-16th, 2026.

Background *(Including Budget Impact)*:

Emergency Preparedness & Response is a foundational public health responsibility. Steele County Public Health has a Public Health Emergency Preparedness (PHEP) Coordinator on staff, funded by the federal PHEP grant. The Preparedness Summit is an annual conference that brings together PHEP Coordinators from across the nation. This year's theme is "Protecting Our Communities: State and Local Preparedness in Action." As we face budget cuts and policy changes at the federal level that shift more responsibility on local and regional organizations to conduct preparedness efforts, this conference will provide tools that the PHEP Coordinator can implement in Steele County to bolster our preparedness work, learning best practices from other public health professionals and bringing back strategies to reinforce community preparedness and resiliency.

Link to summit website: https://www.preparednesssummit.org/home

Attachments:

MDH Approval for Out-of-State Travel

DEPARTMENT OF HEALTH

Out of State Travel Request

Emergency Preparedness & Response Division

Name of Grant	PHEP

Organization Name	Budget Period	Date of Request
Dodge-Steele CHB	2025-26	11/18/25
Requester Name	**Email**	**Phone**
Ethan Rindfleisch	ethan.rindfleisch@steelecountymn.gov	507-444-7645

Attendee & Event Information

If multiple staff are attending the same event, you can complete one form and list all staff information.
If you only need approval for reoccurring out of state travel, you only need to complete one form for entire period.

Name and Title of Attendee(s)	Ethan Rindfleisch, Public Health Specialist/PHEP Coordinator
Event Name	2026 Preparedness Summit
Event Location	Baltimore, Maryland
Event Sponsor	NACCHO

Event Start Date	Event End Date	Departure Date	Return Date
4/13/26	4/16/26	4/12/26	4/16/26

Transportation Cost		Lodging Cost		Meal Cost	
Airfare	$500	Number of Nights	4	Number of Days in Travel Status	5
Ground Transportation Estimated # of miles times mileage rate	$145	Cost per Night	$125	Number of Meals	14
Total	$645	Total	$500	Total	$204

Travel costs can be estimates and need to align with the current **State of MN Commissioner's Plan.**

Name of Grant	PHEP
Total Grant Budget Request Amount	$1,349 (+$895 conference registration fee) = $2,244

Justification for attending event, include event link if applicable

https://www.preparednesssummit.org/home - The theme of this annual conference this year is "Protecting Our Communities: State and Local Preparedness in Action." As we face budget cuts and policy changes at the federal level that shift more responsibility on local and regional preparedness efforts, this conference will provide tools that I can implement in Steele County to bolster our preparedness work, learning best practices from other state and local public health preparedness professionals and bringing back strategies to reinforce community preparedness and resiliency.

Certification by Grantee

I certify that: I have reviewed this request and supporting documentation and that these costs are reasonable, necessary and incurred solely to meet grant requirements for which the funds were awarded. The rates requested or submitted under the grant would be reimbursable within our agency's policies relating to employees traveling on official business. MDH's official policy requires that all employees certify that airline frequent flyer miles or credits received from an airline or hotel as a result of travel paid for with public funds may not be used by employees for personal travel as required by Minn. Stat. §15.435.

Grantee Signature & Date
11-18-2025

Return signed form to Health.phep@state.mn.us

For MDH Use Only

Manager Signature & Approval Date
Chessa Kendrick 11/20/2025

Additional Comments, if applicable:

PREPAREDNESS SUMMIT

Protecting Our Communities:
State and Local Preparedness in Action

April 13-16, 2026 Baltimore | Virtual

About the Preparedness Summit

The Preparedness Summit is the first and longest-running national conference on public health preparedness. Since its beginning in 2007, the National Association of County and City Health Officials (NACCHO) has taken a leadership role in convening a wide array of partners to participate in the Summit; presenting new research findings, sharing tools and resources, and providing a variety of opportunities for attendees to learn how to implement model practices that enhance the nation's capabilities to prepare for, respond to, and recover from disasters and other emergencies.

Over the last decade, the nature of threats to our national health security have changed significantly. As professionals in the public health preparedness space, we can expect these threats to continue to evolve. It is imperative that we adapt our public health practices to meet the demands of an ever-evolving threat environment. But how do we, as preparedness leaders, help our communities become more prepared to respond to and recover from uncharted catastrophic events? We can start doing so by discovering new and creative solutions to address events like pandemic diseases, the opioid crisis, active shooter emergencies, and cybersecurity threats.

Each year, the Preparedness Summit features experts from the healthcare and emergency management fields in addition to public health preparedness professionals to address the gaps between these life-saving industries in an effort to work more collaboratively and efficiently in the face of emerging threats. Reaching across these sectors leverages diversity of thought and advances the capacity of our communities to respond to and recover from emergency events. We hope that this conference will provide an opportunity to build stronger partnerships and encourage us to find innovative solutions with our allies.

What do Preparedness Summit attendees had to say about the experience?

"The summit provided a plethora of information and tools to help public health professionals do their job. I offered opportunities to network with and learn from professionals."

"I felt this year's Preparedness Summit was a breath of fresh air. I believe the future of public health and health care preparedness lies in greater coordination, collaboration, and communication. By ensuring

Subscribe to the Preparedness Summit e-newsletter to get the latest news on the Preparedness Summit.

About the 2026 Preparedness Summit Theme

Policy and budget changes at the federal level are likely to have profound changes to the preparedness system. State and local governments and individuals are being tasked with maintaining their own preparedness. We can anticipate that this shift will require greater dependence on state and local coordination to address the threats faced by our communities.

The theme of the 2026 Preparedness Summit, **"Protecting Our Communities: State and Local Preparedness in Action,"** addresses this new reality, spotlighting the need for increased self-reliance on state and local partnerships. It recognizes that there may be some gaps in understanding current regional efforts and concerns about how intra- and interstate response will unfold.

This conference will be the beginning of what we hope will be an ongoing national conversation to focus on the evolution of the public health preparedness system. How can we start now to plan for tomorrow? How can a better understanding of successful, coordination response efforts at state and local health departments identify gaps to foster better intrastate, interstate, and cross-border coordination and management? How can we replicate successful regional and state models?

Join the 2026 Preparedness Summit to address the timely topic of state and local coordination as we operate in an evolving environment for preparedness and response. Add insights from your community to the conversation, help to advance the science of public health preparedness nationally, and take back strategies to foster community preparedness and resiliency amid today's changing landscape.

aspects of both public health and medical preparedness are represented in each session we can build stronger partnerships and create a more resilient nation."

"I really appreciated the thoughtfulness that the conference planners put into this summit."

2026 Preparedness Summit
Schedule-at-a-Glance

In-Person: Baltimore Convention Center, Maryland

Eastern Standard Time	
SUNDAY, APRIL 12	
8:00 AM - 5:00 PM	Registration Open
10:00 AM - 5:00 PM	Pre-Conference Workshops
MONDAY, APRIL 13	
7:00 AM - 5:00 PM	Registration Open
8:00 AM - 4:00 PM	Exhibitor Move-In
8:00 AM - 9:30 AM	Sessions
10:00 AM - 12:00 PM	Opening Plenary Session
12:00 PM - 1:30 PM	Lunch on Your Own
1:30 PM - 3:00 PM	Sessions
3:30 PM - 4:30 PM	Sessions
TUESDAY, APRIL 14	
8:00 AM - 5:00 PM	Registration Open
8:00 AM - 9:30 AM	Sessions
10:00 AM - 11:30 AM	Town Halls
11:30 AM - 1:30 PM	Lunch Carts in Exhibit Hall
11:30 PM - 4:30 PM	Exhibit Hall Open
1:30 PM - 3:00 PM	Sessions
3:30 PM - 4:30 PM	Sessions
WEDNESDAY, APRIL 15	
8:00 AM - 5:00 PM	Registration Open
8:00 AM - 9:30 AM	Sessions
8:00 AM - 10:00 AM	Exhibit Hall Open (Closed During Plenary)
10:00 AM - 11:30 AM	Plenary Session
11:30: AM - 2:00 PM	Exhibit Hall Open (Tear Down Begins 2:15 PM)
11:30 AM - 1:30 PM	Lunch Carts in Exhibit Hall
1:30 PM - 3:00 PM	Sessions
3:30 PM - 4:30 PM	Sessions
THURSDAY, APRIL 16	
8:30 AM - 9:30 AM	Sessions
10:00 AM - 11:30 AM	Closing Plenary Session

Note: Schedule is subject to change

2026 Preparedness Summit
Schedule-at-a-Glance

Virtual: From the Comfort of Your Own Home or Office

Eastern Standard Time	
MONDAY, APRIL 13	
10:00 AM - 12:00 PM	Opening Plenary Session
12:15 PM - 1:15 PM	Lunch & Learn
1:30 PM - 3:00 PM	Sessions
3:30 PM - 4:15 PM	Networking and Discussion Groups
TUESDAY, APRIL 14	
8:30 AM - 9:30 AM	Exclusive Virtual Session
10:00 AM - 11:30 AM	Town Halls
12:15 PM - 1:15 PM	Lunch & Learn
1:30 PM - 3:00 PM	Sessions
3:30 PM - 4:15 PM	Networking and Discussion Groups
WEDNESDAY, APRIL 15	
8:30 AM - 9:30 AM	Coffee Talk
10:00 AM - 11:30 AM	Plenary Session
12:15 PM - 1:15 PM	Lunch & Learn
1:30 PM - 3:00 PM	Sessions
3:30 PM - 4:15 PM	Networking and Discussion Groups
THURSDAY, APRIL 16	
10:00 AM - 11:30 AM	Closing Plenary Session

Note: Schedule is subject to change

PREPAREDNESS SUMMIT

Protecting Our Communities:
State and Local Preparedness in Action

April 13-16, 2026 Baltimore | Virtual

In-Person Registrant Type	Early-Bird Rate (*Ends December 31, 2025*)	Advance Rate (*Ends February 28, 2026*)	Regular Rate (*Ends April 16, 2026*)
Non-Profit	**$895**	**$995**	**$1,095**
For-Profit	**$995**	**$1,095**	**$1,195**
Student	**$495**	**$545**	**$645**
Single Day	**$595**	**$695**	**$795**
Speaker/Presenter	**$795**	**$795**	**$795**

See You at the Baltimore Convention Center, April 13-16, 2026!

Registration Terms & Conditions

Please visit our "Registration Terms & Conditions" page to learn more.

Discounted Rates and Group Registration

The group rate becomes available when you register 2 or more individuals at once. See Registering Someone Else or Registering a Group for more information.

The student rate is available for full-time students. Before registering, students should email PrepSummitReg@naccho.org their student ID or other proof of enrollment.

The speaker or poster presenter rate is available to individuals that have been approved as a speaker or poster presenter at the Preparedness Summit.

Health & Safety

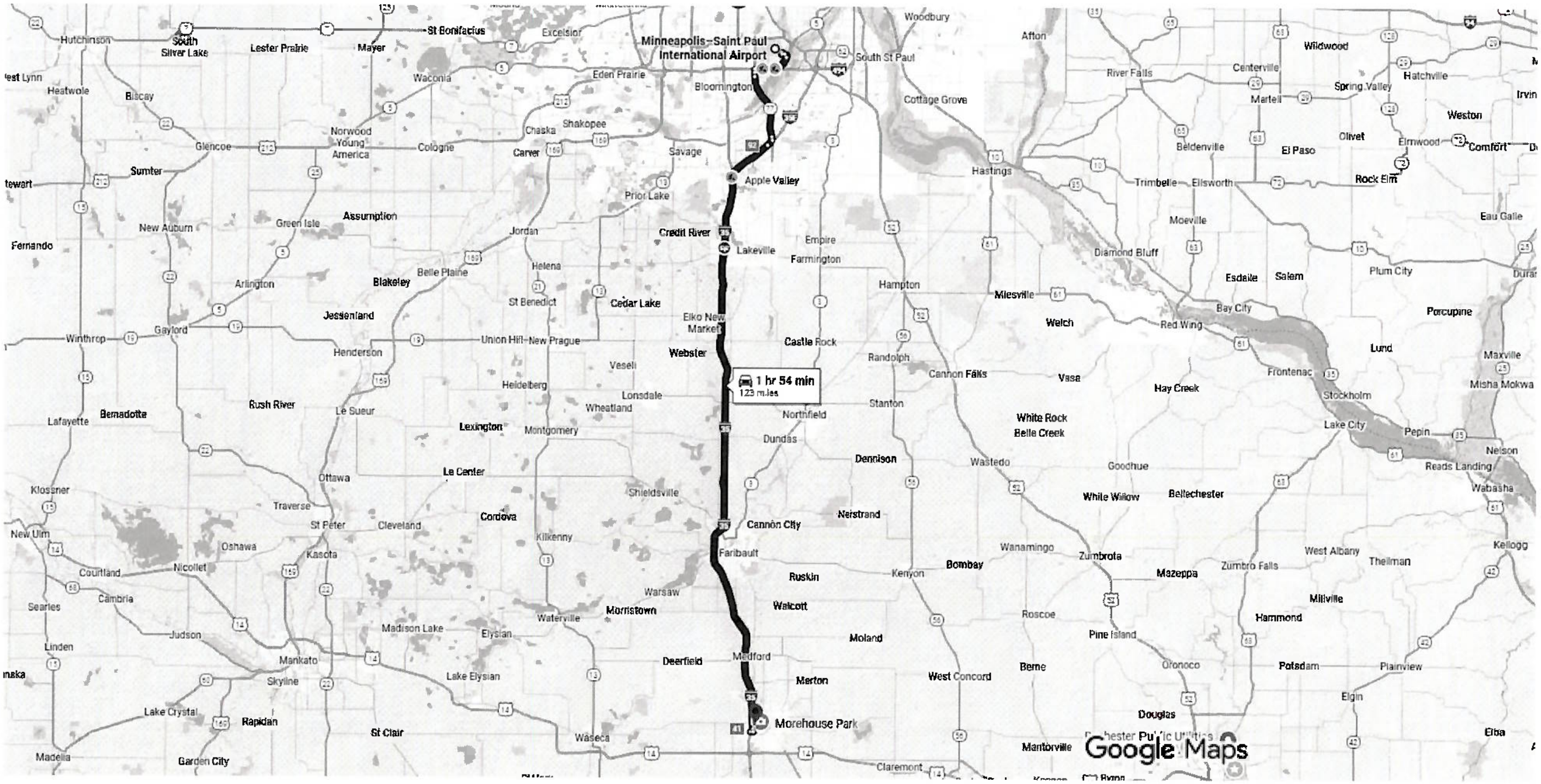
The health and safety of participants is our highest priority. Read more about how we plan to keep conference attendees safe on the Health & Safety webpage.

Google Maps

Work (Steele County Public Health) to Work (Steele County Public Health)

123 miles x $0.70/mi = $86.10

Drive 123 miles, 1 hr 54 min



Imagery ©2025 , Map data ©2025 Google 5 mi

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Fastest route now due to traffic conditions

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UberXXL 6
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Rides for 6 with room for extra luggage
20% off
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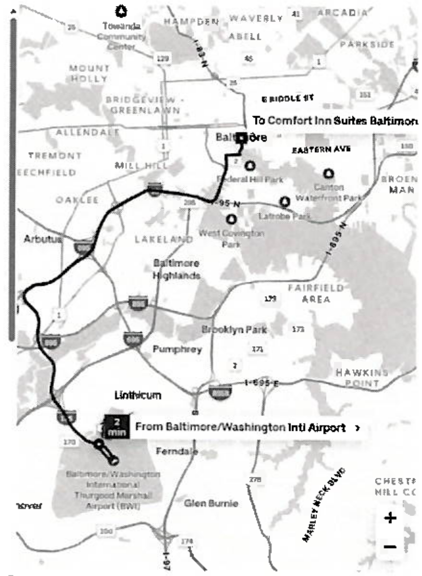

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For me

Airline

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Choose a ride

Rides we think you'll like

UberX 4
4 mins away • 12:45 PM
Affordable rides all to yourself
$29.90

Comfort 4
4 mins away • 12:44 PM
Faster
$33.80

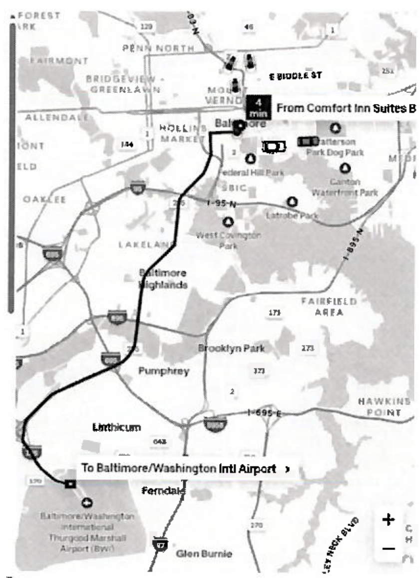
UberXL 6
5 mins away • 12:45 PM
Affordable rides for groups up to 6
$37.52

Share 1
5 mins away • 12:46 PM
One seat only
$24.71

Economy

Google Pay

Request UberX



~\$30/ride = \$60 total

MSP - BWI Apr 12-16 MODIFY SIGN UP LOG IN

Start Over | **Trip Summary** | Review & Pay | Confirmation

Trip Summary

Outbound	DL3006			Nonstop, 2h 26m
	MSP ‣ BWI	Sun, Apr 12	2:30pm - 5:56pm	Main Basic
Return	DL931			Nonstop, 2h 45m
	BWI ‣ MSP	Thu, Apr 16	7:00pm - 8:45pm	Main Basic

Changeable / Nonrefundable

Most Popular

Feedback

MSP - BWI Apr 12-16 MODIFY SIGN UP

Find Out If You're Approved - Before Any Impact To Your Credit Score.

AMEX Statement Credit*	-$200.00
Total After Statement Credit	**$182.96 USD**

Amount Due
(1 Passenger)

$382.96 USI

Feedback

As a SkyMiles Member, you could earn: **$0** MQDs

24 HR RISK-FREE CANCELLATION

CONTINUE TO REVIEW & PAY

See Terms Below.

Terms and Conditions

SKYMILES EARNING

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Choose Your Dates (/en/) | Select Parking Option (/en/search-results/) | Complete Your Information (/en/personal-details/) | Confirmation

Your Booking Details

< Back (/en/search-results/)

Personal Details

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First Name * — First Name

Last Name * — Last Name

Phone Number — Phone Number

Email * — Email

☐ Register

Zip Code * — Zip Code

☑ Receive airport offers and updates via email and SMS. Message & data rates may apply.

☐ * I have read and agree to the Tennessen Warning and Terms & Conditions. (https://www.mspairport.com/parking-legal-information)

Vehicle Details

License Plate Number * — License Plate Number

Travel Details

Airline — Please select

Booking Summary

Booking dates

Entry Date/Time	04/12/2026 at 12:00 PM
Exit Date/Time	04/16/2026 at 10:00 PM

Parking

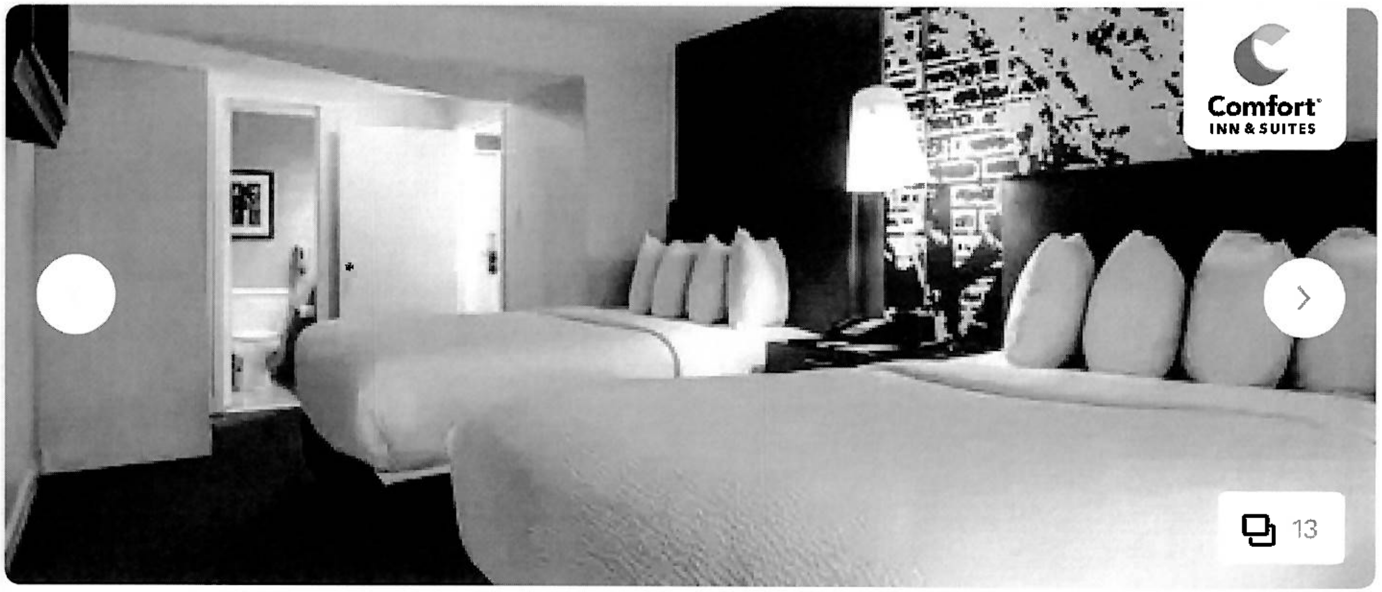
Quick Ride Ramp	$103.10

Total

$103.10

You found the lowest rate for this room. We guarantee it!

Reservation held for: **14:44** minutes



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Dates

Edit

Check-In		Check-Out
Apr 12	4 NIGHTS >	**Apr 16**
Sun, 3:00 PM		Thu, 11:00 AM

Room

+ Add another room

1 King Bed

No Smoking • 1 adult

23% OFF

~~$131~~ **$100** USD

Avg/night

Summary of charges

Room 1

$100.23 x 4 nights	$400.90
Estimated taxes	$70.15
Total (USD)	**$471.05**

No cancellations, changes, or refunds.

Rate & policies

Rate

Pay Now and Save

business during the day, and (3) the lesser of the mileage from the last stop to the employee's residence or from the last stop to their permanent work location.

Employees accepting interchange assignments, as defined in Administrative Procedure 1.1, are not eligible for mileage reimbursement for the trip between their home and the interchange assignment unless agreed upon between the agencies or entities who are. lu to the interchange assignment

Other Travel Expenses.
Upon approval of the Appointing Authority, employees in travel status may be reimbursed for expenses described below in the amounts actually incurred not to exceed any maximum amounts specified below.

Where anticipated expenses total at least fifty dollars ($50.00), the Appointing Authority shall advance the employee the amount of the anticipated expenses upon the employee's request made a reasonable period of time prior to the travel date. If the amount advanced exceeds the actual expenses, the employee shall return the excess within two (2) weeks of return from travel. The Appointing Authority may issue the employee a State-owned credit card in lieu of a travel advance.

Reimbursable expenses may include, but are not limited to, the following:

- Commercial or ride-share transportation (air, taxi, rental car, etc.) provided that no air transportation shall be by first class unless authorized by an Appointing Authority; and that reimbursement for travel which includes more than one destination visited for State purposes and non-State purposes shall be in an amount equal to the cost of the air fare only to those destinations visited for State purposes.
- Meals including tax and a reasonable gratuity. Employees shall be reimbursed for meals under the following conditions:

  1. **Breakfast.** Breakfast reimbursements may be claimed if the employee leaves their temporary or permanent work location before 6:00 a.m. or is away from home overnight.

Lunch. Eligibility for lunch meal reimbursement shall be based upon the employee being on assignment, over thirty-five (35) miles from their temporary or permanent work station, with the work assignment extending over the normal lunch period.

  2. **Dinner.** Dinner reimbursements may be claimed only if the employee is away from their temporary or permanent work location until after 7:00 p.m. or is away from home overnight.
  3. **Reimbursement Amount.** Except for high cost localities as identified by the Internal Revenue Service (IRS), the maximum reimbursement for meals including tax and gratuity shall be:

     - Breakfast: $11.00
     - Lunch: $13.00
     - Dinner: $19.00

     4 full days ($43/day) → $172
     + lunch + dinner on 4/12
     ($13) ($19)
     Total: $204

     For high cost localities as identified by the IRS (specifically excluding any cities within Minnesota), the maximum reimbursement shall be:

Steele County
Agenda Item

Request for Board Action

Subject: Minnesota Paid Leave Policy

Department: Human Resources

Committee: Internal Central Services

Committee Meeting Date: December 2, 2025

Work Session Date: Enter a date.

Board Meeting Date: December 16, 2025

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

Policy Committee Recommendation:

Committee recommends approval.

Recommendation:

Add 7.4.8 Minnesota Paid Leave to Steele County's Personnel Rules and Polices.

Background *(Including Budget Impact)*:

Minnesota's paid leave law takes effect January 1, 2026. The paid leave law provides partial wage replacement and job protection for employees on leave from employment due to qualifying medical and/or family reasons. The paid leave law allows eligible employees to take up to 12 weeks of medical leave and up to 12 weeks of family leave per year, totaling a maximum of 20 weeks if they take both types of leave.

The attached new policy is recommended to meet the requirements of the new legislation and describe how it will be implemented for Steele County.

Attachments:

- Draft – Minnesota Paid Leave Policy

7.4.8 Minnesota Paid Leave

A. Overview

Minnesota Paid Leave (MNPL) provides eligible employees with job protection and wage replacement benefits when unable to work due to injury or illness including childbirth and bonding, to care for seriously ill family members, to support a family member called to active duty, and for safety reasons.

MNPL is administered by MN Department of Employment and Economic Development (DEED) or employers can offer an equivalent plan as an alternative to the state-run program. Steele County will offer an equivalent plan administered by a private insurance company.

B. Premiums

Effective January 1, 2026, Steele County and employees will split the premium for MNPL on a 50/50 basis with the employee share payable through payroll deductions.

C. Eligibility

Generally, to be eligible for MNPL, you must:

- Experience a qualifying event lasting at least seven days.
- Earn at least 5.3% of the state's average annual wage. This amount can come from one job or be combined from multiple Minnesota employers.

D. Benefit Amount

Each employee's benefit amount will be based on their wages. Most employees will receive between 55% - 90% of their regular wages while on MNPL, with a maximum weekly benefit set at the state average wage.

E. Benefit Year

The benefit year is a 12-month period measured forward from the first day an employee takes MNPL.

F. Notice Requirement

If the need for leave is foreseeable, an employee must provide their supervisor and the Human Resources department with at least 30 days advance notice before leave is to begin. If a 30-day notice is not practicable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, the employee must give notice as soon as practicable.

G. Seven-Day Initial Qualifying Event

Generally, conditions must last at least seven days to qualify for MNPL. The days must be consecutive, unless the leave is intermittent. Bonding leave is not subject to the seven-day requirement. The seven-day qualifying event period is a retroactively payable period and not an unpaid waiting period.

H. Certification

The employee shall be required to submit certification. The type of certification depends on the type of leave but generally requires documentation from a healthcare or other professional.

I. Qualifying Reasons and Duration

The following conditions may qualify for MNPL:

- Serious Health Condition: A physical or mental illness, injury, impairment, or condition, or substance use disorder as defined in Minn. Stat. Sec. 268B.01.

- Bonding: To care for and bond with a new child, whether through birth, adoption, or foster placement. Eligibility for bonding leave ends 12 months after birth or placement of the child.

- Caring leave: To care for a family member with serious health condition, as defined in Minn. Stat. Sec. 268B.01, Subd. 39.

- Military family leave: To support a family member called to active duty.

- Safety leave: To respond to issues such as domestic violence, sexual assault, or stalking provided the leave is to:
    - seek medical attention related to the physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
    - obtain services from a victim services organization;
    - obtain psychological or other counseling;
    - seek relocation due to the domestic abuse, sexual assault, or stalking; or

- seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic abuse, sexual assault, or stalking.

Employees may be eligible for both family leave and medical leave not to exceed a total of 20 weeks during a 12-month period measured forward from the first day an employee takes MNPL.

J. Definition of Family Member

- Spouse or domestic partner
- Child including a biological child, adopted child, foster child, stepchild, child of a domestic partner, or child to whom the applicant stands in loco parentis, is a legal guardian, or is a de facto custodian;
- Parent or legal guardian of the applicant;
- Sibling;
- Grandchild;
- Grandparent or spouse's grandparent;
- Son-in-law or daughter-in-law; and
- An individual who has a personal relationship with the applicant that creates an expectation and reliance that the applicant care for the individual without compensation, whether or not the applicant and the individual reside together.

K. Intermittent Leave

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the Human Resources Department of the need for intermittent leave before submitting a claim for MNPL benefits through the County's third-party administrator. As part of the notice, employees must provide the County with the following:

- proposed intermittent leave schedule; and
- a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

Consistent with other forms of leave provided by the County, employees may take intermittent leave in increments of 15 minutes. If eligible for intermittent leave, the

County allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

L. Supplementing MNPL Benefits with Accrued Time Off

Employees may but are not required to utilize accrued time off to supplement MNPL not to exceed 100% of the regular wage of the employee.

M. How to apply for Minnesota Paid Leave

After your leave has been discussed with the Human Resources Department, you may apply for MNPL through the County's third-party administrator. Applications may be filed up to 60 days before taking leave.

N. Claim Submission and Completion

It is the employee's responsibility to initiate a claim and to provide all necessary supporting information and documents in a timely manner as required. If the employee fails to initiate a claim and/or provide all requested information within the required timelines, the claim may be denied or closed.

O. Determination of Claim Approval or Denial

Steele County does not make the determination of whether an employee's claim is approved or denied. The County will provide information to the claims representative as requested; however, the County does not determine the outcome of the claim.

P. Reimbursement for Overpayment

In accordance with Minnesota § 268B.185, any employee who has received MNPL benefits that the employee was not entitled to, is overpaid the benefits and must promptly repay the benefits to either the County's third-party administrator, or to the County, whichever is correct in each situation. If the employee fails to repay the benefits overpaid, including any penalty and interest, the total due may be collected by the methods allowed under state and federal law.

Q. Maintaining Health Coverage During Leave

The County will continue to provide group health insurance coverage and other group insurance for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. If the employee is not using accrued time off to cover part or all of the leave, the employee will be responsible for remitting their portion of premiums to the County to ensure continuation of benefits.

R. Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law. In the event that an employee has exhausted the MNPL benefit or is no longer covered by MNPL but is still covered under FMLA, then the policy for FMLA will then be enacted.

S. Worker's Compensation Offset

An employee is not eligible to receive MNPL benefits while receiving worker's compensation benefits if the worker's compensation benefit is equal to or in excess of the applicant's weekly MNPL benefit amount.

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Upon return from covered MNPL, the employee will be reinstated to their previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as the employee has worked for the County for a minimum of 90 calendar days. The 90 calendar days is based upon the date of hire, not upon the date of the leave start.

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The County will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Steele County
Agenda Item

Request for Board Action

Subject: Approve Donation for Steele County Towards Zero Death (TZD) Education Program

Department: Emergency Management

Committee: Internal Central Services **Committee Meeting Date:** December 2, 2025

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

Committee recommends Approving the donation to the Towards Zero Death (TZD) Education Program

Recommendation:

Approve the donation to the Towards Zero Death (TZD) Education Program

Background *(Including Budget Impact)*:

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

Attachments:

- Donations
    - $2,000 DONATION – Federated Insurance
- Donation Acceptance Resolution EM December 16, 2025

STEELE COUNTY RESOLUTION

ACCEPTANCE OF DONATIONS

Department: Emergency Management **Date:** 12/16/2025 **Resolution No: 2025-060**

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:

- $2,000 DONATION – Federated Insurance

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

Dated this 16th day of December, 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 16th day of December, 2025.

____
Attest

Steele County
Agenda Item

Request for Board Action

Subject: On-Sale Wine License and Sunday License

Department: Property Tax & Elections

Committee: Internal Central Services **Committee Meeting Date:** December 2, 2025

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve the On-Sale Wine and Sunday Licenses for Havana Hills

Background *(Including Budget Impact)*:

Havana Hills Golf Range & Event Center is requesting a Wine License and a Sunday License. The fee for each license is $200.

Applicants must receive consent from the appropriate Township board, have the required authorized signatures and provide their Certificate of Insurance.

Attachments:

N/A

Steele County
Agenda Item

Request for Board Action

Subject: MPCA County Feedlot Program Delegation Agreement Work Plan

Department: Planning & Zoning

Committee: Internal Central Services **Committee Meeting Date:** December 2, 2025

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

Committee recommends to approve the 2026-2027 MPCA County Feedlot Delegation Agreement Work Plan.

Staff Recommendation:

Staff recommends to approve the 2026-2027 MPCA County Feedlot Delegation Agreement Work Plan.

Background *(Including Budget Impact)*:

Steele County administers the MN Feedlot Rules (MN Rule 7020) for feedlots under 1000 animal units through a delegation agreement with the State of Minnesota. Part of the requirements of this agreement is to develop a biennial work plan detailing how the County will administer and comply with the requirements of these rules. This plan needs to be approved annually and is the basis for our receiving funding from the State of MN. We currently receive approximately $23,334.00 annually to administer the State Feedlot Rules.

Attachments:

2026-2027 MPCA County Feedlot Delegation Agreement Work Plan.

Minnesota Pollution Control Agency County Feedlot Program Delegation Agreement Work Plan

(When completing this document, make sure to fill in the grey boxes and Xs with the specified information.)

Delegation Agreement Years:	**2026 – 2027**
County:	Steele
County Feedlot Officer (CFO):	Dave Stenzel
If CFO is employed solely by SWCD, list designated County employee who will sign permits/Grant Agreement:	NA
Telephone number(s):	507-444-7488
Email address(es):	david.stenzel@steelecountymn.gov

A. Strategies

Minn. R. ch. 7020.1600, subp. 3a. states a County must develop annual plans and goals in accordance with registration, inspection, compliance and owner assistance responsibilities as well as permit goals, complaint response and staffing levels.

Registration Strategy

See Appendix A for additional clarifying information regarding Registration of feedlots.

1. **Please indicate the method(s) the County will use to provide a feedlot owner, who does not have an email address, with a registration receipt within 30 days of the county entering the registration information into the online registration service:** *(Double-click on checkbox and select "checked." Select all that apply.)*

   ☒ A registration receipt letter or mailing copy of record.

   ☒ An inspection letter that contains confirmation about registration/re-registration.

   ☒ A permit and/or a permit cover letter that contains confirmation of registration/re-registration.

   ☐ The County will document the dated 30-day registration receipts, as described below:

2. **Please indicate how the County will register sites using the online registration service. Select all that apply or provide a narrative if the County is planning to conduct registrations in another manner, then those provided below:**

   ☒ The County will advise feedlot owners to use the online registration service to register new feedlots or update existing feedlot registration information.

   ☒ The County will request feedlot owners to complete and submit a registration data collection sheet. Upon receiving completed registration data collection sheets, the County will enter registration information into the online registration service for feedlot owners.

☒ The County will collect registration information during site inspections and will enter registration information into the online registration service for feedlot owners.

☒ The County will use information provided by feedlot owners on permit application forms and/or Notices of Construction forms and will enter registration information into the online registration service for feedlot owners.

Steele County will advocate for use of option one for feedlot registration / re-registration and will resort to option two for those who need technical assistance.

3. ☒ **The County will address facilities that upon re-registration show an increase in animal units, a change or addition to animal types, or a change or addition to manure storage (i.e., liquid storage not previously included) by contacting the feedlot owner to verify the information provided in the updated registration and determine if other actions (i.e. site inspection, permitting, enforcement action or update of NMP) are needed to address the changes in the registration.**

4. **Please describe the strategy and timeline the County shall follow to address facilities that are not registered/re-registered in the current and/or prior four-year registration cycle.** *Select all that apply:*

   ☒ Register/re-register sites throughout the four-year registration cycle.

   ☒ Register/re-register sites early in the fourth year of the registration cycle.

   ☐ Sites required to be registered that do not have a current registration (registered prior to January 1, 2022) Date will be inspected or contacted to verify animal numbers so registration can be updated.

   ☐ Other (Example: How the county will address multiple AIs/sites that have the same address. Describe below:)

Inspection Strategy

For assistance with completing this part of the Delegation Agreement Work Plan please see **Appendix A**. A County must have an inspection strategy for the purpose of identifying pollution hazards and determining compliance with discharge standards, rules and permit conditions.

Note: *At least half of the required seven percent inspections need to be "Compliance" inspections. However, stockpile and manure storage area closure inspections conducted on their own do not count towards the County's minimum seven percent inspection rate.*

Required Inspection Strategies

Strategy	Year 1	Year 2
Conduct compliance inspections at existing sites that have not had an inspection within the last year and have submitted permit applications proposing construction or expansion to ensure that the appropriate permit is issued.	Yes ☒ No ☐	Yes ☒ No☐

The County's inspection strategy shall include goals for conducting a **majority** of inspections at high risk/ high priority sites. The strategy may also include goals for low risk/low priority sites. The County may choose from the provided examples and/or write an alternative strategy in the space provided in the below sections.

High risk/High priority sites *(check all that apply):*

☒ Sites within shoreland, a Drinking Water Supply Management Area (DWSMA), or other prioritized impaired waters.

☒ Sites that have open lot area(s) without runoff controls.

☒ Sites that have never been inspected and that fall into the first two checkboxes.

☒ Sites that, according to previous inspections, have not been maintaining adequate land application records and/or manure management plans.

☒ Sites constructing Manure Storage Areas (MSA) and open lot runoff controls.

☐ Conduct phosphorus inspections within a formally designated area. *Sites within high nitrate vulnerable areas or that may apply manure to high nitrate vulnerable areas. Refer to the Nutrient Management Planning Map and the Vulnerable groundwater area layer link:* *https://experience.arcgis.com/experience/b99690542f364a6dace31df6fab2e55a*

☐ Alternative Strategy *(explain alternative strategies below):*

Low risk/Low priority sites *(check all that apply):*

☐ Sites within a specified size category (i.e., 300-499 AU). *Please explain/describe your inspection strategies in the text box below.*

☐ Sites within a watershed, township or other formally designated area.

☐ Conduct phosphorus inspections within a specific watershed, township or other formally designated area.

☐ Conduct in-field land application inspections within a specific watershed, township or other formally designated area.

☐ Conduct phosphorus inspections as part of a compliance inspection.

☐ Conduct in-field land application inspections as part of a compliance inspection or at non-NPDES sites >300 AU.

☐ Conduct inspections at all sites in the County on a five year or less rotating basis.

☒ Conduct inspections at sites required to be registered that have never been inspected.

☐ Alternative Strategy *(explain alternative strategies below):*

Inspection Strategies

Inspection Strategy	Inspection Goal Year 1*	Inspection Goal Year 2*
Sites within shoreland, a Drinking Water Supply Management Area (DWSMA), or other prioritized impaired waters.	13	TBD
Total:	**13**	**TBD**

**Enter the number of inspections the County predicts will be completed for each category.*
Note: *Numbers entered for in-field land application goals must be quantified by feedlot sites and not individual farm fields.*

At least seventy-five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently.

☒ Yes, I agree ☐ No I do not agree (*discuss with MPCA staff*)

Note:

- Counties need to enter data from all feedlot inspections at feedlots required to be registered into Tempo by no later than ***February 1*** of the year following the end of the program year.
- Counties that enter ninety percent (90%) of inspection data within 60 days of the inspection date will receive four (4) Performance Credits.

Be sure to read and understand Appendix A for required inspection documentation.

Compliance Strategy

1. Please state the various initial method(s) and practice(s) the County will use in response to **compliance inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)
   - ☒ Include corrective actions with completion deadlines in the inspection results notification letter.
   - ☒ Issue a Letter of Warning (LOW) or a Notice of Violation (NOV) that will include corrective actions and deadlines.
   - ☒ Issue an interim permit that includes timelines for corrective actions.
   - ☐ Other (describe below):

2. Please indicate the various initial method(s) and practice(s) the County will use in response to **land application inspections** that result in non-compliance: (Blatant violations will be referred to MPCA as soon as possible in accordance with Appendix C.)
   - ☒ Address non-compliance at the same time the facility non-compliance is addressed. See above.
   - ☒ Include corrective actions with completion deadlines in the inspection results notification letter.
   - ☒ Issue an LOW or NOV that will include corrective actions and deadlines.
   - ☐ Other (describe below):

3. Notification of inspection results, including corrective action(s) and completion deadlines, shall be sent to feedlot owners. For compliance inspections and/or desktop N & P record reviews the notification of results will be sent to feedlot owners within 30 days of a compliance determination. The County intends to follow up with feedlot owners to evaluate progress.

   ☒ Yes, I agree ☐ No I do not agree (*discuss with MPCA staff*)

4. Explain how the County will escalate enforcement action when progress is not being made on corrective actions. (***Note:*** *See Appendix C – MPCA memorandum on CFO referral to MPCA.)*

CFO would begin with issuing a "Letter of Warning" or a "Notice of Violation" for major noncompliance issues. An "Interim Permit" could be issued if there are serious noncompliance issues that are resulting in a pollution hazard. If correspondence is not received in a reasonable timeframe, or progress is not being made on corrective actions, then the CFO will work with the County Attorney and reach out to the MPCA Regional Staff for assistance on enforcement.

Owner Assistance Strategy

1. Please describe the type and number of activities you plan to conduct during the term of this DAWP and how you will track the number of producers reached. (Example: group education events, newsletters, newspaper articles, producer surveys, distribution of manure sample containers, help with MMP writing, social media posts.)

   Type: Permit Applications, Feedlot Re-Registration / Change of Ownership, Assisting with Application/Manure Analysis Records, Assisting with MMP's, Conducting Routine Compliance Inspections.
   Number: 13
   How Tracked: # of Permit Applications Received, # of Re-Registration / Change of Ownership Completed, # of Application Records Assisted with or Received, # of MMP's Assisted with or Received, # of Routine Compliance Inspections Completed.

   Counties are pre-approved to conduct publicity based on their Owner Assistance Strategy. Counties need to add "Paid for by a grant from the State of Minnesota" to any originally created Minn. R. ch. 7020 information intended for distribution.

2. Provide assistance to feedlots applying manure within MDA Level 2 DWSMAs in the county. Assist those feedlots with 300+ AU with MMP development and record keeping within the Nutrient Management Tool. Assist feedlots under 300 AU to understand and implement the "Small Farm MMP" and record keeping forms provided by the MPCA. Please explain how the County plans to provide this assistance for these feedlots, below.

   ☒ Not Applicable (There are no Level 2 DWSMA's within the County.)

Communication strategy (The communication strategy is intended to ensure that effective communication occurs between CFOs and MPCA regional representatives. Below are opportunities for connecting face to face or virtually. Describe how intentional communication will occur over the two-year work plan.)

1. **Please describe the strategy the County intends to follow to communicate updates and needs with MPCA over the 2-year work plan cycle.** *(Double-click on checkbox and select "checked." Select all that apply.) Examples are below:*

   ☒ Attend regional meetings.

   ☒ Attend the MACFO Conference.

   ☐ Have quarterly check-ins with MPCA Regional Rep, using designated check-in form.

   ☐ Submit permit review documents to MPCA regional rep prior to issuing.

   ☐ Attend a live U of MN training (MinnFARM, Nutrient Management).

   ☐ Review first two inspections of the year with MPCA regional rep.

   ☒ Alternative Strategy (describe below):

   Check in with MPCA Reps as needed.

   - The check-in form to be used is in the Feedlot Folder in Tempo Help.

B. Delegated County Minimum Program Requirements (MPRs)

Minn. Stat. § 116.0711, subd. 2. (c) states that 25% of the total appropriation must be awarded according to the terms and conditions of the following MPRs.

Inspection MPRs

A County must inspect seven percent (7%) or more of their State required registered feedlots annually, as determined by the table in Appendix B, to be eligible for the Inspection MPR award. A full compliance inspection, a construction inspection, a desktop nitrogen and phosphorus record inspection (desktop N & P) or an in-field land application inspection may only count once towards the minimum seven percent inspection rate. A second inspection done at the same site in the same year would be counted towards performance credits. At least half of the seven percent (7%) inspections need to be compliance inspections. The remaining half can be a combination of construction inspections, desktop nitrogen and phosphorus record inspections or in-field land application inspections. **Note:** the stockpile and manure storage area closure inspections, on their own, do not count towards the minimum seven percent inspection requirement.

Inspection MPRs	**Year 1**	**Year 2**
1. Agency-approved number of feedlots required to be registered by the State. (For Year 1, enter the "Feedlots Eligible for Funding" number for your county found in Appendix B. For Year 2, the Agency-approved number of feedlots for each county will be determined by the MPCA around April 1, 2026. Counties will need to determine the number of inspections that need to be conducted to meet their 7% inspection rate based on the number of Agency-approved feedlots at that time.)	190	[XXX] The 2027 MPCA approved number of feedlots is to be added by the county in 2026.
2. County–Agency agreed upon inspection rate. (*Enter "7%" unless a different inspection rate percentage was negotiated.*)	7%	[XXX%]

3. County–Agency agreed upon inspection number for the identified time period. *(Calculate 7% of the number from item 1. If not a whole number, round up to the nearest 0.5 and enter it here. Example: 12.0 =12.0, 12.1 thru 12.5 = 12.5, 12.6 thru 12.9 = 13.0)*	13	[XXX] To be added by the county in 2026.

Non-Inspection MPRs

Registration MPRs	Yes	No
1. The County will register and maintain registration data in the Tempo database (Minn. R. ch. 7020.0350, subp. 1 and 7020.1600, subp. 2. C). *Instructions for entering registration information into the online registration system are available in Tempo HELP/Feedlot folder/Registration Information folder/ “Online Registration FAQs.docx”*	☒	☐
2. The County issues a registration receipt to the feedlot owner within 30 days of entering registration information into the online registration service if the site owner does not have an email address (Minn. R. ch. 7020.0350, subp. 5). *A file review should indicate the County has fulfilled the registration receipt requirement as stated in their Delegation Agreement Work Plan Registration Strategy.*	☒	☐
The County acknowledges the following: a. The MPCA will run a report on or about January 30, 2026 to determine the number of feedlots the County will receive funding for during 2027 and 2028. b. In order for feedlot sites to count for funding purposes for 2027 and 2028 they must: • Have a locked registration in Tempo, • Have a registration Effective Start Date of January 1, 2022 or later; and • Be required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas.	☒	☐

Inspection MPRs	Yes	No
3. The County maintains a record of all compliance inspection results, including land application inspections conducted at feedlots required to be registered. At a minimum, counties must maintain on file (electronic or paper) inspection documentation as outlined in Appendix A (Minn. R. ch. 7020.1600, subp. 2.H.). *A file review should indicate that the County uses and maintains on file inspection documentation as stated in their Delegation Agreement Work Plan Inspection Strategy.*	☒	☐
4. The County enters data from all feedlot inspections at feedlots required to be registered into Tempo no later than **February 1** of the year following the end of the program year (Minn. R. ch. 7020.1600, subp. 2.H) **and** at least seventy-five percent (75%) of inspection data shall be entered into Tempo within 120 days of the inspection. Minimally funded counties may enter data less frequently. *A Tempo database query should indicate that inspection checklist data was entered into Tempo within required parameters.* *Instructions for entering an inspection into Tempo are available in Tempo HELP/Feedlot folder/ Inspection Information folder.*	☒	☐

Inspection MPRs	Yes	No
The County acknowledges the following: a. For inspections to count toward the required seven percent (7%) inspection rate they must*: • Be at sites that are required to register: 10 or more AU in shoreland areas or 50 or more AU outside shoreland areas. • Have a locked inspection in Tempo; and • Have occurred during the CFO Annual Report reporting year. *If at the time of inspection a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland), and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the seven percent (7%) inspection rate. b. Inspections at feedlot sites will **not** count toward the required seven percent (7%) inspection rate if: • Inspection information is not entered into Tempo, or • Inspections entered into Tempo are not locked.	☒	☐
5. The County's Inspection Strategy has been approved by the agency (Minn. R. ch. 7020.1600, subp. 3a.B(1-2)). *The County's CFO Annual Report should indicate the County initiated inspection plans and goals as stated in their Delegation Agreement Work Plan Inspection Strategy.*	☒	☐

Compliance MPRs	Yes	No
6. The County will notify the producer, in writing or via email, of the results of any inspection. The notification must include a completed copy of the Minnesota Feedlot Inspection Checklist (wq-f3-45e). (Minn. R. ch. 7020.1600, subp. 3a.B(5)(a)). For compliance and desktop N & P inspections the written or emailed inspection notification shall be within 30 days of a compliance determination. *A file review should indicate the County has notified the producer(s) of compliance inspection results. Notification must be in writing or via email.*	☒	☐
7. The County will bring feedlot operations into compliance through the implementation of scheduled compliance goals as stated in the County's Delegation Agreement Work Plan Compliance Strategy (Minn. R. ch. 7020.1600, subp. 3a.B(5)). *A file review should indicate that the County brought non-compliant feedlots into compliance as stated in their Delegation Agreement Work Plan Compliance Strategy.*	☒	☐
8. The County maintains documentation and correspondence for any return to compliance from a documented non-compliance status (Minn. R. ch. 7020.1600, subp. 2.H). *When a County records a corrective action in Tempo, the file should contain documentation verifying the corrective action. Tempo should indicate that the audit data screen is correctly filled out for partial or complete upgrades and the Violations screen in Tempo has been updated to reflect the return to compliance.*	☒	☐

Permitting MPRs	Yes	No
9. The County will issue permits within the 60/120-day time period according to Minn. Stat. § 15.99 (Minn. R. ch. 7020.0505, subp. 5.C). *A file review should indicate that the County date stamps all application components and, if applicable, uses letters to notify producers of incomplete applications. An application component received by the County electronically (via email) does not need a date stamp provided the dated email is saved with the document.*	☒	☐
10. The County will make sure all permit applications are complete. (Minn. R. ch. 7020.1600, subp. 2.C). *A file review should indicate that the County uses the most recent agency-approved permit application checklist, verifying the information contained in the application is complete and accurate. When required a complete and accurate Manure Management Plan (MMP) must be submitted with the permit application.* ***Note:*** *upon UMN extension N recommendation changes, being incorporated into the MPCA's Nutrient Management Tool, (NMT), the county will encourage/promote the use of Online NMT when feedlot owners are required to develop MMP's as part of a permit application.*	☒	☐
11. The County will ensure producer compliance with required notifications (Minn. R. ch. 7020.2000, subp. 4 and subp. 5). *Public notifications for new or existing feedlots with a capacity of ≥500 AU proposing to construct or expand must include the following information:* *a. Owner(s) name(s) or legal name of the facility.* *b. Location of facility - county, township, section, quarter section.* *c. Species of livestock and total animal units.* *d. Types of confinement buildings, lots, and areas at the animal feedlot; and* *e. Types of manure storage areas.* *Public notification is completed by equal or greater notification of one of the following:* *a. Newspaper (affidavit in file).* *b. Delivery by mail or in person; or* *c. As part of a county/township permitting process (Conditional Use Permit).* *d. A copy of the newspaper including date of publication.* e. *A printed copy of the notification from the newspaper website including date of publication.*	☒	☐
12. The County will issue the appropriate permit after completion of required notifications (Minn. R. ch. 7020.2000, subp. 4, 5). *A file review should indicate that permits have been issued more than twenty (20) business days after public notifications.*	☒	☐

Permitting MPRs	**Yes**	**No**
13. The County will ensure that manure management plan (MMP) conditions have been met according to Minn. R. ch. 7020.2225, subp. 4.D prior to permit issuance (Minn. R. ch. 7001.0140). Upon UofM Extension nitrogen recommendation changes, incorporation of the changes into MPCA's NMT and MPCA providing notice to the Delegated Counties, the county will require (Change or remove/reword) *use of MPCA online services for submittal of nutrient management plan development for CSF permit applications at sites with 300 AU or more & for Interim permit applications.* *A file should contain either a an NMP and a completed NMP review checklist for any interim permit issued for a site 100 or >100 AU; an NMP and a completed MMP review checklist for any CSF (construction short form) permit issued for a feedlot over 300 AU; A file review will confirm that a copy of the most recent Agency-approved MMP review checklist is in the permit file and verify that the NMP is complete, accurate and meets feedlot rule requirements as verified through the use of Tableau reports (i.e., Nutrient Management Tool Plan Reviewer) and the NMP review checklist.*	☒	☐
14. The County will ensure that a producer who submits a permit application that includes a liquid manure storage area (LMSA) meets the requirements in Minn. R. ch. 7020.2100. *A file review should indicate that MPCA engineering staff reviewed nonconcrete LMSAs, and for LMSA not requiring MPCA engineering staff review, the County uses the most recent Agency-approved LMSA checklist and that LMSA plans and specifications are complete, accurate and meet feedlot rule requirements as verified using the LMSA checklist.*	☒	☐
15. The County will ensure that any pollution problems existing at a producer's site will be resolved before the permit is issued or will be addressed by the permit (Minn. R. ch. 7020.0535, subp. 7 and 7001.0140). *A file review should indicate the County issues interim permits in appropriate situations and conducts an inspection at existing sites within one year prior to permit issuance.*	☒	☐

Complaint Response MPR	**Yes**	**No**
16. The County maintains a record of all complaint correspondence. (Minn. R. ch. 7020.1600, subp. 2.H. and subp. 2.J.(6)) *The County maintains a complaint log and promptly reports to the MPCA any complaints that represent a possible health threat, a significant environmental impact or indicate a flagrant violation.* *The complaint log should include:* *a. Type of complaint.* *b. Location of complaint.* *c. Date and time complaint was made.* *d. Facts and circumstances related to the complaint; and* *e. A statement describing the resolution of the complaint.*	☒	☐

Owner Assistance MPR	Yes	No
17. The County's Owner Assistance Strategy has been approved by the agency. (Minn. R. ch. 7020.1600, subp, 2.J.(5) and subp. 3a.B.(7)) *A review should indicate the County initiated their plan as stated in their Delegation Agreement Work Plan Owner Assistance Strategy.*	☒	☐

Staffing Level and Training MPR	Yes	No
18. The CFO (and other feedlot staff) attend training necessary to perform the duties of the feedlot program and is consistent with the agency training recommendations. (Minn. R. ch. 7020.1600, subp. 2.K.) *The County should complete a minimum of 18 continuing education units (CEUs). Each unit consists of one hour of training related to Minn. R .ch. 7020 competency areas: regulating new construction, conducting inspections and evaluating compliance, handling complaints and reported spills, responding to air quality complaints, resolving identified pollution problems, communicating with farmers and the agricultural community.*	☒	☐

Air Quality MPR	Yes	No
19. The County maintains a record of all notifications received from feedlot owners claiming air quality exemptions including the days exempted and the cumulative days used. (Minn. R. ch. 7020.1600, subp. 2.I.) *The County should maintain a pumping notification log. The log should include:* *a. Names of the owners/legal facility name.* *b. Location of the facility (county, township, section, quarter).* *c. Facility permit number; and* *d. Start date and number of days to removal.*	☒	☐

Web Reporting Requirement	Yes	No
20. The County maintains an active website listing detailed information on the expenditure of County program grant funds and measurable outcomes as a result of the expenditure of funds. (86^{th} Legislature, MN Session Laws 2009, Chapter 37 – H. F No. 2123, article 1, section 3, subdivision 1) *As of July 1 of the current program year, the CFO Annual Report and MPCA Financial Report from the previous program year should be posted on the County's website:* *https://www.revisor.mn.gov/laws/?year=2009&type=0&doctype=Chapter&id=37*	☒	☐

Appendix A

2026-27 Delegation Agreement Work Plan Guidance

This Delegation Agreement Work Plan applies to feedlots that are required to be registered under Minn. R. ch. 7020.

If a Delegated County (County) will not be able to meet their registration, inspection, compliance and/or owner assistance strategies during the year the County needs to communicate this with the MPCA in a timely manner and work with MPCA to determine an acceptable alternative. If a County is unable to achieve the strategies of the Delegation Agreement Work Plan, they risk losing funding. A County that does not meet the minimum seven percent inspection rate may be at risk for losing funding.

1. Data Practices

Any data requested that is part of the Tempo warehouse data dump, MPCA's "What's in my Neighborhood" and a submitted permit application and Manure Management Plan is public information. As such the county is not required to immediately notify the MPCA and is does not need to await direction on whether the county can disseminate this data to the public. The county can release this public data because this statement is a blanket approval for the county to do so.

2. Registration

a) Producer contact information

- If a feedlot owner provides contact information (phone / email) it needs to be entered. Counties should not enter their own contact information if a feedlot owner has provided contact information.
- If a feedlot owner does not provide contact information an effort should be made by the CFO to gather/obtain feedlot owner contact information (phone/email) before entering registration information so, if possible, the feedlot owner's contact information is entered rather than the contact information of the CFO.
- Entering CFO contact information (phone/email) as part of a feedlot's contact information should only be done as a last resort, meaning that either:
- The feedlot owner does not have phone/email contact information.
- The feedlot owner is unwilling to provide contact information.

b) Collected registration information

- If a feedlot owner submits registration information to the county (i.e., Registration Data Collection sheet or permit application) so that the county can enter the registration information into the on-line registration service, the submitted information needs to be retained (attached in Tempo or in county file).

c) Registration receipt

- If a feedlot owner does not provide email contact information and CFO email contact information is entered as contact information for the feedlot, the CFO needs to clearly document receipt of registration back to the feedlot owner. Acceptable forms of documentation include:
  - Dated registration receipt letter;
  - Dated inspection letter that indicates registration was updated;

- Dated permit cover letter that indicates registration was updated; or
- The County will document the dated 30-day registration receipts as described in the Registration Strategy above.

d) Register / Update feedlot registration information when permits are issued

- When a feedlot owner submits an application for a feedlot permit or Notice of Construction, the CFO needs to ensure that:
- New feedlot sites are registered based on the information submitted; and
- Registration information is updated for existing feedlot sites based on the information submitted.

6. Types of Inspections

Please refer to the Minnesota Feedlot Inspection Checklist (Checklist) to learn more about a feedlot inspection. All inspections must be documented.

Compliance Inspection is an onsite, full facility inspection during which all parts of the feedlot are inspected. When inspecting a site registered for ≥100 AU, the nitrogen section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Compliance Inspection* as the Compliance Evaluation Type and load applicable checklist.

Construction Inspection is an onsite inspection completed at a feedlot site that is constructing. A construction inspection typically involves just inspecting the construction activity that is taking place and does not require inspection of other parts of the feedlot. When entering an inspection of this type into Tempo, select *FE Construction Inspection* as the Compliance Evaluation Type and load applicable checklist.

Complaint Inspection is an inspection conducted in response to a complaint. A complaint inspection typically involves just inspecting the portion of the feedlot, land application site, manure stockpile or other areas relating to the complaint and does not require inspection of any other area not directly related to the complaint. When entering an inspection of this type into Tempo, select *FE Complaint Inspection* as the Compliance Evaluation Type.

Stockpile Inspection is an onsite inspection conducted to inspect one or more stockpiles. A stockpile inspection typically involves just inspecting the portion of the feedlot relating to the stockpile(s) and does not require inspection of other parts of the feedlot. The stockpile section(s) of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE Stockpile Inspection* as the Compliance Evaluation Type and load the applicable checklist portions.

Manure Storage Area Closure is an inspection that has been conducted at a facility and the inspector has evaluated the site’s compliance with manure storage area closure requirements. If you have received a notification of manure storage area closure and did not inspect the facility, follow the procedure for “How to enter Notification of Manure Storage Area Closure” located here (file://pca.state.mn.us/xdrive/Tempo/Feedlot/).

***Note**: The stockpile and manure storage area closure inspections, on their own, do **not** count towards the minimum seven percent inspection requirement.*

Land Application Inspections

- **Phosphorus Inspection** is an inspection of the phosphorus portion of land application records that is conducted in conjunction with a compliance inspection of a site registered for $\geq$300 AU. The phosphorus section of the Checklist must be filled out for the inspection to be complete. Feedlot owners are required to maintain three (3) years of field records when fields do not have sensitive features and six (6) years when fields do contain sensitive features. **Please see phosphorus inspection guidance found on the MPCA County Feedlot Officers webpage for more information.**
- **Desktop Nitrogen & Phosphorus Record Review** is an inspection of both nitrogen and phosphorus land application records of a site registered for $\geq$300 AU. This is an independent inspection conducted without inspecting other parts of the feedlot. The nitrogen and phosphorus sections of the Checklist must be filled out for the inspection to be complete. This inspection typically would be conducted in the office after requesting and receiving application records, but it could also be conducted onsite. When entering an inspection of this type into Tempo, select *FE Desk-top Nitrogen & Phosphorus Record Inspection* as the Compliance Evaluation Type and load the applicable checklist. **Note:** When a Desktop Nitrogen & Phosphorus Record Inspection is conducted, review of the phosphorus portion of the records must be completed in the same manner as described in the Phosphorus inspection above.
- **In-field Land Application Inspection** is an onsite/in-field inspection that focuses on land application practices including but not limited to discharges and setback requirements. The inspection should include a review of the MMP as applicable. The in-field land application inspection section of the Checklist must be filled out for the inspection to be complete. When entering an inspection of this type into Tempo, select *FE In-field Land Application Inspection* as the Compliance Evaluation Type and load the applicable checklist. In-field land application inspections should focus on fields that have sensitive features present.

A special note about inspections at facilities designated as a large CAFO or operating under an NPDES or SDS Permit:

County inspections conducted at NPDES/SDS/CAFO sites DO **NOT** count towards the minimum seven percent (7%) inspection rate. If the inspection was requested of the County by MPCA feedlot program staff the County can add that inspection to the CFO Annual Report to obtain performance credits.

7. Inspection Documentation

Required

Each compliance inspection must be documented. A Checklist must be used for all compliance inspections as applicable (MPR #3). The results of compliance and land application inspections are to be documented and communicated in writing or via email to the feedlot owner. For compliance inspections and desktop N & P record reviews results are to be communicated to the feedlot owner within 30 days of a compliance determination (MPR #6).

Both the Checklist and the written communication of inspection results to the feedlot owner need to be either in the County's file or uploaded into Tempo.

It is not necessary to document and communicate results to the feedlot owner for a construction or complaint inspection unless compliance issues are discovered as a result of the inspection.

For **Compliance** inspections at feedlot sites with $\geq$300 AU where **manure application records are kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated. Examples include manure and soil sample results, field maps with application rates, MPCA Manure Planner; (This is not tied to an MPR.)
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Compliance** inspections at feedlot sites with 100-299 AU where **manure application records are required to be kept**, documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- The County's evaluation of nitrogen rates (i.e., nitrogen rate worksheet). Include documentation used to make a nitrogen determination; and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet), if an optional phosphorus inspection is conducted in conjunction with a compliance inspection.

The County can also include additional items (photos, site map, etc.) as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For **Desktop N & P** inspections documentation in the file must include:

- The Checklist;
- Written communication of the inspection results;
- A copy or photo of a representative sample of manure application records that were evaluated; (This is not tied to an MPR.)
- The County's evaluation of the nitrogen rates (i.e., nitrogen rate worksheet); and
- The County's evaluation of phosphorus rates (i.e., phosphorus rate worksheet).

The County can also include additional items as part of the inspection file if they determine it is applicable or necessary to document the inspection.

For Compliance **inspections** at feedlot sites where manure application records are **not** required to be kept (<u>sites with less than 100 AU</u>) and other types of inspections, documentation in the file must include the Checklist, written communication of inspection results to the feedlot owner and <u>at least **one** of the following suggested pieces of documentation.</u>

Suggestions

The following are suggestions for documenting an inspection. This documentation should be either in the County's file or uploaded into Tempo.

- **Compliance Inspection** - aerial photos, maps, camera photos, notes (on non-compliance)
- **Construction Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, as-built documentation
- **Complaint Inspection** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results

- **Stockpile Inspection** - aerial photos, maps, camera photos, notes, locations of nearby sensitive features requiring setbacks, soil information (slope/depth to seasonal water table/texture)
- **Land Application Inspections** - aerial photos, maps, camera photos, notes, copies or photos of contents of the owner's feedlot files or records, land ownership records, nitrogen and phosphorus record review worksheets, manure and/or soil test results
- **Manure Storage Area (MSA) Closure** - either a letter stating that the MSA was closed in accordance with rule requirements and/or photo documenting the closure

For all inspection types <u>except</u> Construction and Complaint:

- Checklist must be used.
- Results must be entered in Tempo.
- A follow-up letter needs to be sent to the feedlot owner. The letter should include Checklist section(s) where non-compliance was identified (or a copy of the entire Checklist) and corrective actions/time frames for addressing non-compliance if applicable. For Compliance and Desktop N & P inspections the follow-up letter is to be sent to the producer within 30 days of compliance determination.
- Inspection documentation needs to be in County files or uploaded into Tempo.

For Construction and Complaint inspections:

- Inspection checklist can be used.
- Results must be entered in Tempo.
- Inspection documentation should be in County files or uploaded into Tempo.

How the minimum 7% inspection rate is determined and calculated:

1. A minimum of 7% of sites required to be registered must be inspected before any PCs are earned.
   - Only sites that received a Compliance, Construction, Desktop N&P, or In-field Land Application inspection can be used to satisfy the 7% minimum.
2. The following multipliers are used when using site inspections to satisfy the 7% minimum:
   - Sites that received a Compliance Inspection are counted as one (1.0) inspection.
   - Sites that received a Construction inspection are counted as one (1.0) inspection.
   - Sites that received a Desktop Nitrogen & Phosphorus Record inspection are counted as one (1.0) inspection.
   - Sites that received an In-field Land Application inspection are counted as one half (0.5) of an inspection.

How Performance Credits (PCs) are calculated

- Counties must meet or exceed 85% of the Minimum Program Requirements (MPRs) **<u>and</u>** the 7% minimum site inspection rate to be eligible to receive PCs.
- At **<u>least half</u>** of the site inspections used to satisfy the 7% minimum need to be **Compliance** inspections. The remaining half can be a combination of inspection types including Compliance, Construction, Desktop Nitrogen & Phosphorus Record Inspection, or In-field Land Application.
- PCs are not earned for inspections that satisfy the 7% minimum.

- Inspections are applied to the 7% minimum in the following order:
    1. Compliance
    2. Construction
    3. Desktop Nitrogen & Phosphorus
    4. In-field Land Application
- PCs are awarded for any inspection(s) not used to satisfy the 7% minimum based on the PC multipliers in the CFO Annual Report.

Examples

A county has 100 feedlots required to be registered. A minimum 7% inspection rate means a minimum of seven (7) feedlot sites need to be inspected and at least three and a half (3.5) of these inspections need to be Compliance inspections.

1. If the county inspects eight feedlot sites (8 Compliance inspections), they would receive 3 PCs for the extra Compliance inspection.
2. If the county inspects eight feedlot sites (7 Compliance and 1 Construction), they would receive 2 PCs for the extra Construction inspection.
3. If the county inspects nine feedlot sites (3 Compliance and 6 Construction), they would receive 0 PC. Only three Compliance inspections were done and that is not at least half (3.5) of the required 7% (7).
4. If the county inspects 13 feedlot sites (4 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 6 In-field Land Application), they would receive 6 PCs.
    - 4 Compliance, 2 Construction, and 1 Desktop N&P inspections satisfy the 7%.
    - What is left goes towards PCs: 6 In-field Land Application x 1 = 6 PCs.
5. If the county inspects 18 feedlot sites (8 Compliance, 2 Construction, 1 Desk-top Nitrogen & Phosphorus and 7 In-field Land Application), they would receive 17 PCs.
    - The first 7 Compliance inspections go towards the 7%.
    - What is left goes towards PCs: one Compliance x 3 = 3 + two Construction x 2 = 4 + one Desktop N&P x 3 = 3 + seven In-field Land Application x 1 = 7 for a total of 17 PCs (3 + 4 + 3 + 7).
6. If the county inspects 15 feedlot sites (4 Compliance, 1 Construction, and 10 In-field Land Application), they would receive 6 PCs.
    - Four Compliance, one Construction, and four In-field Land Application inspections go towards the 7% (4 + 1 + {4 x 0.5=2} = 7).
    - What is left goes towards PCs: six In-field Land Application x 1 = 6 PCs.

How inspections count towards the minimum seven percent (7%) inspection rate:

Compliance and construction Inspections count toward the minimum 7% inspection rate, each as one (1) inspection.

Desktop Nitrogen & Phosphorus Record Review (conducted independent of a compliance inspection) at a feedlot site $\geq$300 AU counts as one (1) inspection. Credit will be given only if there are records available and if those records are sufficient to make a compliance determination on the nitrogen and phosphorus record and rate requirements. Therefore, looking at both nitrogen and phosphorus records during a desk-top nitrogen and phosphorus inspection counts as one (1) inspection.

In-field Land Application Inspection at a feedlot site that is required to be registered or at a feedlot site that receives manure from a site required to be registered counts as one half (0.5) an inspection. In order for the in-field land application inspection to count towards the minimum 7% inspection rate, the feedlot that is the source of the manure should not be considered a large CAFO or operating under an NPDES or SDS permit.

It is important to note that only one inspection can be counted toward the minimum 7% inspection rate for any given feedlot site during the program year. For example, if a County completes a compliance inspection and an in-field land application inspection at the same feedlot site during the same program year, the in-field land application inspection cannot be counted towards the minimum 7% inspection rate. However, any additional inspections completed for the same feedlot site during the same program year may count towards performance credits.

If **at the time of inspection,** a site has a current (January 1, 2022 or later) locked registration with animal numbers that require registration (10 or more AU in shoreland or 50 or more AU outside of shoreland) and as a result of the inspection the registration information is updated to animal numbers that no longer require registration, the inspection shall count toward the 7% inspection rate.

8. **Inspection Strategy**
As part of developing a realistic inspection strategy the County needs to consider all of their strategies (compliance and land application) and the time commitment required. The County should not design their inspection goals to simply meet the minimum 7% inspection rate. Rather, the County is urged to set inspection goals according to their inspection needs such as feedlots that have never been inspected. The County needs to be realistic with their inspection strategy because they will be required to initiate and work towards these strategy goals (MPR #5).

Recommended Approach for Developing an Inspection Strategy

Step 1. The first step is to calculate the number of feedlots the County intends to inspect annually. The County needs to set a goal of inspecting at least 7% of the total number of feedlots required to be registered in the County. Given this formula, a County with 300 feedlots would need to conduct 21 compliance inspections or a combination of 21 compliance/construction/desk-top nitrogen and phosphorus record/in-field land application inspections annually. One in-field land application inspection counts as one half (0.5) inspection towards the minimum 7% inspection rate.

Step 2. The second step is to decide how many inspections the County can conduct in each of the high risk/low risk categories over the next two years. Counties are encouraged to inspect sites in the BWSR One Watershed One Plan (see link below). Remember that inspections require follow-up and possible enforcement for non-compliant sites. Follow-up calls, letters, assistance and enforcement do not count towards the minimum 7% inspection rate.

9. **BWSR ONE WATERSHED ONE PLAN (1W1P)**: http://bwsr.state.mn.us/planning/1W1P/index.html

APPENDIX B

Delegated County	County Vendor Number	Location	Feedlots Eligible for Funding	Minimal Funding	Base Grant Award (County must match)	MPR Award	Total Award
Big Stone	0000197278	2	53	Yes	$7,500.00		$7,500.00
Blue Earth	0000197279	2	327		$27,848.67	$12,310.57	$40,159.24
Brown	0000197280	1	319		$27,167.35	$12,009.40	$39,176.75
Carver	0000197282	1	160		$13,626.26	$6,023.52	$19,649.78
Clay	0000197285	1	79		$6,727.97	$2,974.11	$9,702.08
Cottonwood	0000197287	1	186		$15,840.53	$7,002.34	$22,842.87
Douglas	0000197326	2	250		$21,291.03	$9,411.75	$30,702.78
Faribault	0000197291	1	250		$21,291.03	$9,411.75	$30,702.78
Fillmore	0000196178	1	561		$47,777.07	$21,119.97	$68,897.04
Freeborn	0000197292	1	198		$16,862.50	$7,454.11	$24,316.60
Goodhue	0000197327	1	445		$37,898.03	$16,752.92	$54,650.95
Houston	0000197295	2	300		$25,549.24	$11,294.10	$36,843.34
Jackson	0000197297	1	278		$23,675.62	$10,465.87	$34,141.49
Kandiyohi	0000197330	1	274		$23,334.97	$10,315.28	$33,650.25
Kittson	0000195228	1	18	Yes	$7,500.00		$7,500.00
Lac qui Parle	0000197331	1	172		$14,648.23	$6,475.29	$21,123.51
Lake of the Woods	0000197332	1	19	Yes	$7,500.00		$7,500.00
Le Sueur	0000197299	1	147		$12,519.13	$5,534.11	$18,053.24
Lincoln	0000197300	1	366		$31,170.07	$13,778.81	$44,948.87
Lyon	0000197301	1	282		$24,016.28	$10,616.46	$34,632.74
Marshall	0000197334	1	50	Yes	$7,500.00		$7,500.00
Martin	0000197302	1	489		$41,645.25	$18,409.39	$60,054.64
McLeod	0000197362	1	229		$19,502.58	$8,621.17	$28,123.75
Meeker	0000197303	1	273		$23,249.80	$10,277.63	$33,527.44
Morrison	0000197305	1	529		$45,051.82	$19,915.27	$64,967.09
Mower	0000197306	1	304		$25,889.89	$11,444.69	$37,334.58
Murray	0000197307	1	425		$36,194.75	$15,999.98	$52,194.73
Nicollet	0000197335	1	278		$23,675.62	$10,465.87	$34,141.49
Nobles	0000197336	1	458		$39,005.17	$17,242.33	$56,247.50
Norman	0000197308	1	46	Yes	$7,500.00		$7,500.00
Pennington	0000197338	1	32	Yes	$7,500.00		$7,500.00
Pipestone	0000197311	1	414		$35,257.94	$15,585.86	$50,843.81
Polk	0000197339	1	54	Yes	$7,500.00		$7,500.00
Pope	0000197340	1	145		$12,348.80	$5,458.82	$17,807.61
Red Lake	0000197341	1	31	Yes	$7,500.00		$7,500.00
Renville	0000197312	1	263		$22,398.16	$9,901.16	$32,299.33
Rice	0000197343	1	237		$20,183.90	$8,922.34	$29,106.24
Rock	0000197313	1	541		$46,073.79	$20,367.03	$66,440.82
Stearns	0000194398	1	1328		$113,097.95	$49,995.23	$163,093.18
Steele	0000197345	1	190		$16,181.18	$7,152.93	$23,334.11
Stevens	0000197317	1	110		$9,368.05	$4,141.17	$13,509.22
Swift	0000197318	1	138		$11,752.65	$5,195.29	$16,947.94
Todd	0000197346	1	701		$59,700.05	$26,390.56	$86,090.60
Traverse	0000197319	1	36	Yes	$7,500.00		$7,500.00
Wadena	0000197364	2	68		$5,791.16	$2,560.00	$8,351.16
Waseca	0000197320	2	228		$19,417.42	$8,583.52	$28,000.94
Watonwan	0000197322	1	162		$13,796.59	$6,098.82	$19,895.40
Winona	0000197348	1	460		$39,175.49	$17,317.63	$56,493.12
Wright	0000197323	1	220		$18,736.11	$8,282.34	$27,018.45
Yellow Medicine	0000197349	1	225		$19,161.93	$8,470.58	$27,632.50
Total			**13,348**	**9**	**$1,175,400.00**	**$489,750.00**	**$1,665,150.00**

APPENDIX C

CFO referral of enforcement to MPCA

MINNESOTA POLLUTION CONTROL AGENCY

www.pca.state.mn.us

Policy memo: Referral of enforcement cases from delegated counties to MPCA

DATE :	June 21, 2006 (updated June 1, 2021)
TO :	MPCA and County Feedlot Staff
FROM :	Randall G. Hukriede, Feedlot Program Manager
PHONE :	320-295-2227

Goal: To provide criteria to promote statewide consistency regarding acceptance of feedlot enforcement referrals from delegated counties to the Minnesota Pollution Control Agency (MPCA) where there is a persistent failure by a feedlot owner to correct pollution hazards. Referral of cases from the delegated counties to the MPCA should be done infrequently and only for very serious cases. This memo does not apply to situations where a county feedlot officer (CFO) discovers a blatant violation (e.g., acute discharging, pumping, piping, dumping manure to waters of the state). These situations should be referred to the MPCA immediately.

Situations where referrals may be accepted:

- Conflict of interest between producer and county/CFO;
- Serious environmental harm/potential for harm;
- Pollution problems and/or investigations involving multiple counties; and
- Other cases as determined appropriate by the MPCA.

Requirements for the county before cases are referred:

- County must have issued a Notice of Violation (NOV);
- County must have tried to refer the case to its county attorney if its previous enforcement action was not successful in resolving the case;
- County must send a letter to the MPCA describing what it has done to resolve the case and why it wants to refer the case to the MPCA; and
- County must agree to continue to work with the MPCA as needed to resolve the case.

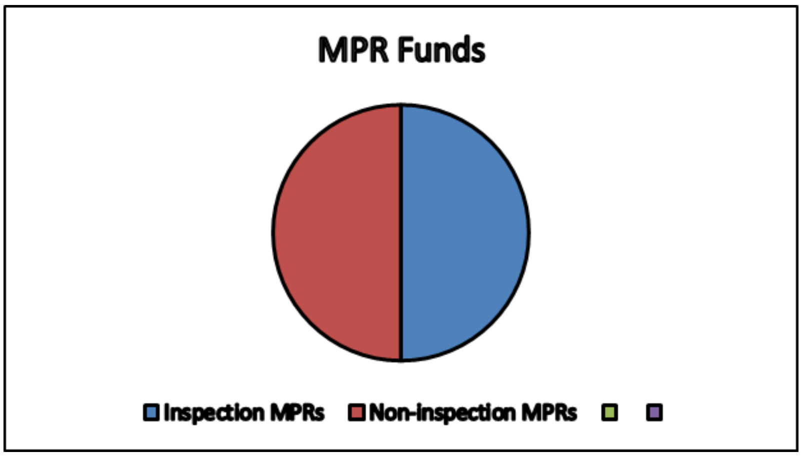
Requirements for the MPCA:

- Incorporate enforcement requirements by reference into county workplans and delegation agreements.
- Staff meet with supervisor and compliance coordinator to approve acceptance of the referral.
- Continue to conduct enforcement training for CFOs and/or county attorney as needed.
- Maintain a NOV and Letter of Warning to be used by counties.

Appendix D
MPCA Feedlot Program

Minimum Program Requirements Scoring System Checklist

Minimum Program Requirement (MPR) funds are awarded when a county meets both inspection and non-inspection MPRs. Minn. Stat. § 116.0711, subp. 2 (c) states a county can lose 50% of MPR funds for not meeting inspection MPRs (7% inspection requirement). The MPCA has determined that if a county does not meet non-inspection MPRs, the county can also lose MPR funds. Therefore, half of the MPR funds can be lost for not meeting inspection MPRs (as per Statute) and half can be lost for not meeting non-inspection MPRs. To earn the total MPR fund amount, a county must meet inspection MPRs (7% inspection requirement) and at least 80% of their non-inspection MPRs.



FAILURE TO MEET INSPECTION MPRs

(Minimum 7% inspection rate)

Fully Funded County	• Lose Performance Credits (PC) • Lose 100% of inspection MPR funds (50% of total MPR funds)
Minimally Funded County	• Lose PCs • Lose $937.50 (half of 25% of $7500)

Year 1 - See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to CFO's immediate supervisor copying CFO; and
- MPCA requires CFO to schedule one formal check-in with MPCA County Program Lead and MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year.

Year 2 – See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO's immediate supervisor (e.g., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county program leadership to discuss and plan for success.

Year 3 – See above, plus:

- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO's immediate supervisor (e.g., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county leadership to discuss issues, delegation, and a plan for county success or exit.

FAILURE TO MEET NON-INSPECTION MPRs

Both fully funded and minimally funded counties need to meet 90% of MPRs to obtain PCs (per statute).

If a county meets _ of non-inspection MPRs	County receives _ of non-inspection MPR funds
>80%	100% (50% of total MPR funds)
60-79.9%	50% (25% of total MPR funds)
<60%	0%

Year 1 – If a county meets <80% non-inspection MPRs, see above, plus:

- MPCA requires that the CFO schedule two formal check-ins with MPCA County Program Lead and the county's MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year; and
- MPCA County Program Lead sends letter (in addition to year-end review letter) to CFO's immediate supervisor and copies CFO.

Year 2 – If a county meets <80% non-inspection MPRs, see above, plus:

- MPCA requires that the CFO schedule three formal check-ins with MPCA County Program Lead and the county's MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year.
- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO's immediate supervisor (i.e., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county program leadership to discuss and plan for success.

Year 3 – If a county meets <80% non-inspection MPRs, see above, plus:

- MPCA requires that the CFO schedule three formal check-ins with MPCA County Program Lead and the county's MPCA Regional Representative to make sure the county is on track to meet requirements in subsequent year,
- MPCA County Program Lead sends letter (in addition to year-end review letter) to a county staff person higher up the chain of command than the CFO's immediate supervisor (i.e., department head, county administrator, county board chair); and
- MPCA schedules a meeting with county leadership to discuss issues, delegation, and plan for success or exit.

For minimally funded counties, MPR funds are equal to 25% of $7,500.00 or $1,875.00. Half of this amount ($937.50) can be lost for not meeting the required 7% inspection rate (inspection MPRs) and up to half ($937.50) can be lost for not meeting non-inspection MPRs.

Steele County Agenda Item

Request for Board Action

Subject: Body Art Establishment License

Department: Public Health

Committee Internal Central Services:

Committee Meeting Date: December 2, 2025

Board Meeting Date: December 16, 2025

Work Session Date: December 16, 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:

Renewal of Body Art Establishment License for Seven Tattoo Parlor, Irish Eyes Studio and Thee Dragon's Lair.

Information (including rationale, if applicable):
Background *(Including Budget Impact)*:

All facilities were inspected by Steele County Public Health on November 18th, 2025. All facilities passed inspections.

Attachments:

Application for a body art establishment license for.

Seven Tattoo Parlor

Irish Eyes Studio

Thee Dragon's Lair

Steele County Agenda Item

Request for Board Action

Subject: Contract with WSB for Final Design on CSAH 45 (From County Road 2 to the north County line), CSAH 43 (From TH 14 to Kenyon Road), and CSAH 12 (From 66th Street to south of 69th Street).

Department: Highway

Committee: Public Works **Committee Meeting Date:** N/A

Work Session Date: December 1, 2025 **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

Recommendation:

Approve contract with WSB for Final Design on CSAH 45 (From County Road 2 to the north County line), CSAH 43 (From TH 14 to Kenyon Road) and CSAH 12 (From 66th Street to south of 69th Street).

Background *(Including Budget Impact)*:

Steele County has been planning to complete pavement rehabilitation on two County Roads, CSAH 45 and CASH 43. The project will include reclaiming existing pavement and placing new bituminous pavement, improving highway drainage and completing other minor improvements. The projects have been listed in the Highway Capital Improvement Plan for construction in 2026. The estimated construction cost for CSAH 43 is $3,600,000, CSAH 45 is $2,400,000, and CSAH is $700,000 .

WSB has proposed completing the work for a fee of $167,351.62.

Attachments:

WSB Services Agreement

PROFESSIONAL SERVICES AGREEMENT

This Agreement ("Agreement") is made as of December 3, 2025 (Effective Date), by and between Steele County, MN, 3000 Hoffman Dr NW, PO Box 890, Owatonna, Minnesota 55060-0890, United States, herein referred to as ("Client") and WSB LLC, 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota 55416, United States, herein referred to as ("Consultant") to provide professional services ("Services") by Consultant in connection with the following project: CSAH 12, CSAH 43 and CSAH 45 Pavement Rehabilitation Projects, located in Steele County ("Project").

ARTICLE 1 - SCOPE AND DESCRIPTION OF SERVICES ("SCOPE OF SERVICES")
Please see the attached Scope of Services and Compensation ("Exhibit A").

ARTICLE 2 - PERIOD OF SERVICE
The Services described under Scope of Services shall be completed expeditiously and professionally so as to maintain the agreed upon schedule. The schedule may be modified by the parties by agreement or as a result of an excusable delay caused by Force Majeure, a Client Delay, Change in Law or unforeseen conditions at the Project site.

ARTICLE 3 - COMPENSATION
Unless otherwise stated in the Scope of Services, Consultant shall perform the work on a time and materials basis and invoice for its work monthly. If not stated in Exhibit A, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Each invoice shall include details for the time and reimbursable expenses incurred the previous month. Reimbursable expenses shall include but are not limited to, travel and lodging, mileage, print and plotting charges, shipping charges, messenger delivery charges, plus all taxes (including sales taxes), fees, including but not limited to permit, application, testing, and recording fees, imposts, or stamps required by State, Federal, Municipal, or other government agencies in the providing of Services.

Client agrees to pay all invoices within thirty (30) days of receiving same. Any invoice not paid within thirty (30) days of the original invoice date shall bear interest at the lower of 1.5% per month or the highest rate permitted by applicable law on the unpaid balance.

If Client fails to pay any amount by the applicable due date, Consultant shall have the right to suspend work and withhold Instruments of Service (as defined below) until payment in full, including interest, is received. Consultant shall have no liability whatsoever to Client for any costs or damages that result from such suspension or withholding of Instruments of Service, and Consultant shall be entitled to reimbursement of all costs incurred while work is suspended. If Consultant resumes services after payment by Client, the time schedule and fees for remaining Services shall be equitably adjusted.

If Client fails to pay any amount by the applicable due date, Consultant shall have the right to commence collection efforts, and all collection costs incurred by Consultant shall become immediately due and payable to Consultant as such collection costs are incurred. Collection costs include, but are not limited to, legal fees, collection agency fees, court costs, and reasonable staff costs for Consultant's staff time spent in efforts to collect the overdue balance.

Client's failure to pay Consultant in accordance with this Agreement shall constitute a material breach of this Agreement and shall be cause for Consultant to suspend performance or terminate this Agreement.

If the Services are suspended by Client for more than thirty (30) calendar days, consecutive or aggregate, Consultant shall be compensated for Services performed prior to such suspension. When the Services are resumed, Consultant shall be compensated for time and expenses incurred in the interruption and resumption of Services. Consultant's fees for the remaining Services and the time schedules shall be equitably adjusted.

ARTICLE 4 – ADDITIONAL SERVICES
In the event of any changes in the Scope of Services, Client Delay, changed or unforeseen conditions, Change in Law or event of Force Majeure, Client agrees to issue an Amendment for Additional Services ("AAS") to equitably adjust Consultant's fees and the time of performance. If Consultant is caused to increase its Scope of Services and Client does not issue an AAS that is acceptable to Consultant, compensation for the expanded Scope of Services shall be on an hourly basis according to Consultant's then-current standard rate schedule ("Rate Schedule"), plus reimbursable expenses.

A "Client Delay" shall include a delay caused by the Client failing to make timely decisions, a delay in the delivery of Client ordered equipment or supplies, or a delay by a Client-hired contractor or consultant not timely completing work upon which Consultant's work is dependent. "Force Majeure" is defined below in Article 13. A "Change in Law" is a change in the applicable laws or regulations applicable to the Project when the change occurs after the date of this Agreement.

ARTICLE 5 - CLIENT'S RESPONSIBILITIES
Client agrees to provide to Consultant in a timely manner all available information, requirements, and limitations relevant to Consultant's performance of its Scope of Services, including, but not limited to, objectives, schedule, constraints and criteria, space requirements, flexibility, expandability, special equipment, systems, and site requirements. Client furnished information shall also include data (and professional interpretations thereof) prepared by or services performed by others, including where applicable, but not limited to, previous reports, core borings, sub-surface explorations, hydrographic and hydrogeologic surveys, laboratory tests and inspection of samples, materials and equipment; appropriate professional interpretations of the foregoing data; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property description; zoning, deed and other

land use restrictions; and other special data. Consultant may rely on the accuracy of the Client's supplied information and use such information in the development of Consultant's Scope of Services. The accuracy of the Client's information is the Client's responsibility. Client shall update any information it provides if Client becomes aware of any changes in circumstances. Consultant shall endeavor to verify the information provided and shall promptly notify the Client if the Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose. Client shall also notify the Consultant whenever the Client observes or otherwise becomes aware of any defect in construction or design.

Client shall furnish right-of-way entry and continuous unimpaired access to the Project site for Consultant to perform its Scope of Services. Client shall also require all Utilities with facilities in the Client's right of way to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule.

Where appropriate, Client shall endeavor to identify, remove and/or encapsulate asbestos products or materials or pollutants located in the project area prior to accomplishment by the Consultant of any work.

Client shall render decisions in a timely manner pertaining to documents submitted by Consultant to avoid unreasonable delay in the orderly and sequential progress of the Services, including acting promptly to approve all pay requests or requests for information by Consultant. Client shall furnish the services of other consultants when such services are requested by Consultant and are reasonably required by the scope of the Project.

Client shall designate a Client Representative with authority to transmit and receive instructions and information, interpret and define the Client's policies with respect to services rendered by the Consultant, and authority to make decisions as required for Consultant to complete services.

Client shall provide such legal, accounting and insurance counseling services as may be required and bear all costs incidental to compliance with the requirements of this article.

ARTICLE 6 - INDEMNIFICATION

To the fullest extent permitted by law, subject to the limitations set forth below in this Agreement, Client and Consultant shall indemnify and hold harmless the other and its respective directors, officers, employees, and representatives from and against all legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by the indemnitor's negligent acts, errors, or omissions. Neither party shall have a duty to defend the other party and no duty to defend is created by this Agreement.

ARTICLE 7 - LIABILITY LIMITATION

Client and Consultant have evaluated the parties' relative risks and benefits associated with this Project, including Consultant's fee relative to the risks assumed, and agree to allocate certain of the associated risks. To the fullest extent permitted by law, the total aggregate liability of Consultant (and its employees and sub-consultants) to Client for all injuries, damages, claims, losses, or expenses (including attorney fees and expert fees) arising out of Consultant's services or this Agreement is limited to the greater of Consultant's project fee or $50,000, and Client agrees to hold Consultant harmless for any liability more than such amount. This limitation shall apply regardless of available insurance coverage, cause(s), or the theories of liability, including, but not limited to, breach of contract, negligence, contribution, indemnity, or other remedies.

ARTICLE 8 - STANDARD OF CARE

Consultant will perform the Services in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar conditions in the same locale. EXCEPT AS SPECIFICALLY STATED HEREIN, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES, AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

ARTICLE 9 - CONSEQUENTIAL DAMAGES

NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.

ARTICLE 10 - DISPUTE RESOLUTION

If a claim or dispute arises out of or relates to Consultant's Services or this Agreement, the parties shall attempt in good faith to settle such claim or dispute through direct discussions.

Any claim or dispute arising out of or related to Consultant's Services or this Agreement (except for collection procedures employed by Consultant and those waived or barred as provided elsewhere in this Agreement) that is not resolved by direct discussions shall be submitted to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. Either party may file a request for mediation. Mediation shall be pursuant to the Construction Industry Mediation Rules of the American Arbitration Association. The Mediator shall be selected by the parties within fifteen (15) days of the request for mediation. Mediation shall proceed in advance of legal or equitable proceedings, which shall be stayed pending the conclusion of mediation for a period of sixty (60) days from the date of filing, unless stayed for a longer period by agreement of the parties or by court order. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Minneapolis, Minnesota.

Notwithstanding the foregoing, if a claim or dispute between the parties involves, relates to, or is the subject of a mechanic's lien or construction lien arising out of Consultant's Services, Consultant may proceed in accordance with applicable law to comply with all statutory requirements, including those related to lien notice and filing deadlines, prior to the commencement or conclusion of mediation or other form of alternative dispute resolution agreed to by the parties.

ARTICLE 11 - TERMINATION
Either party may terminate this Agreement for convenience and without cause upon twenty-one (21) calendar days written notice.

Either party may terminate this Agreement for cause upon ten (10) calendar days written notice for one or more of the following reasons:

1. The other party's material breach of this Agreement;
2. Assignment of this Agreement without the written consent of the other party;
3. Suspension of the Project or Consultant's Services for more than thirty (30) calendar days, consecutive or aggregate; or
4. Material changes in the conditions under which this Agreement was executed, the Scope of Services, the nature of the Project, or the failure of the parties to reach an agreement on compensation and/or scheduling adjustments necessitated by such changes.

In the event of termination of this Agreement by either party, regardless of the reason for termination, Client shall, within fifteen (15) days of termination, pay Consultant in full for all services rendered and costs incurred by Consultant up to the date of termination. Additionally, and notwithstanding any language in this Agreement to the contrary, within sixty (60) days of termination, Client shall reimburse Consultant for all expenses incurred by Consultant in connection with the orderly termination of this Agreement, including, but not limited to, demobilization, reassignment of personnel, associated overhead costs, and all other expenses resulting from the termination.

ARTICLE 12 - INSURANCE
Consultant shall carry the following insurance:

Workers Compensation	Statutory
Employers Liability	$1,000,000
General Liability	$1,000,000 Each Occurrence/ $1,000,000 Aggregate
Automobile Liability	$1,000,000 Combined Single Limit
Professional Liability	$3,000,000 Per Claim/ $3,000,000 Annual Aggregate

General Liability shall name the Client as an additional insured. The insurer agrees to give thirty (30) days written notice in the event of cancellation by the insurer.

ARTICLE 13 - MISCELLANEOUS

A. WORK PRODUCT / DOCUMENT OWNERSHIP
Except as otherwise provided in Exhibit B (if applicable), the following shall apply to the ownership of documents and work product:

Unless Client requests otherwise, Consultant will provide its documents and materials both in a hard copy and in an electronic format. Because electronic documents may be modified intentionally or inadvertently, Client agrees that Consultant will not be liable for any losses or damages resulting from any change in an electronic document after Consultant transmits it to Client. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant’s Instruments of Services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the owner of these Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyright. If Client has paid Consultant in full for its Services, Client shall be permitted to retain copies, including reproducible copies, of Consultant’s Instruments of Service for Client’s information, reference and use in connection with the Project. Consultant’s Instruments of Service shall not be used by the Client or others on other projects, for additions for this Project or for completion of this Project by others, except with Consultant's agreement in writing and with appropriate compensation to Consultant. In consideration of Client's use of Consultant's Instruments of Service, Client shall, to the fullest extent permitted by law, indemnify and hold harmless Consultant, its directors, officers, agents, and employees from all claims arising out of the reuse or misuse of such Instruments of Service. Under no circumstances shall transfer of the Consultant's Instruments of Service be deemed a sale by the Consultant, and the Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose.

Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant. Files in electronic format furnished to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user’s sole risk. Consultant makes no representations as to long term compatibility, usability or readability of electronic files.

B. HAZARDOUS MATERIALS

Client represents to Consultant that no hazardous materials exist at the Project site. If there are hazardous materials at the Project site, the Client must inform Consultant of the type, quantity, and location of such hazardous materials. If hazardous materials are discovered at the Project site then Consultant will notify the Client and, to the extent required by law, notify the appropriate governmental authority. If Consultant or any other entity encounters hazardous materials at the Project site then Consultant may without any liability to Client or any other entity suspend services until such time as Client retains the appropriate entities to identify and (as appropriate) abate, remediate, or remove the hazardous material. Client agrees that Consultant has been retained to perform professional services and shall not be required to become an arranger, operator, generator, or transporter of hazardous material (as defined by law). Client hereby agrees to indemnify and hold harmless Consultant for all claims losses and damages arising out of the existence of hazardous materials on the Project site.

C. UNDERGROUND UTILITY AND STRUCTURE CLEARANCE

Where requested by Client, Consultant will perform customary research to assist Client in locating and identifying subterranean structures or utilities. However, Consultant may reasonably rely on information from the Client and information provided by local utilities related to structures or utilities and will not be liable for damages incurred where Consultant has complied with the standard of care and acted in reliance on that information. The Client agrees to waive all claims and causes of action against the Consultant for claims by Client or its contractors relating to the identification, removal, relocation, or restoration of utilities, or damages to underground improvements resulting from subsurface penetration locations established by the Consultant.

D. THIRD-PARTY RELIANCE

All Services provided by Consultant are for Client's and Consultant's sole benefit and exclusive use with no third-party beneficiaries intended. Reliance upon the Services and any work product is limited to Client and is not intended to benefit any third party.

E. CONSTRUCTION SERVICES

If requested by Client in the Scope of Services or AAS, Consultant shall visit the project during construction to become familiar with the progress and quality of the contractors' work and to determine if the work is proceeding, in general, in accordance with plans, specifications or other contract documents prepared by Consultant for the Client. The Client has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services. Consultant does not guarantee the performance of, and shall have no responsibility for, the acts, errors or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project.

Client acknowledges Consultant will not direct, supervise or control the work of contractors or their subcontractors, nor shall Consultant have authority over or responsibility for the contractors' means, methods, or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety. Job site safety shall be the sole responsibility of the contractor who is performing the work.

For Client-observed projects, the Consultant shall be entitled to rely upon and accept representations of the Client's observer. If the Client desires more extensive project observation or full-time project representation, the Client shall request such services be provided by the Consultant as an additional service. Consultant and Client shall then enter into an AAS detailing the terms and conditions of the requested project observation.

F. SUBMITTALS AND PAY APPLICATIONS

If the Scope of Services includes the Consultant reviewing and certifying the amounts due the contractor, the Consultant's certification for payment shall constitute a representation to the Client, that to the best of the Consultant's knowledge, information and belief, the contractor's work has progressed to the point indicated and that the quality of the work is in general accordance with the documents issued by the Consultant. The issuance of a certificate for payment shall not be a representation that the Consultant has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the Client to substantiate the contractor's right to payment, or (4) ascertained how or for what purpose the contractor has used money previously paid on account of the contract sum. Contractor shall remain exclusively responsible for its work.

If the Scope of Services includes Consultant's review and approval of submittals from the contractor, such review shall be for the limited purpose of checking for conformance with the information given and the design concept. The review of submittals is not intended to determine the accuracy of all components, the accuracy of the quantities or dimensions, or the safety procedures, means or methods to be used in construction, and those responsibilities remain exclusively with the Client's contractor.

G. JOB SITE SAFETY

Neither the Services of Consultant, nor the presence of Consultant at the construction/Project site, shall relieve Client, general contractor(s), or subcontractor(s) of any of their responsibilities or duties to perform the work in strict accordance with the contract documents and to comply with all health and safety precautions required by any regulatory agency. Consultant does not have authority or responsibility to control any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that contractors and subcontractors are solely responsible for job site safety and warrants that this intent shall be carried out in Client's contracts with contractors. Client also agrees that Client and its contractor(s), jointly and severally and to the fullest extent permitted by law, shall indemnify and hold harmless Consultant and its employees against any liability related to health, injury, or job site safety.

H. OPINIONS OF PROBABLE COST

Opinions, if any, of probable cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for are made or to be made on the basis of the Consultant's experience and qualifications and represent the Consultant's best judgment as an experienced and qualified professional design firm. The parties acknowledge, however, that the Consultant does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and any evaluation of any facility to be constructed or acquired, or work to be performed must, of necessity, be viewed as simply preliminary. Accordingly, the Consultant and Client agree that that proposals, bids or actual costs may vary from opinions, evaluations or studies submitted by the Consultant and that Consultant assumes no responsibility for the accuracy of opinions of probable construction costs and Client expressly waives any claims related to the accuracy of opinions of probable construction costs. If Client wishes greater assurance as to probable construction cost, Client shall employ an independent cost estimator as part of its Project responsibilities.

I. FORCE MAJEURE

To the extent any time for performance applies, the affected party shall not be responsible for any delays due to federal, state or municipal actions or regulations, acts of foreign governments, strikes or other labor shortages, equipment or material delays or shortages, delays in issuing applicable permits, acts or omissions of the other party, inclement weather, pandemic, acts of the public enemy, fires, floods, riots, embargos, other acts of God, government shutdown, unforeseen site conditions or any other events or causes beyond the control of Consultant.

J. HEADINGS

The headings used in this Agreement are for convenience only and shall in no way define, limit, or describe the scope or intent of this Agreement or any part hereof.

K. ASSIGNMENT

Client may not assign this Agreement without the written consent of Consultant.

L. ENTIRE AGREEMENT

This Agreement represents and contains the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and supersedes all prior oral and written agreements and understandings.

M. GOVERNING LAW

The Agreement shall be construed, interpreted, and enforced in accordance with the laws of the state in which the Project is located.

N. MODIFICATIONS

This Agreement may be modified only by a written instrument executed by both parties.

O. WAIVER

No delay or failure by either party to exercise any right or remedy under this Agreement, and no partial or single exercise of a right or remedy, will waive that or any other right or remedy.

P. SEVERABILITY

Any invalidity or unenforceability of all or part of a provision of this Agreement shall be severable and shall not affect the validity or enforceability of the remaining part of that provision or other provisions.

Q. EXECUTION

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and together which shall constitute one and the same agreement. Signatures on this Agreement that are transmitted by fax, email or other electronic means shall be valid and binding.

R. NO PERSONAL LIABILITY

It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy for any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors.

S. **LIEN NOTICE – APPLICABLE TO PRIVATE PROJECTS IN MINNESOTA**

ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN

WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

T. **GENERAL LIEN NOTICE - APPLICABLE TO PRIVATE PROJECTS IN LOCATIONS OTHER THAN MINNESOTA TO THE EXTENT PERMITTED BY APPLICABLE LAW, AS A PARTY SUPPLYING LABOR OR MATERIALS FOR IMPROVEMENT TO PROPERTY, WE MAY FILE A LIEN AGAINST YOUR PROPERTY IF WE ARE NOT PAID IN ACCORDANCE WITH THIS AGREEMENT.**

IN WITNESS WHEREOF, the parties hereto have made and executed the Agreement as of the day and year first above written.

STEELE COUNTY, MN	**WSB LLC**
By:	By:
Name:	Name:
Title:	Title:

Exhibit A

A PROPOSAL FOR

Engineering Services for the Detail Design and Plan Production for three separate roadways: CSAH 12, CSAH 45 and CSAH 43 Pavement Rehabilitation Projects

FOR Steete County

1. Contact Information

Andrew Plowman, PE | WSB
701 Xenia Avenue S, Suite 300
Minneapolis, MN 55416

612.360.1311 (P)
aplowman@wsbeng.com

2. Project Understanding

Steele County is planning to complete pavement rehabilitation on three county roads (CSAH 12, CSAH 45 and CSAH 43) in 2026. The CSAH 12 project limits will extend from north of 66th Street to just south of the roundabout at 69th Street. The CSAH 45 project limits will extend from County Road 2, on the southern end, to the north County line, at 270th Street. Certain areas that were previously rehabilitated and/or reconstructed will be excepted from the project. The CSAH 43 project limits will extend from north of TH 14, on the south, to Kenyon Road, on the north end.

WSB will assist to complete two separate, State Aid approved plan sets. They will provide recommendations regarding the pavement rehabilitations considering both mill and overlay and full depth reclamation. They will consider cost, construction staging and timing of the project.

WSB will plan to complete the project to be constructed in the summer of 2026.

3. Deliverables

The following is a list of some of the key deliverables for the project:

- Meeting agenda and Meeting Minutes
- Pavement Recommendation Memo
- Cost Estimates
- Pavement Cores
- 60%/90%/Final Design Plans

4. Project Approach

Task 1: Project Management

1.1 Project Administration/Coordination

Andrew Plowman, PE, will be the project manager for the project. He will coordinate meetings, schedule milestones and provide progress updates to the County project manager. Andrew will coordinate with other agencies and ensure the project remains on schedule.

1.2 Project Management Team Meetings

The PMT will be composed of necessary individuals from the County and WSB as well as additional agencies as applicable. Additional individuals will be invited based on the topics in the agenda. Andrew will send out a draft agenda, a minimum of 48 hours prior to the meeting. Meeting minutes will be drafted by WSB and sent out to the PMT a minimum of 48 hours after the meeting.

Task 2: Preliminary Design

2.1 Pavement Cores

WSB will complete up to five pavement cores per project. To gain an understanding of the existing pavement and quality of pavement. If it is believed soil borings will need to be taken, WSB will make that recommendation to the County and an amendment can be agreed upon.

2.2 Pavement Design

WSB will complete a pavement recommendation memo for each County Road. The memo will describe existing conditions and provide a recommendation regarding longevity of improvements.

2.3 Preliminary Design and Cost Estimating

WSB will develop a layout and typical section for each County Road. This will be accompanied by cost estimates.

Task 3: Final Design and Construction Plans

3.1 Final Design and Construction Plans

After the preliminary plans have been approved. WSB will submit an interim submittal (60%), (90%) and final design plan to the County and MnDOT for review. The plans will include all the necessary components of a standard MnDOT-style plan.

3.2 Project Manual and Special Provisions

WSB will develop all the necessary special provisions and project manual for bidding. The project manual will include all the required components for a locally-led, state aid project.

5. Schedule

The project will include the following anticipated milestones:

- Project Kickoff – December, 2025
- Pavement Recommendation Memo – February, 2025
- 60% Plans Submitted – March, 2026
- 90% Plans Submitted – April, 2026
- Plans Approved – April, 2026
- Bid Plans – May, 2026

Steele County:CSAH 12, CSAH 45 and CSAH 43 Pavement Rehabilitation
Preliminary and Final Design Engineering
Detailed Cost Breakdown of Tasks

Task	Description	Project Manager	Design Engineer	Graduate Engineer	Pavement Engineer	Drilling Crew	Clerical	CAD Technician	Total Hours	Cost
1	**Project Management**									
	Project Administration/Coordination	48	36				12		96	$21,774.60
	PMT Meetings (Assume 6 Meetings)	12	12	8					32	$6,755.90
2	**Preliminary Design**									
	Pavement Cores				10	16			26	$10,171.53
	Pavement Design	6	16		36				58	$14,265.25
	Preliminary Design and Cost Estimates	16	36	48				32	132	$25,290.68
3	**Final Design**									
	Final Design and Construction Plans	48	84	136				90	358	$68,739.43
	Project Manual and Specifications	32					24		56	$11,854.22
Total Hours (Base)		**162**	**184**	**192**	**46**	**16**	**36**	**122**	**758**	
Hourly Costs		$88.00	$62.00	$44.00	$84.00	$150.00	$40.00	$72.00		
Direct Labor Costs		**$14,256.00**	**$11,408.00**	**$8,448.00**	**$3,864.00**	**$2,400.00**	**$1,440.00**	**$8,784.00**		**$50,600.00**
Overhead Costs (Rate = 1.803)		$25,703.57	$20,568.62	$15,231.74	$6,966.79	$4,327.20	$2,596.32	$15,837.55		$91,231.80
Labor + Overhead		**$39,959.57**	**$31,976.62**	**$23,679.74**	**$10,830.79**	**$6,727.20**	**$4,036.32**	**$24,621.55**		**$141,831.80**
Fee (12%)		$4,795.15	$3,837.19	$2,841.57	$1,299.70	$807.26	$484.36	$2,954.59		$17,019.82
Salaries + Overhead + Fee		**$44,754.72**	**$35,813.82**	**$26,521.31**	**$12,130.49**	**$7,534.46**	**$4,520.68**	**$27,576.14**		**$158,851.62**
Expenses (Mailings, Mileage, Permit Fees, Traffic Control)										$8,500.00
TOTAL COST (Tasks 1-3)										**$167,351.62**

Steele County
Agenda Item

Request for Board Action

Subject: Beaver Lake Regional Park / Trail Designation Application

Department: Park & Recreation

Committee: Public Works **Committee Meeting Date:** December 1, 2025

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

.

Recommendation:

Staff recommends moving forward with the resolution to apply for additional Beaver Lake funding by submitting a grant that would designate Beaver Lake as a regional park.

Background *(Including Budget Impact)*:

Staff are continuing to look at additional funding opportunities for future park improvements at Beaver Lake. Another potential funding source would be to apply for a grant that would designate Beaver Lake as a Regional Park. Staff will work with WHKS to build this application and submit it.

There is no budget impact

Attachments:

Resolution

STEELE COUNTY RESOLUTION

Supporting Regional Park or Trail Designation Application in Greater Minnesota

BEAVER LAKE COUNTY PARK

Department: Park & Recreation **Date:** 12/16/2025 **Resolution No: 2025-061**

Lead Applicant (Steele County)

BE IT RESOLVED that STEELE COUNTY as lead applicant, has the authority to act as legal public sponsor for the application described in the Request for Designation as a Regional Park or Trail in Greater Minnesota.

BE IT FURTHER RESOLVED that as lead applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should BEAVER LAKE COUNTY PARK receive formal designation as a Regional Park in Greater Minnesota by the Commission, that as the lead applicant we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park.

BE IT FURTHER RESOLVED that listed applicant certifies they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

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: 2026 Commissioner Salary & Per Diem Resolution

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: December 16, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Staff recommends a 7% increase with an $80.00 per day per diem

Background *(Including Budget Impact)*:

Commissioners

Attachments:

Resolution

STEELE COUNTY RESOLUTION

2026 COMMISSIONER SALARY & PER DIEM

Department: Administration Office **Date:** 1/6/2026 **Resolution No: 2025-062**

BE IT RESOLVED according to Statute 375.055 County Boards; members' compensation. Sub. 1. the salary for the position of Steele County Commissioner shall be set at $29,947.00 per year for 2026.

BE IT RESOLVED that the per diem rate shall be set at $80.00 per day. The following meetings, committees, boards, or commissions are deemed to be eligible for per diem payment:

Association of Minnesota Counties (AMC)
Area Agency on Aging
Bixby Subordinated District Service
Cannon River 1W1P Policy Committee
Cannon River Watershed Joint Powers Board
Cedar River Watershed Advisory Committee
Children's Mental Health Collaborative
Community Corrections Advisory Board
Community Health Board - Dodge/Steele
Counties Providing Technology
Criminal Justice Committee
Cultural Diversity Network
Drainage Ditch Meetings and Inspections
East Central Regional Juvenile Center
Economic Development Authority
Extension Committee
Fair Board Liaison
Hope Drainage
Intergovernmental Joint Agency Task Force
Joint Transportation Committee (City/County)
Law Enforcement Center Committee
Law Library Board
Local Housing Trust Fund
MN Counties Intergovernmental Trust
MNPrairie All Commissioner Meeting
MNPrairie County Alliance Meetings
Multi-County Solid Waste Committee
National Association of Counties (NACo)
Parks & Recreation Commission Liaison
Planning Commission Liaison
Recorder's Compliance Fund Committee
Regional Radio Board
Regional Railroad Authority
Rice-Steele 911 Dispatch Joint Powers Board
SE Minnesota Association of Regional Trails
SE MN Community Action Agency (SEMCAC)
SE MN Emergency Communications Board
SE MN Emergency Medical Services
SE MN Recyclers Exchange (SEMREX)
SMART Transit Advisory Board
Soil & Water Conservation District Liaison
Southern Minnesota Tourism
Southern MN Association of Regional Trails
Southern MN Passenger Rail Initiative
Steele County Historical Society Liaison
Steele County Water Planning Committee
Steele County Weed Management Association
Steele-Waseca Drug Court
U.S. Highway 14 Partnership
Watershed Meetings
Workforce Development Board
Zumbro River Watershed Partnership

In addition, any other official committee, board, or commission appointed by the County Board of Commissioners through the course of the year shall be eligible for per diem payment.

This resolution shall become effective upon its passage and without further publication.
Dated this 6th day of January, 2026.

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 6th day of January, 2026.

____
Attest

Steele County
Agenda Item

Request for Board Action

Subject: Intersection Lighting: Certificate of Completion to River City Electric Co. for final payment for Contract No. 247008; 074-070-008

Department: Highway

Committee: Public Works **Committee Meeting Date:** NA

Work Session Date: NA **Board Meeting Date:** December 16, 2024

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

Policy Committee Recommendation:

Recommendation:

Approve Certificate of Completion to River City Electric Co. for final payment in the amount of $33,587.69 for Contract No. 247008; 074-070-008.

Background *(Including Budget Impact)*:

This project consisted of the installation of Roadway Lighting at 29 intersections throughout Steele County. MnDOT Office of Traffic Engineering selected this project to received federal funding to address high-risk safety concerns. The project was awarded federal funding from the Highway Safety Improvement Program (HSIP). A local match of 10% of total project costs was required for all participating items. The total contract cost is $671,753.85 ($539,300.00 HSIP, $132,453.85 Local Sales Tax). All the lighting has been energized and the lights are on and working except for one location, (intersection of CSAH 2 and CR 7). River City Electric Co. has completed all or their work on the project. Owatonna Public Utilities, (OPU), will need to run electrical power out to the intersection to energize the lights. OPU has indicated their work will not be completed until the spring of 2026.

Attachments:

Final Documents including Certificate of Completion and Final Payment.

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

Contract Number:	247008
Final Pay Request Number:	3

Project Number	Project Description
074-070-008	Intersection Lighting

Contractor:	River City Electric Co PO Box 164 Mankato, MN 56002-0164	Vendor Number: Up To Date:	1751 12/02/2025

Contract Amount		Funds Encumbered	
Original Contract	$655,792.00	Original	$655,792.00
Contract Changes	$15,961.85	Additional	N/A
Revised Contract	$671,753.85	Total	$655,792.00

Work Certified To Date	
Base Bid Items	$625,058.00
Contract Changes	$46,695.85
Material On Hand	$0.00
Total	$671,753.85

Project Number	Work Certified This Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
074-070-008	$0.00	$671,753.85	$0.00	$638,166.16	$33,587.69	$671,753.85
Contract 247008 Totals	$0.00	$671,753.85	$0.00	$638,166.16	$33,587.69	$671,753.85
	Percent: Retained: 0%					Percent Complete: 100%
Amount Paid This Final Pay Request					$33,587.69	

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

Approved By

County Engineer

12/08/2025

Date

Approved By River City Electric Co

Mark D Draper

Contractor

12/2/25

Date

Steele County Highway Department
Certificate of Final Contract Acceptance
Final Voucher Number: 3

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

Dated 12/08/2025 Signature [signature] County Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is $671,753.85 and agrees to the amount of $33,587.69 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: River City Electric Co By Mark Draper

And ______________________ And ______________________

State of Minnesota,

On This 3 Day December 25, Before me appeared Mark Draper To me known to

(Individual Acknowledgment)

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

(Corporate Acknowledgment)

Mark Draper And ______________________, to me personally known, who, being each by me duly sworn

each did say that they are respectively the President and ______________________ of the

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

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

Notarial Seal

Jennifer Ann Brunz
Notary Public
Minnesota
My Commission Expires 01/31/2030

My Commission as Notary Public in Blue Earth County

Expires 1-31-30 Signature Jennifer Brunz

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.
This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated ______________________ Signature ______________________ District Engineer

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

Contract Number:	247008
Contractor:	River City Electric Co
Date Certified:	December 2, 2025
Final Pay Request Number:	3

Whereas; Contract No. 247008 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

State of Minnesota
County of Steele

Dated this _____ day of ________________, 20__

Signed by____________________________________
County Administrator

Contract Summaries

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-08-28	$663,550.45	$33,177.52	$630,372.93
2	2025-09-10	$8,203.40	$410.17	$7,793.23
3	2025-12-02	$0.00	($33,587.69)	$33,587.69

Contract Funding Category Summary						
Funding Category Name	Work Certified this Request	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Non-Participating	$0.00	$46,695.85	$0.00	$44,361.06	$2,334.79	$46,695.85
Participating	$0.00	$625,058.00	$0.00	$593,805.10	$31,252.90	$625,058.00

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
700804	Federal	$26,965.00	$539,300.00	$539,300.00	$539,300.00
700810	Local (Sales Tax)	$6,622.69	$132,453.85	$116,492.00	$132,453.85

Project Summaries

Project Payment Summary					
Project	**Payment Number**	**Up To Date**	**Work Certified Per Request**	**Amount Retained Per Request**	**Amount Paid Per Request**
074-070-008	1	2025-08-28	$663,550.45	$33,177.52	$630,372.93
074-070-008	2	2025-09-10	$8,203.40	$410.17	$7,793.23
074-070-008	3	2025-12-02	$0.00	($33,587.69)	$33,587.69

Project Funding Category Summary							
Project	**Funding Category Name**	**Work Certified This Request**	**Work Certified to Date**	**Less Amount Retained**	**Less Previous Payments**	**Amount Paid this Request**	**Total Amount Paid to Date**
074-070-008	Non-Participating	$0.00	$46,695.85	$0.00	$44,361.06	$2,334.79	$46,695.85
074-070-008	Participating	$0.00	$625,058.00	$0.00	$593,805.10	$31,252.90	$625,058.00

Project Funding Source Summary					
Project	**Funding Source Name**	**Amount Paid this Request**	**Revised Contract Amount**	**Funds Encumbered to Date**	**Paid Contractor to Date**
074-070-008	700804	$26,965.00	$539,300.00	$539,300.00	$539,300.00
074-070-008	700810	$6,622.69	$132,453.85	$116,492.00	$132,453.85

Contract Items

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
074-070-008	1	2011.601	AS BUILT	LS	$350.00	1	0	$0.00	1	$350.00
074-070-008	2	2021.501	MOBILIZATION	LS	$22,800.00	1	0	$0.00	1	$22,800.00
074-070-008	3	2545.501	LIGHTING SYSTEM "A"	LS	$24,688.00	1	0	$0.00	1	$24,688.00
074-070-008	4	2545.501	LIGHTING SYSTEM "D"	LS	$30,734.00	0	0	$0.00	0	$0.00
074-070-008	5	2545.501	LIGHTING SYSTEM "G"	LS	$26,189.00	1	0	$0.00	1	$26,189.00
074-070-008	6	2545.501	LIGHTING SYSTEM "H"	LS	$25,390.00	1	0	$0.00	1	$25,390.00
074-070-008	7	2545.501	LIGHTING SYSTEM "J"	LS	$24,575.00	1	0	$0.00	1	$24,575.00
074-070-008	8	2545.501	LIGHTING SYSTEM "L"	LS	$18,169.00	1	0	$0.00	1	$18,169.00
074-070-008	9	2545.501	LIGHTING SYSTEM "M"	LS	$24,830.00	1	0	$0.00	1	$24,830.00
074-070-008	10	2545.501	LIGHTING SYSTEM "O"	LS	$25,695.00	1	0	$0.00	1	$25,695.00
074-070-008	11	2545.501	LIGHTING SYSTEM "P"	LS	$24,076.00	1	0	$0.00	1	$24,076.00
074-070-008	12	2545.501	LIGHTING SYSTEM "Q"	LS	$22,848.00	1	0	$0.00	1	$22,848.00
074-070-008	13	2545.501	LIGHTING SYSTEM "R"	LS	$18,251.00	1	0	$0.00	1	$18,251.00
074-070-008	14	2545.501	LIGHTING SYSTEM "S"	LS	$18,510.00	1	0	$0.00	1	$18,510.00

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
074-070-008	15	2545.501	LIGHTING SYSTEM "T"	LS	$27,129.00	1	0	$0.00	1	$27,129.00
074-070-008	16	2545.501	LIGHTING SYSTEM "U"	LS	$30,906.00	1	0	$0.00	1	$30,906.00
074-070-008	17	2545.501	LIGHTING SYSTEM "V"	LS	$24,321.00	1	0	$0.00	1	$24,321.00
074-070-008	18	2545.501	LIGHTING SYSTEM "W"	LS	$15,587.00	1	0	$0.00	1	$15,587.00
074-070-008	19	2545.501	LIGHTING SYSTEM "Y"	LS	$27,731.00	1	0	$0.00	1	$27,731.00
074-070-008	20	2545.501	LIGHTING SYSTEM "Z"	LS	$26,004.00	1	0	$0.00	1	$26,004.00
074-070-008	21	2545.501	LIGHTING SYSTEM "AA"	LS	$24,503.00	1	0	$0.00	1	$24,503.00
074-070-008	22	2545.501	LIGHTING SYSTEM "AB"	LS	$17,218.00	1	0	$0.00	1	$17,218.00
074-070-008	23	2545.501	LIGHTING SYSTEM "AC"	LS	$26,590.00	1	0	$0.00	1	$26,590.00
074-070-008	24	2545.501	LIGHTING SYSTEM "AD"	LS	$27,440.00	1	0	$0.00	1	$27,440.00
074-070-008	25	2545.501	LIGHTING SYSTEM "AE"	LS	$17,604.00	1	0	$0.00	1	$17,604.00
074-070-008	26	2545.501	LIGHTING SYSTEM "AF"	LS	$16,541.00	1	0	$0.00	1	$16,541.00
074-070-008	27	2545.501	LIGHTING SYSTEM "AG"	LS	$27,733.00	1	0	$0.00	1	$27,733.00
074-070-008	28	2545.501	LIGHTING SYSTEM "AH"	LS	$10,150.00	1	0	$0.00	1	$10,150.00
074-070-008	29	2545.501	LIGHTING SYSTEM "AI"	LS	$9,505.00	1	0	$0.00	1	$9,505.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
074-070-008	30	2545.501	LIGHTING SYSTEM "AJ"	LS	$8,860.00	1	0	$0.00	1	$8,860.00
074-070-008	31	2563.601	TRAFFIC CONTROL	LS	$3,665.00	1	0	$0.00	1	$3,665.00
074-070-008	32	2575.501	TURF ESTABLISHMENT	LS	$7,200.00	1	0	$0.00	1	$7,200.00
Base Bid Totals:								**$0.00**		**$625,058.00**

Base Bid Project Category Totals				
Project	**Category**	**Amount Certified This Request**		**Amount Certified To Date**
074-070-008	HSIP Lighting	$0.00		$625,058.00

Contract Changes

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount Certified This Request	Quantity To Date	Amount Certified To Date
074-070-008	CO	1	33	2545.501	LIGHTING SYSTEM "B"	LS	$26,719.91	1	0	$0.00	1	$26,719.91
074-070-008	CO	1	34	2545.501	LIGHTING SYSTEM "C"	LS	$19,975.94	1	0	$0.00	1	$19,975.94
Contract Change Totals:										**$0.00**		**$46,695.85**

Contract Total	$671,753.85

Contract Change Totals			
Number	**Description**	**Amount This Request**	**Amount To Date**
1	Change Order to add two new intersections to the project and remove one intersection from the project. The following changes will be made: -Removal of Bid item "2545.501/00104 - Lighting System D @ Intersection of CSAH 43, CR 180, and CR 171" -Addition of Bid Item "2545.501/00102 - Lighting System B @ Intersection of CSAH 19, and CSAH 43" -Addition of Bid Item "2545.501/00103 - Lighting System C @ Intersection of CSAH 8, and CSAH 43" The removal of Lighting System D was due to issues pertaining to coordinating work with an upcoming project scheduled in 2026 in the same area. This intersection will be addressed as part of that project. The addition of Lighting Systems B and C is due to the future needs of CSAH 43 being the primary route and designate east belt line of the city of Owatonna. These intersections are being added in anticipation of future project needs along this corridor.	$0.00	$46,695.85

Material On Hand

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Steele County
Agenda Item

Request for Board Action

Subject: Veteran Services, $150 cash donation

Department: Veteran Services

Committee: Choose an item.

Committee Meeting Date:

Work Session Date: Enter a date.

Board Meeting Date: December 16, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Donation by Betty Fritz in memory of Veteran George Adolph Fritz in the cash amount of $150 to help Veterans in need

Background *(Including Budget Impact)*:

n/a

Attachments:

See attached Resolution

STEELE COUNTY RESOLUTION

ACCEPTANCE OF DONATION
VETERANS SERVICES

Department: Veteran Services **Date:** 12/16/2025 **Resolution No: 2025-063**

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:

Donation by Betty Fritz in memory of Veteran George Adolph Fritz:

- Cash donation of $150 to help Veterans in need

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

Dated this 16th day of December 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 16th day of December 2025.

____
Attest

Steele County
Agenda Item
Request for Board Action

Subject: Citizen Committee Appointments

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: December 16, 2025

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

Policy Committee Recommendation: n/a

Recommendation:

Board to reappoint those members whose term expires in 2025 and to appoint new members to:

- Extension Committee to replace Eric Kyllo

Extension Committee
Offer/Re-appoint: Angie Jensen – 3rd term accepted
Appoint Storm Sammon in place of Eric Kyllo

Attachments:

Steele County
Agenda Item

Request for Board Action

Subject: 2026 Opioid Response Initiative Award Recommendations

Department: Public Health

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

Work Session Date: December 16, 2025 **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

N/A

Recommendation:

Approve Public Health to award Opioid Response Initiative Funding as listed below:

- Spero – Prevention: **up to $14,500**
- Spero – Treatment: **up to $34,000**
- Steele-Waseca Drug Court – Treatment: **$0**
- United Way of Steele County – Prevention: **up to $45,500**

Total Recommendation: **up to $94,000**

Background *(Including Budget Impact)*:

In response to the opioid epidemic, Steele County will receive approximately $1.5 million over 18 years as part of multi-state settlement agreements with pharmaceutical entities. Steele County currently has approximately $517,318 in Opioid funds available. To ensure effective utilization of these funds, Steele County is launching a Request for Proposals (RFP) process to identify qualified organizations to respond to the opioid crisis through opioid epidemic response strategies, including prevention, treatment and recovery, harm reduction, and criminal justice.

Attachments:

Summary of 2026 Opioid Response Initiative Award Recommendations

Applicant: Spero

Recommendation – Prevention Activities:

- ~~Staffing, mileage, & supplies for Sticker Shock at four retailers ($3,200)~~
- Staffing & mileage for "Teen Intervene" and "What Teens Need to Know" presentations to at least 400 Steele County students ($4,050)
- Food for positive reinforcement during presentations in schools ($500)
- Educational supplies related to overdose prevention for school and community presentations/events, including Breaking the Stigma ($5,200)
- Staffing & mileage for the Breaking the Stigma event ($2,500)
- ~~Design of a data tracking system for unintentional opioid overdose events and naloxone administration for clients in Steele County ($2,500)~~
- ~~Staff time for harm reduction lunch & learns for Spero staff ($1,650)~~
- ~~Speaker and promotional items related to harm reduction ($700)~~
- *Indirect Costs – 15% of Direct Costs ($1,837.50)*

Total: $14,087.50 ($12,250 direct costs)

Funding Recommendation: up to $14,500

Recommendation – Treatment Activities:

- ~~Staff time & training costs to implement Harm Reduction Treatment ($19,375)~~
- Car repairs, gas cards, & bus tokens for clients ($8,150)
- ~~100 treatment services during Behavioral Health Funding changes ($30,000)~~
- 20 Comprehensive Mental Health Evaluations or therapy sessions ($6,000)
- ~~Equipment for a client computer station ($5,392)~~
- ~~Office wall for Certified Peer Recovery Specialist ($8,000)~~
- Staffing, supplies, & promotion for monthly sober events ($8,560)
- ~~Staffing & supplies for an alumni group ($3,817.54)~~
- ~~Staffing & mileage for Youngdahl Group facilitation ($3,675)~~
- ~~Staff time for training on and implementation of SBIRT ($6,750)~~
- ~~Staffing & mileage for CPRS outreach in community ($2,650)~~
- Staffing for substance use and mental health consultation at Drug Court ($6,750)
- *Indirect Costs – 15% of Direct Costs ($4,419)*

Total: $33,879 ($29,460 direct costs)

Funding Recommendation: up to $34,000

Applicant: Steele Waseca Drug Court

Recommendation – Treatment Activities:

This application was withdrawn due to the Minnesota Office of Justice Programs (OJP) Community Justice Reinvestment Grant being extended for an additional year.

Funding Recommendation: $0

Applicant: United Way Steele County

Recommendation – Prevention Activities:

- Training for at least 100 new youth-serving staff in Steele County school districts and community members in Youth Mental Health First Aid ($10,000)
- Training for at least one youth group or grade level in each Steele County high school (estimated 150 students) in Teen Mental Health First Aid ($11,250)
- Training for a Spanish YMHFA and TMHFA Facilitator ($5,300)
- Staffing for Teen Center every Saturday for 4 hours ($10,400)
- Supplies for 10 monthly Teen Activity Nights ($2,500)
- *Indirect Costs – up to 15% of Direct Costs ($5,917.50)*

Total: $45,367.50 ($39,450 direct)

Funding Recommendation: up to $45,500

Total Funding Recommendation: up to $94,000

Steele County
Agenda Item

Request for Board Action

Subject: Personnel Policy Update: PTO

Department: Administration & Human Resources

Committee: Internal Central Services **Committee Meeting Date:**

Work Session Date: December 16, 2025 **Board Meeting Date:** 12/16/2025

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

Policy Committee Recommendation:

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

Recommendation:

Update section 7.2.15 of the Steele County Personnel Rules and Polices to modify the accrual rate table by removing the 0-3 years category, reduce the PTO accrual maximum from 800 hours to 600 hours, and allow employees that currently have PTO accrual banks at or near 600 hours to do a one-time cashout.

Background *(Including Budget Impact)*:

Starting in 2026 several union groups will convert from sick and vacation accruals to PTO. Modifying the accrual rate table and PTO maximum carryover in personnel policy will align policy with union contacts so employees countywide will have the same time benefits and rules.

Accrual Rate Table:

Delete the 0-3 years of service category and change the 4-6 years category to 0-6 years.

PTO Maximum Carryover:

The current PTO maximum carryover for non-union employees is 800 hours. Reduce the PTO maximum carryover to 600 hours. Nine employees have been identified who are at or over 600 hours of PTO in their accrual bank. These employees will receive a one-time payout for their PTO hours in excess of 600. Furthermore, these employees may make a one-time election to reduce their PTO banks to 500 hours. These PTO payouts are payable with 2025 funds.

Attachments:

- Amended policy section.

7.2.15 STEELE COUNTY PAID TIME OFF POLICY - Non-Union

Accrual

Each eligible employee shall be granted PTO for actual service rendered on the following basis:

Beginning on ~~April 1, 2008~~ December 17, 2025, PTO Accrual will be as follows:

Years of Service	Hours/Pay Period	Hours Per/Yr	Yearly Required Usage
~~0-3 years~~	~~5.847~~	~~152.04 (19 days)~~	~~40 hrs.~~
0-6 years	6.461	168.00 (21 days)	40 hrs.
7-9 years	7.384	192.00 (24 days)	60 hrs.
10-12 years	8.307	216.00 (27 days)	60 hrs.
13-19 years	8.923	232.00 (29 days)	60 hrs.
20-24 years	9.540	248.04 (31 days)	80 hrs.
over 25 years	10.463	272.04 (34 days)	80 hrs.

Use of PTO

The above schedule is for full-time employees. PTO must be used in increments of at least 15 minutes.

When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin on the first day of the pay period following the date of eligibility.

~~This policy shall be effective on April 1, 2008.~~

Use of PTO, which is not requested in advance ("emergency use") may require documentation of the emergency. If usage is more then three days, FMLA documentation and a doctor's slip may be requested to be completed before employee can return to work. Non-scheduled PTO requests may be denied.

Probationary employees may use no more than 24 hours of PTO during the first six months of employment. PTO does not vest until the employee has reached six months of full-time equivalent work (1,040 paid hours). After completion of the first six months of the probationary period, PTO shall be vested and may be utilized according to these policies.

Maximum carry-over of PTO from one year to the next is 800 hours. Any PTO in an employee's account that exceeds ~~800~~ 600 hours as of December 31st of each year shall be forfeited. During the calendar year PTO can exceed ~~800~~ 600 hours but as of December 31st amount must be less than ~~800~~ 600 hours.

Part-time employees will accrue PTO in increments directly proportionate to the number of hours paid each pay period. For example, a half-time employee who works forty (40) hours in a pay period will earn 40/80ths of the amount earned by a full-time employee.

STEELE COUNTY PERSONNEL AGENDA ITEM

December 16, 2025

DECEMBER EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Name:		Position:	Department:	Anniversary Date:		Years of Service:
Whitney	Farr	Care Coordinator/Case Manager	Public Health	December	1st	2
Jesse	Steneman	Correctional Sergeant	Detention Center	December	2nd	12
Meagan	Steinberg	Family Support Educator	Public Health	December	3rd	4
Kristin	Otto	Legal Administrative Assistant	Attorney	December	4th	8
Lacy	Standke	Assessment Technician II	Assessor	December	7th	16
Joshua	Andrist	Highway Senior Mechanic	Highway	December	7th	10
Christine	Laue	Elections Specialist	Auditor	December	7th	5
Kimberly	Saenz Juarez	Correctional Officer	Detention Center	December	11th	2
Grant	Bahl	Appraiser II	Assessor	December	12th	3
Patrick	Zeman	Highway Maintenance Technician	Highway	December	14th	5
Jacob	Rysavy	Facilities & Fleet Director	Facilities and Fleet	December	16th	6
Bobbi Jo	Fleming	Care Coordinator/Case Manager	Public Health	December	16th	1
Sara	Hedervare	Care Coordinator/Case Manager	Public Health	December	16th	1
Jacob	Miller	Deputy Sheriff Patrol	Sheriff	December	21st	10
Scott	Mittelstaedt	Landfill Operator	Landfill	December	31st	7

Steele County Agenda Item

Request for Board Action

Subject: 2026 – 2028 AFSCME Highway Unit Collective Bargaining Agreement

Department: Human Resources

Committee: **Committee Meeting Date:**

Work Session Date: **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

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

Recommendation:

Approve the 2026-2028 AFSCME Highway Unit Collective Bargaining Agreement.

Background *(Including Budget Impact*):

An overall agreement was reached between the AFSCME Highway 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.
- Add Juneteenth.
- 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.

- Satisfactory performance for step increase MOU will be moved in the body of the contract. Effective 01/01/2026, all new hires advance steps on their anniversary date of hire. All current employees (hired on or before 12/31/2025) retain their current step date of July 1st
- Employer provided life insurance policy will be increase to $50,000.
- 50/50 cost share of the premium for Minnesota Paid Leave.
- Increase clothing allowance to $600 per year and include a list of items that can be purchased.
- Reduce the step threshold for hiring from step 6 to 5.

Attachments:

- Resolution

STEELE COUNTY RESOLUTION

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

Department: Human Resources | **Date:** 12/16/2025 | **Resolution No: 2025-066**

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

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

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

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

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

Dated this 16th day of December, 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 16th day of December, 2025.

____
Attest

Steele County Agenda Item

Request for Board Action

Subject: 2026 - 2028 MNPEA Essential Correctional Sergeants Unit Collective Bargaining Agreement

Department: Human Resources

Committee: **Committee Meeting Date:**

Work Session Date: **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

N/A

Recommendation:

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

Background *(Including Budget Impact)*:

An overall agreement was reached between the MNPEA Essential Correctional Sergeants 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%
- Add Juneteenth
- 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.
- Shift differential pay increased to $2.00 per hour.

Attachments:

- Resolution

STEELE COUNTY RESOLUTION

Adopting Negotiated Changes to the 2026 – 2028 MNPEA

Essential Correctional Sergeants Unit Collective Bargaining Agreement.

Department: Human Resources **Date:** 12/16/2025 **Resolution No: 2025-067**

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

WHEREAS, the County has recently negotiated a three (3) year collective bargaining agreement with MNPEA; and

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

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners approves the proposed collective bargaining agreement effective January 1, 2026, through December 31, 2028, between Steele County and the Minnesota Public Employees Association – Essential Correctional Sergeants Unit.

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

Dated this 16th day of December, 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 16th day of December, 2025.

____
Attest

Steele County
Agenda Item

Request for Board Action

Subject: 2026 Budget / Tax Levy Resolution

Department: Finance Department

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

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 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:

Adopt resolution to set the 2026 levy at $31,708,481 and budget of $83,559,919

Background *(Including Budget Impact)*:

Attached is the resolution to set the 2026 budget and tax levy. The tax levy is an increase of 4.6% from prior year's levy. The budget amount for 2026 is $83,559,919.

Attachments:

2026 Budget/Tax Levy Resolution

STEELE COUNTY RESOLUTION

2026 Tax Levy and Budget

Department: Finance Department **Date:** 12/16/2025 **Resolution No: 2025-068**

WHEREAS, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy, and

WHEREAS, Minnesota Statutes 275.065 requires the County Board to conduct a public hearing prior to the adopting of its final property tax levy, and

WHEREAS, the budget requests, revenue projections, levy data and needs of Steele County have been duly considered, and

NOW THEREFORE BE IT RESOLVED, the Steele County Board of Commissioners approves the following 2026 tax levy totaling $31,708,481. The 2026 tax levy and budget are detailed as follows:

	Tax Levy		Budget
General Government	$ 29,282,672		$ 39,335,927
Opioid Settlement	-		100,000
Road & Bridge	2,898,158		31,292,488
Ditch Fund	-		300,000
Bixby Sewer District	-		11,940
Bonded Debt	1,078,950		1,078,950
Capital Improvements	1,030,389		6,286,389
Landfill	-		4,953,925
Other Trust Funds	-		300
SUBTOTAL	34,290,169		83,359,919
Public Library	200,000		200,000
(excluding cities of Owatonna and Blooming Prairie)			
TOTAL TAX LEVY	34,490,169		
Less: County Aid	(2,781,688)		
TOTAL CERTIFIED TAX LEVY	**$ 31,708,481**	TOTAL CERTIFIED BUDGET	**$ 83,559,919**

BE IT FURTHER RESOLVED, the Minnesota State Statutes allow less than 105% of the current principal and interest due, provided sufficient funds have been accumulated for the applicable debt payments and because sufficient funds are unavailable, the debt service levy will be increased as indicated in the table below:

	Scheduled Levy	Proposed Levy
2020A - G.O. CIP Bond Detention Center HVAC & LED Lighting	$ 335,350	$ 352,117
2018A - G.O. CIP Bond Public Works Facility Construction	743,600	780,780
Totals	$ 1,078,950	$ 1,132,897

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

The above resolution was presented by Commissioner __________ who moved its adoption, duly seconded by Commissioner __________.

Upon the vote being taken there were ___ Ayes, ___ Nays, and ___ absent and not voting.

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: Resolution to Approve Preliminary Plat and Final Plat – Cook Addition

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: December 1, 2025

Work Session Date: Enter a date.

Board Meeting Date: December 16, 2025

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

Policy Committee Recommendation:

Planning Commission recommends approving the preliminary plat and final plat for the Cook Addition.

Staff Recommendation:

Background ***(Including Budget Impact)*****:**

The applicant is requesting to combine parcels 12-021-4403 & 12-105-0003. The parcel ending in 0003 is an old right-of-way plat obtained by the applicant so the parcels must go through the platting process to be combined.

Attachments:

Resolution

Location Map

Site Map

Preliminary Plat

Final Plat

Staff Report

STEELE COUNTY RESOLUTION

Approve Preliminary Plat and Final Plat – Cook Addition

Department: Planning & Zoning **Date:** 12/16/2025 **Resolution No: 2025-064**

WHEREAS, Brian Cook has requested preliminary plat and final plat approval for Cook Addition, and

WHEREAS, the subject property is described as All that part of the North Half of Northwest Quarter of Section 21, Township 108 North, Range 20 West, Steele County, Minnesota described by:

Commencing at the Northwest Corner of said North Half of Northwest Quarter; thence North 89° 44' 32" East, assumed bearing, 1265.98 feet along the North line of said North Half of Northwest Quarter to the centerline of C.S.A.H. No.45 (formerly Trunk Highway No. 65); thence South 3° 19' 49" East 550 feet along said C.S.A.H. No. 45 centerline to the True Point of Beginning: thence South 89° 44' 32" West 600 feet; thence North 0° 15' 28" West 70 feet, more or less, to the centerline of Straight River; thence Westerly and Southerly 800 feet, more or less, along said River centerline to a point, last said point being 748.23 feet South of, measured at 90° to, the North line of said North Half of Northwest Quarter; thence North 89° 44' 32" East 1310 feet, more or less, to said C.S.A.H. No. 45 centerline; thence Northerly along said C.S.A.H. No. 45 centerline and along a nontangential curve concave to the West, central angle 0° 31' 36", radius 1432.39 feet, chord North 3° 04' 01" West 13.16 feet, arc length 13.16 feet: thence North 3° 19' 49" West 186.12 feet along said C.S.A.H. No. 45 centerline to said True Point of Beginning; containing 6.22 acres, more or less. Subject to the right of way easement of said C.S.A.H. No. 45.

AND

Parcel 3 as described on Steele County Highway Right of Way Plat No. 11, County State Aid Highway 45 within Section 21, T108N, R20W., as recorded at the Steele County Recorder.

WHEREAS, the Steele County Planning Commission considered the applicants request for a Preliminary Plat and Final Plat at a duly noticed Public Hearing which took place on December 1st, 2025 and recommended approval of the preliminary plat and final plat.

WHEREAS the Steele County Board of Commissioners finds the preliminary plat and final plat of Cook Addition to be consistent with the intent of the Steele County Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED by the Steele County Board of Commissioners that the preliminary plat and final plats of Cook Addition be approved.

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

Dated this 16th day of December, 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

____
Chair

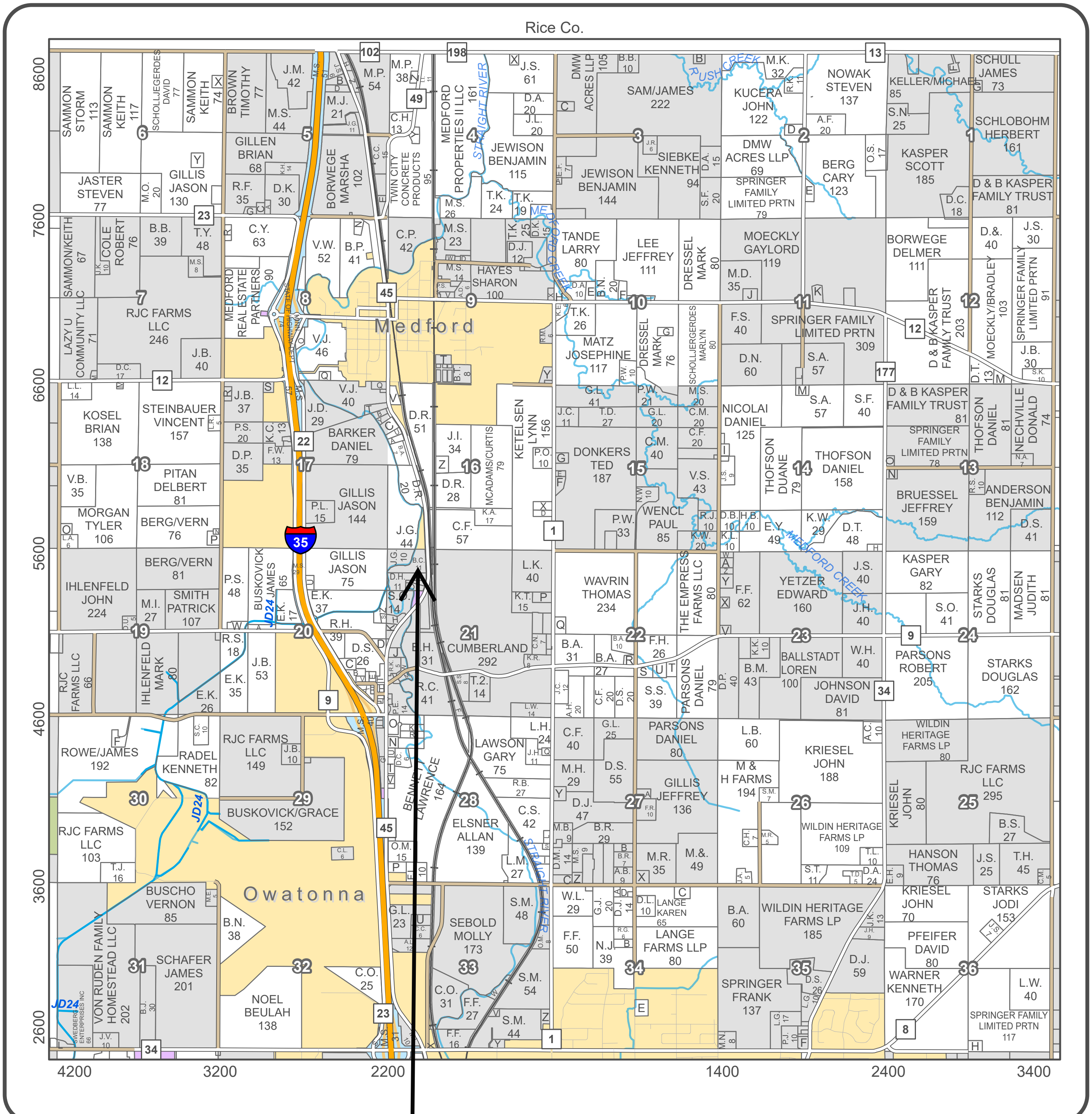
CERTIFICATION

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.

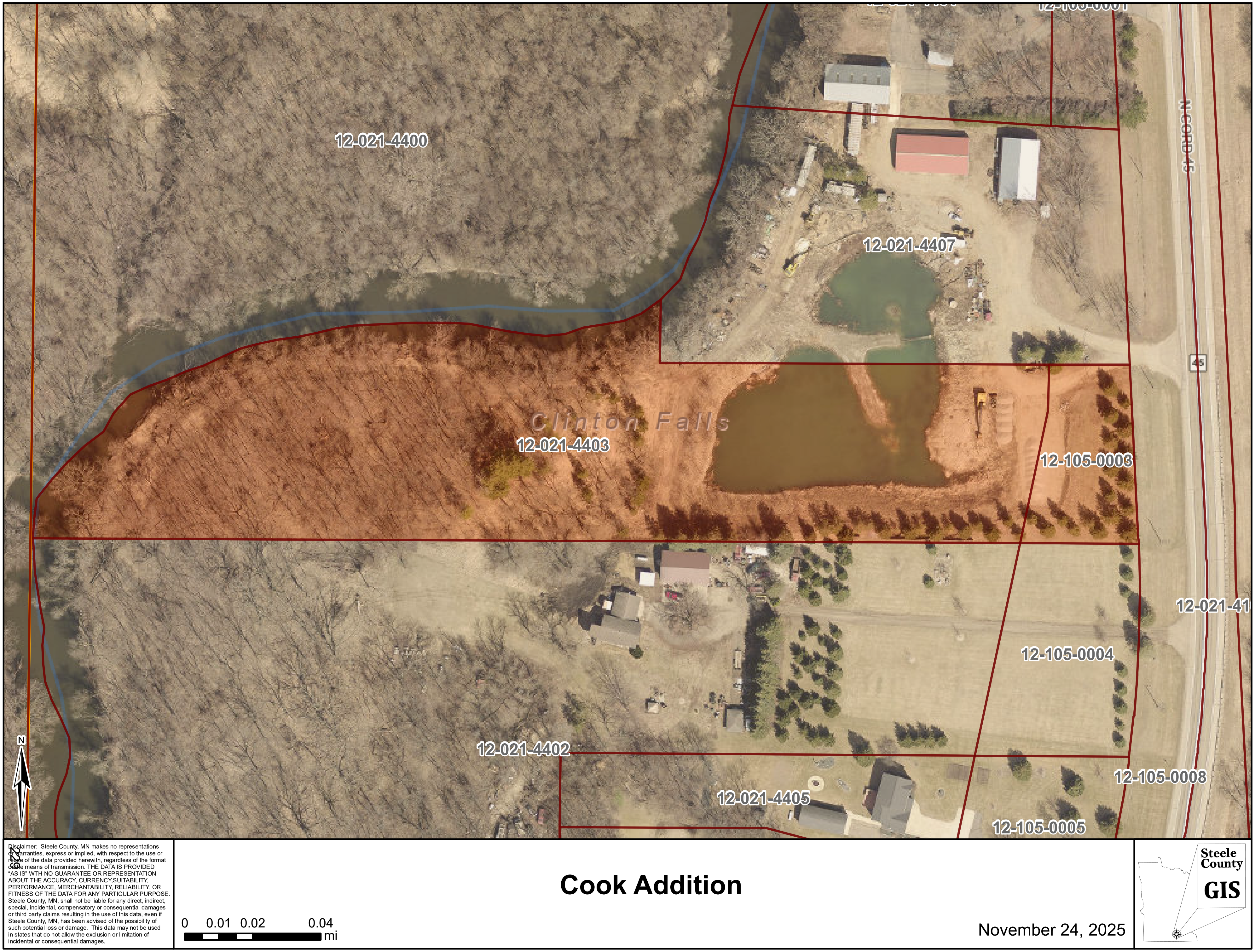
____
ATTEST

Medford & Clinton Falls

T.108N. - R.20W.



Preliminary and Final Plat Request
Cook Addition No.1



Cook Addition

November 24, 2025

Steele County GIS

Staff Report
for
Cook Addition
Preliminary & Final Plat

I. Applicant(s):
Brian Cook

II. Land Owner(s):
Brian Cook

III. Zoning District:
Single Family Residential District

IV. Project Location:
All that part of the North Half of the Northwest Quarter of Section 21, Township 108 North, Range 20 West, Steele County, Minnesota, described by: Commencing at the Northwest Comer of said North Half of Northwest Quarter; thence North 89°44'32" East, assumed bearing, 1265.98 feet along the North line of said North Half of Northwest Quarter to the centerline of C.S.A.H. No. 45 (formerly Trunk Highway No. 65); thence South 3°19'49" East 550 feet along said C.S.A.H. No. 45 centerline to the True Point of Beginning; thence South 89°44'32" West 600 feet; thence North 0°15'28" West 70 feet, more or less, to the centerline of Straight River; thence Westerly and Southerly 800 feet, more or less, along said River centerline to a point, last said point being 748.23 feet South of, measured at 90° to, the North line of said North Half of Northwest Quarter; thence North 89°44'32" East 1310 feet, more or less, to said C.S.A.H. No. 45 centerline; thence Northerly along said C.S.A.H. No. 45 centerline and along a nontangential curve concave to the West, central angle 0°31'36", radius 1432.39 feet, chord North 3° 04'01" West 13.6 feet, arc length 13.16 feet; thence North 3°19'49" West 186.12 feet along said C.S.A.H. No. 45 centerline to said True Point of Beginning; containing 6.22 acres, more or less. Subject to the right of way easement of said C.S.A.H. No. 45.
AND Parcel 3 as described on Steele County Highway Right of Way Plat No. 11, County State Aid Highway 45 within Section 21, T 108 N, R 20 W, as recorded at the Steele County Recorder.

V. Project Description:
Plat to combine parcels 12-021-4403 & 12-105-0003. 12-105-0003, the parcel to the east, was a right of way plat obtained by Cook. It must be platted to be combined with 12-021-4403, the parcel to the west. Once platted, Cook would like to build a house on the property.

VI. Platting Criteria:

1) Existing Parcel Lines:

The area is currently two separate parcels. The east parcel has 190 feet of frontage to County Rd. 45 N. This parcel is currently accessed through the parcel to the north. The west parcel has no direct access from the public road.

Proposed Parcel Lines:
The plat would remove the lot line separating the parcels.

PRELIMINARY PLAT OF COOK ADDITION

IN N1/2 NW1/4 SECTION 21-T108N-R20W
STEELE COUNTY, MINNESOTA

SCALE: 1" = 50'

0 25 50 100
SCALE IN FEET

AREA
Gross = 5.97 ACRES±

OWNER INFORMATION

BRIAN M. COOK
5570 N. COUNTY ROAD 45
MEDFORD, MN 55060
651-238-1502
BRIAN@JJDCOMPANIES.COM

LAND SURVEYOR

JONES HAUGH, & SMITH, INC.
SCOTT A. TUCHTENHAGEN
415 WEST NORTH STREET
OWATONNA, MN 55060
507-451-4598
SCOTTT@JHSENG.COM

ZONING

EXISTING ZONE: R-1 SINGLE FAMILY RESIDENTIAL

SETBACKS:
Front Yard: 25'
Side Yard: 20'
Rear Yard: 20'

LEGAL DESCRIPTION

All that part of the North Half of Northwest Quarter of Section 21, Township 108 North, Range 20 West, Steele County, Minnesota described by:

Commencing at the Northwest Corner of said North Half of Northwest Quarter; thence North 89° 44' 32" East, assumed bearing, 1265.98 feet along the North line of said North Half of Northwest Quarter to the centerline of C.S.A.H. No.45 (formerly Trunk Highway No. 65); thence South 3° 19' 49" East 550 feet along said C.S.A.H. No. 45 centerline to the True Point of Beginning: thence South 89° 44' 32" West 600 feet; thence North 0° 15' 28" West 70 feet, more or less, to the centerline of Straight River; thence Westerly and Southerly 800 feet, more or less, along said River centerline to a point, last said point being 748.23 feet South of, measured at 90° to, the North line of said North Half of Northwest Quarter; thence North 89° 44' 32" East 1310 feet, more or less, to said C.S.A.H. No. 45 centerline; thence Northerly along said C.S.A.H. No. 45 centerline and along a nontangential curve concave to the West, central angle 0° 31' 36", radius 1432.39 feet, chord North 3° 04' 01" West 13.16 feet, arc length 13.16 feet: thence North 3° 19' 49" West 186.12 feet along said C.S.A.H. No. 45 centerline to said True Point of Beginning; containing 6.22 acres, more or less. Subject to the right of way easement of said C.S.A.H. No. 45.

AND

Parcel 3 as described on Steele County Highway Right of Way Plat No. 11, County State Aid Highway 45 within Section 21, T 108 N, R 20 W., as recorded at the Steele County Recorder.

LEGEND

- = Steele County Iron monument-Found
- = 5/8 inch X 16 inch iron monument (capped RLS 52646)-Placed
- = Iron monument-Found
- OE = Overhead Electric
- PP=Proportional Part
- M=Measured Distance
- R=Deed Distance
- 1272 = Elevation Contour Line (Steele County LiDAR Data)
- = Bituminous Surface
- = Gravel Surface
- = Flood Zone AE (BFE = 1090-1091)

VICINITY MAP

NW1/4	NE1/4
SW1/4	SE1/4

21 — T108N — R20W

Scale: 1"=2000'

BASIS OF BEARING SYSTEM

All bearings are based upon the MnDot Steele County Coordinate system Nad 83 (11) Harn Adjustment Grid

JONES, HAUGH & SMITH INC.
25-1192PP

SHEET NO. 1 OF 1 SHEETS

OFFICIAL PLAT

COOK ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Brian M. Cook, a single person, fee owner of the following described property:

All that part of the North Half of Northwest Quarter of Section 21, Township 108 North, Range 20 West, Steele County, Minnesota described by:

Commencing at the Northwest Corner of said North Half of Northwest Quarter; thence North 89° 44' 32" East, assumed bearing, 1265.98 feet along the North line of said North Half of Northwest Quarter to the centerline of C.S.A.H. No.45 (formerly Trunk Highway No. 65); thence South 3° 19' 49" East 550 feet along said C.S.A.H. No. 45 centerline to the True Point of Beginning: thence South 89° 44' 32" West 600 feet; thence North 0° 15' 28" West 70 feet, more or less, to the centerline of Straight River; thence Westerly and Southerly 800 feet, more or less, along said River centerline to a point, last said point being 748.23 feet South of, measured at 90° to, the North line of said North Half of Northwest Quarter; thence North 89° 44' 32" East 1310 feet, more or less, to said C.S.A.H. No. 45 centerline; thence Northerly along said C.S.A.H. No. 45 centerline and along a nontangential curve concave to the West, central angle 0° 31' 36", radius 1432.39 feet, chord North 3° 04' 01" West 13.16 feet, arc length 13.16 feet: thence North 3° 19' 49" West 186.12 feet along said C.S.A.H. No. 45 centerline to said True Point of Beginning; containing 6.22 acres, more or less. Subject to the right of way easement of said C.S.A.H. No. 45.

AND

Parcel 3 as described on Steele County Highway Right of Way Plat No. 11, County State Aid Highway 45 within Section 21, T108N, R20W., as recorded at the Steele County Recorder.

has caused the same to be surveyed and platted as COOK ADDITION, and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Brian M. Cook, a single person, has hereunto set his hand this

____________ day of ________________________________, 20____.

____
Brian M. Cook

STATE OF MINNESOTA
COUNTY OF STEELE

This instrument was acknowledged before me this ___________ day of _________________________________, 20____ by Brian M. Cook.

____
John Henry Schulte, Notary Public, State of Minnesota
My Commission Expires January 31, 2026

I, Scott A. Tuchtenhagen, hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a true and correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ________ day of ______________________________, 20____.

____
Scott A. Tuchtenhagen, Licensed Land Surveyor
Minnesota License No. 52646

STATE OF MINNESOTA
COUNTY OF STEELE

This instrument was acknowledged before me this ___________ day of _________________________________, 20____ by Scott A. Tuchtenhagen, a licensed land surveyor.

____
John Henry Schulte, Notary Public, State of Minnesota
My Commission Expires January 31, 2026

I do hereby certify that on the ________ day of ____________________, the Board of Commissioners of Steele County, Minnesota, approved this plat of COOK ADDITION, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

____
Renae Fry, County Administrator

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____________ day of

___________ ______________, 20____.

____
Scott A. Tuchtenhagen, County Surveyor
Steele County, Minnesota

No delinquent taxes and transfer entered this ______ day of ________________________, 20____.

____
Jennifer Mueller, Property Tax and Elections Director
Steele County, Minnesota

I hereby certify that taxes payable for the year 2025 on the land hereinbefore described have been paid this ________day of ________________________, 20____.

____

____
Steele County, Minnesota

Filed in the Office of the County Recorder this __________ day of______________________________ 20_____, at __________O'clock ____M., in Book _________ of Plats,

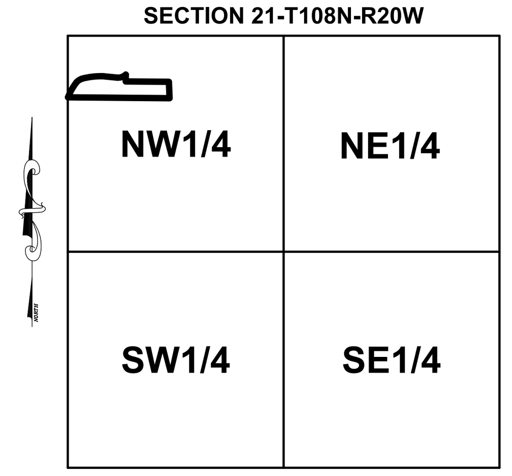
Page________, as Document Number______________________________

____
Rick G. Kvien, County Recorder
Steele County, Minnesota

SCALE: 1" = 50'

0 25 50 100
SCALE IN FEET

VICINITY MAP
SECTION 21-T108N-R20W



LEGEND

- ⊙ = Steele County Iron Monument-Found
- ● = Iron Monument-Found
- ○ = 5/8Ø X 16 inch iron monument (capped LS 52646)-Placed unless otherwise noted
- ◄— = Addition Corner

PP=Proportional Part
M=Measured Distance
R=Deed Distance

BASIS OF BEARING SYSTEM

All bearings are based upon the MnDot Steele County Coordinate system Nad 83 (11) Harn Adjustment Grid

JONES, HAUGH & SMITH
PROFESSIONAL ENGINEERS & LAND SURVEYORS

SHEET NO. 1 OF 1 SHEETS

2) Existing Services:

- No existing private well or septic system. Cook is working with a septic installer and the Steele County SSTS inspector.

3) Public Utilities:

No public utilities are being proposed. Power currently runs along County rd. 45 N.

4) Roads:

No public roads are proposed.

5) Recommendations:

Conditions the planning commission should consider if they recommend approval are:

Steele County
Agenda Item
Request for Board Action

Subject: Renewal of CUP 194 (Milestone Materials – Spinler Quarry)

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: December 1, 2025

Work Session Date: Enter a date.

Board Meeting Date: December 16, 2025

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

Policy Committee Recommendation:

Planning Commission recommends approving CUP 194 with 16 conditions based on the Findings of Fact.

Staff Recommendation:

Background *(Including Budget Impact)*:

The applicant is requesting the renewal of CUP #194 allowing the mining, processing, and stockpiling of sand and gravel material, the blasting and quarrying of limestone, the dewatering of the pit, a wash plant and the stockpiling and processing of recyclable aggregate material on 199 acres located in Sections 1,2,11, and 12 of Lemond Township.

Attachments:

Findings of Fact
Location Map
Site Map
Staff Report
Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #194

Milestone Materials – Spinler Quarry

Applicant:
Milestone Materials

Land Owner:
Mathy Construction Company

Project Description:
The applicant is requesting the renewal of CUP #194 allowing the mining, processing, and stockpiling of sand and gravel material, the quarrying of limestone, blasting, crushing, the dewatering of the pit, a wash plant and the stockpiling and processing of recyclable aggregate material on 199 acres in Sections 1, 2, 11 and 12 of Lemond Township.

Zoning District:
Agricultural District

Ordinance Section:
Condition #12 requires this permit to be renewed.

Property Description:
The North 3/4 of the NW1/4 of the NW1/4 of Section 12;
AND
The North 3/4 of the NE 1/4 of the NE ¼ of Section 11;
AND
The SE 1/4 of the SE 1/4 of Section 2, lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5;
AND
All that part of Section 1, lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5, and lying West of SW 43rd Avenue;

EXCEPT the following three parcels:

1) Beginning at the South line of the South Half of the Southeast 1/4 20 rods west of the centerline of SW 43rd Avenue; thence East 20 rods; thence northeasterly along the centerline of SW 43rd Avenue 65 rods; thence West and parallel to the South line of the South Half of the Southeast Quarter 52 rods; thence Southwesterly to the point of beginning;

2) The following described parcel lying South of SW 51st Street;
Commencing at the Southwest corner of the East 1/2 of the NE1/4 of the SW ¼ of Section 1; thence West 640 feet along the South line of the W1/2 of said NE1/4 of the SW 1/4 to the point of beginning; thence North 330 feet; thence West 660 feet; thence South 660 feet; thence East 660 feet; thence North 330 feet to the point of beginning;

3) Beginning at the intersection of the east line of the West ½ of the SW 1/4 of the SW 1/4 with the centerline of SW 51st Street; thence South 0º40'00" West, (assumed bearing) 207.78 feet along the East line of the West ½ of the Southwest ¼ of the SW 1/4; thence South 89º56'56" West 364.00 feet along a line parallel with the North line of the West ½ of the Southwest ¼ of the Southwest ¼; ; thence North 0º00'40" East 350.64 feet to said street centerline; thence South 41º21'22" East 13.05 feet along said street centerline; thence Easterly along said street centerline and along a tangential curve concave to the North, central angle 48º18'53", radius 390.17 feet, arc length 329.01 feet; thence North 89º40'13" East 63.09 feet to beginning,

All in T 106 N, R 21 W, Town of Lemond, Steele County, Minnesota.

General Criteria for considering an Interim Use Permit:

1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than public roads. The road accesses onto SW 51st Street which is a paved Township Road constructed to handle heavy truck traffic. All traffic is routed to the northwest to County State Aid Highway #7 which is a paved County Road which has a 10 ton per axle weight limit. No issues to the road have been reported about this site.

2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find the surrounding land use includes mostly agricultural land, several rural residences and other mining operations. This project should not affect nearby agricultural operations. Existing conditions have been imposed to minimize any effect on neighboring residences. The closest neighbor has no issues with Milestone Material's operation of the site.

3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit will be similar to others in the area.

4) **The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use is an existing active mine. The proposed use shall be consistent with past mining operations.

5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find gravel mining and the storage of aggregate material and the storage and processing of recyclable aggregate material is consistent with the Zoning Ordinance.

6) **The use will not creation a traffic hazards or congestion:**
The planning commission find the site will access onto SW 51st Street connecting to CSAH #7. Signage may be required if traffic from this pit creates issues.

7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find the operation does not affect nearby businesses.

8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
Access: The existing access road will not change.

Drainage: Surface water drains into the site as is covered by an National Pollution Discharge Elimination System permit. If water is pumped into CD #5, a discharge permit shall be paid to the ditch system.

Wetland: No wetlands have been identified on this site.

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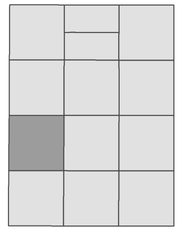
Planning Commission Recommendations:

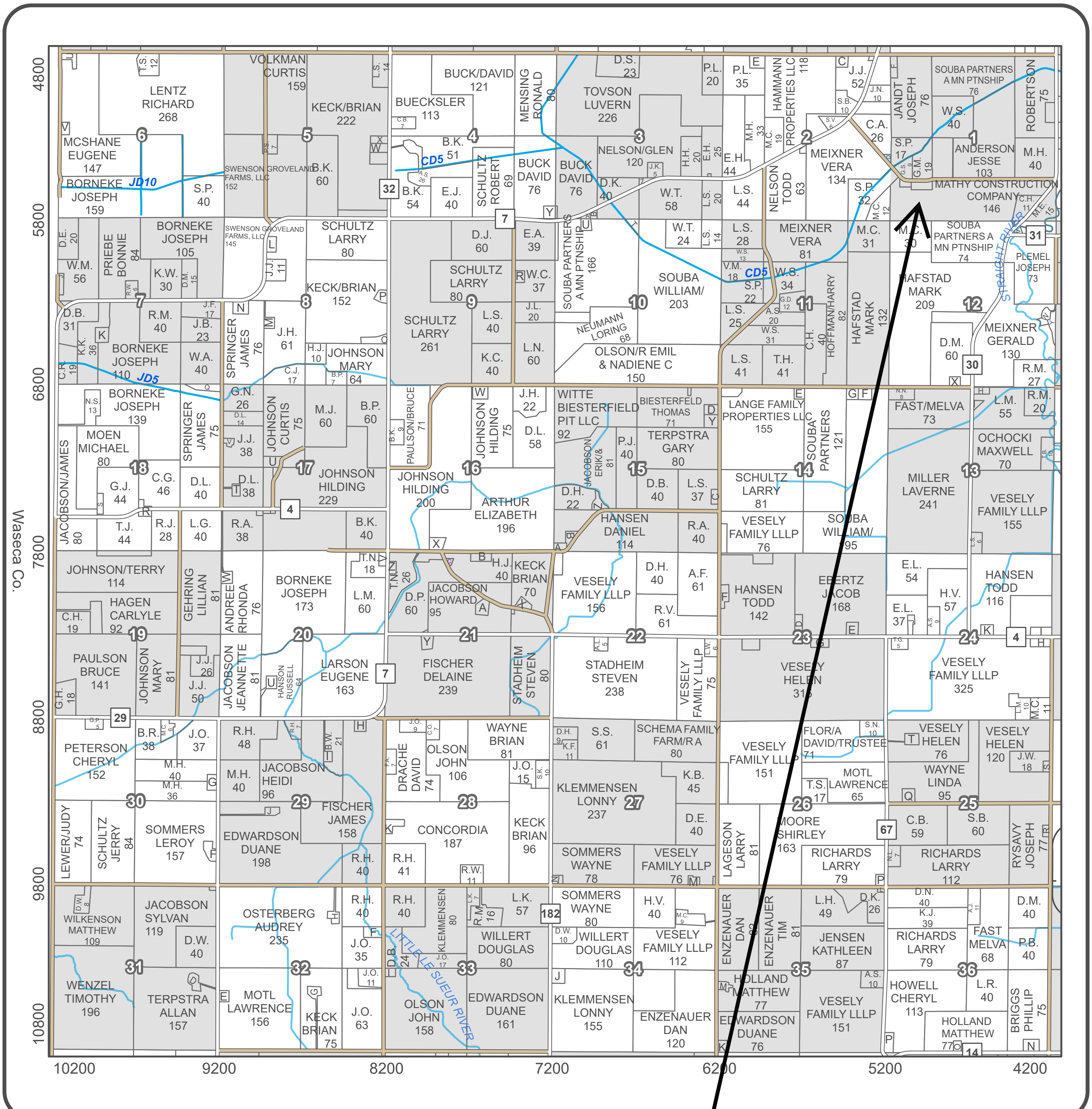
Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the renewal of issuance of CUP #194 with the following conditions. (~~Strikethrough~~ is deleted, underlined is added.)

1. Mining and quarrying is limited to a bottom elevation of 1075 (NAD 27)
2. Signage warning of truck traffic and other traffic warning devices shall be posted as directed by the Steele County Highway Engineer.
3. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
4. All accesses to the site shall be gated.
5. The operator shall control dust in the mine, on the access road, and on SW 51st St. if necessary.
6. Blasting shall be done according to standard established by the U.S. Bureau of Mines, the U.S. Office of Surface of Mining, and MSHA.
7. The applicant shall follow the requirements of their DNR Water Appropriations permit #94-5056 including the requirements of the monitoring plan.
8. Stockpiles and berms shall not encroach on neighboring properties or road right-of-ways. All berms and stockpiles inactive for greater than 18 months shall be vegetated to reduce erosion.
9. Setback from property lines shall be 30 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
10. The applicant shall follow their approved closure plan including back filling perimeter slopes to a maximum slope of 4:1, replacing a minimum of 6 inches of topsoil, and stabilizing with vegetation. Slopes to waterlines will be a maximum slope of 10:1 for a minimum width of ten feet above and below the water line to provide a safety bench at the waterline.
11. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Lemond Township Ordinances and permits.
12. The applicant is responsible to initiate renewal proceedings on or before January 1, ~~2026~~ 2031 or this permit becomes invalid.
13. The operator shall pay a user fee for industrial discharge into County Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be $.10 per 10,000 gallons of discharged. This discharge rate will be reviewed along with the Conditional Use Permit at the request of the Operator.
14. Signage prohibiting the use of jake brakes on trucks shall be installed by the operator at the exit of the quarry.
15. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
16. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.

Lemond

T.106N. - R.21W.





CUP #194 Renwal (Lemond Quarry)

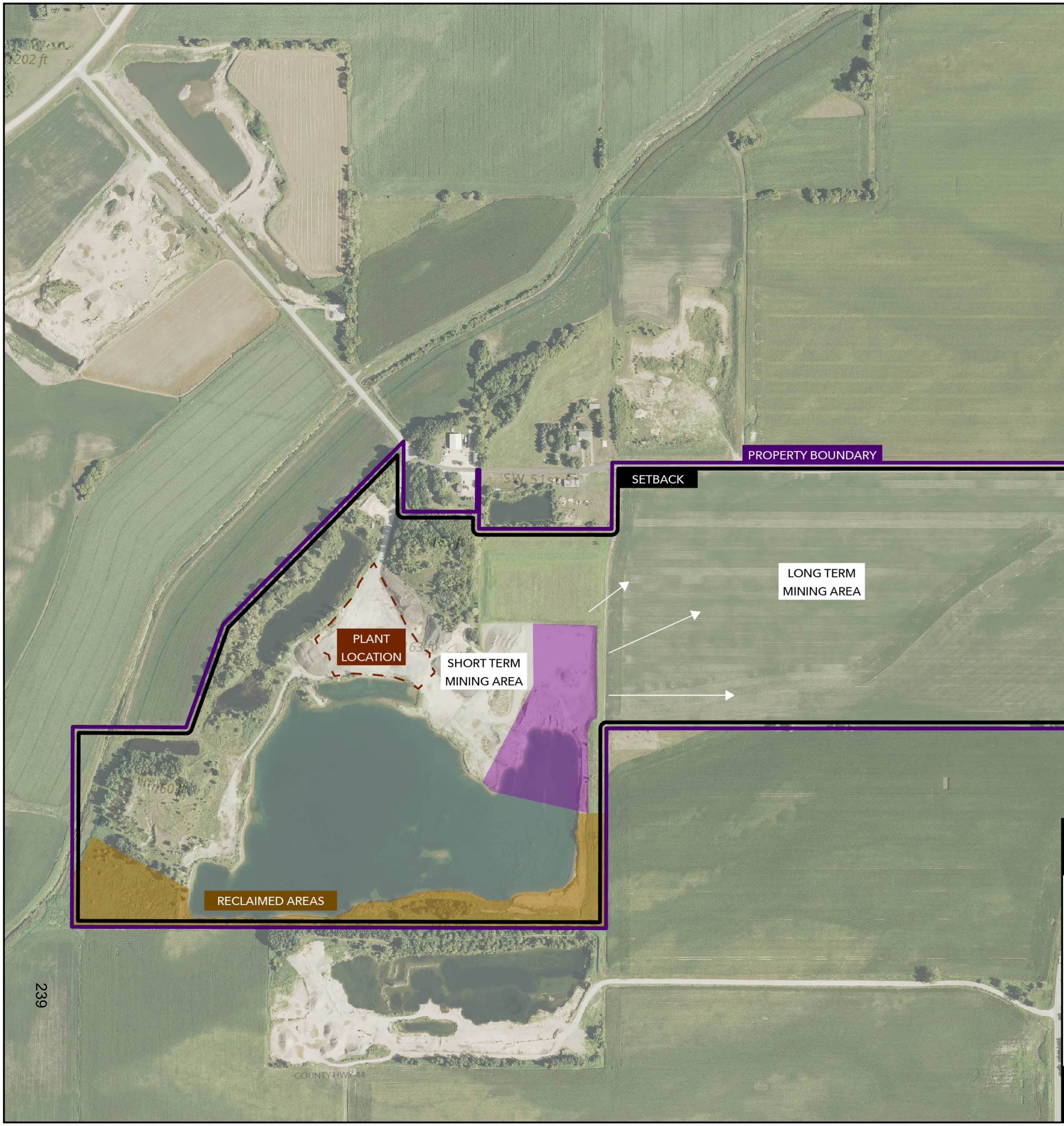


FIGURE 2 - PLANT LOCATION

Ashpalt Plant IUP Application

Crane Creek Asphalt
Spinler Quarry
Lemond Township, Minnesota

Sections 1,2,11,12, T106N, R21W
Steele County, MN

DATE 9/4/2025 DRAWN BY: AJD

Staff Report
for
2025 Review of Conditional Use Permit #194
Milestone Materials – Spinler Quarry
(Sections 1,2,11,12 of Lemond Township)

Operator: Milestone Materials

Owner(s): Mathy Construction Company

Project Location: The North 3/4 of the NW1/4 of the NW1/4 of Section 12; AND
The North 3/4 of the NE 1/4 of the NE ¼ of Section 11; AND
The SE 1/4 of the SE 1/4 of Section 2, lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5; AND
All that part of Section 1, lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5, and lying West of SW 43rd Avenue; EXCEPT the following three parcels:

1) Beginning at the South line of the South Half of the Southeast 1/4 20 rods west of the centerline of SW 43rd Avenue; thence East 20 rods; thence northeasterly along the centerline of SW 43rd Avenue 65 rods; thence West and parallel to the South line of the South Half of the Southeast Quarter 52 rods; thence Southwesterly to the point of beginning;

2) The following described parcel lying South of SW 51st Street;
Commencing at the Southwest corner of the East 1/2 of the NE1/4 of the SW ¼ of Section 1; thence West 640 feet along the South line of the W1/2 of said NE1/4 of the SW 1/4 to the point of beginning; thence North 330 feet; thence West 660 feet; thence South 660 feet; thence East 660 feet; thence North 330 feet to the point of beginning;

3) Beginning at the intersection of the east line of the West ½ of the SW 1/4 of the SW 1/4 with the centerline of SW 51st Street; thence South 0°40'00" West, (assumed bearing) 207.78 feet along the East line of the West ½ of the Southwest ¼ of the SW 1/4; thence South 89°56'56" West 364.00 feet along a line parallel with the North line of the West ½ of the Southwest ¼ of the Southwest ¼; ; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence Easterly along said street centerline and along a tangential curve concave to the North, central angle 48°18'53", radius 390.17 feet, arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning.

All in T 106 N, R 21 W, Town of Lemond, Steele County, Minnesota.

Zoning District: Agricultural District.

Permitted Uses: Quarrying of limestone, blasting, crushing, dewatering, wash plant, stockpiling of aggregate material, stockpiling of recyclable aggregate material.

Permit History:
1994 CUP #194 granted to Crane Creek Construction
1994 DNR Water Appropriation Permit #94-5056 issued allowing 41 mgy.
1998 Crane Creek Construction notified of CUP violations.

- Mining to a depth of approximately 100 feet or more.
- Quarrying and blasting which is an intensification of use beyond the limits of CUP #194.
- Dewatering has intensified beyond the limits of CUP #194 and DNR Permit #94-5056
- Discharge into ditch #5 has intensified beyond the limits of CUP #194
- Potential need for an EAW

1999 CUP #194 amended restricting mining to a depth of 25 until EAW completed.
1999 NPDES Permit #0063045 amended allowing discharge to County Ditch 5.
2000 CUP #194 reviewed.
2000 EAW completed
2000 DNR Water Appropriation Permit amended allowing 1,650 mgy
2003 DNR Permit #94-5056 Monitoring Plan modified allowing instrumented well monitoring.
2003 CUP #194 transferred to Milestone Materials
2006 CUP #194 renewed
2015 CUP #194 renewed
2020 CUP #194 renewed

Conditions:

1. Mining and quarrying is limited to a bottom elevation of 1075 (NAD 27)
2. Signage warning of truck traffic and other traffic warning devices shall be posted as directed by the Steele County Highway Engineer.
3. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
4. All accesses to the site shall be gated.
5. The operator shall control dust in the mine, on the access road, and on SW 51st St. if necessary.
6. Blasting shall be done according to standard established by the U.S. Bureau of Mines, the U.S. Office of Surface of Mining, and MSHA.
7. The applicant shall follow the requirements of their DNR Water Appropriations permit #94-5056 including the requirements of the monitoring plan.
8. Stockpiles and berms shall not encroach on neighboring properties or road right-of-ways. All berms and stockpiles inactive for greater than 18 months shall be vegetated to reduce erosion.
9. Setback from property lines shall be 30 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
10. The applicant shall follow their approved closure plan including back filling perimeter slopes to a maximum slope of 4:1, replacing a minimum of 6 inches of topsoil, and stabilizing with vegetation. Slopes to waterlines will be a maximum slope of 10:1 for a minimum width of ten feet above and below the water line to provide a safety bench at the waterline.
11. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Lemond Township Ordinances and permits.
12. The applicant is responsible to initiate renewal proceedings on or before January 1, 2031 or this permit becomes invalid.
13. The operator shall pay a user fee for industrial discharge into County Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be $.10 per 10,000 gallons of discharged. This discharge rate will be reviewed along with the Conditional Use Permit at the request of the Operator.
14. Signage prohibiting the use of jake brakes on trucks shall be installed by the operator at the exit of the quarry.
15. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
16. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.

Total Area: 199 ac.
Minable Area: 180 ac.
Active Areas: 5 ac. of active mining.
10 acres of stockpiles, staging areas, scales etc.
Reclaimed Areas: 45 acres including the southern edge and the ponding area.

Natural Elev: 1160 – 1165
Permitted Elev: 1075 feet
Current Mining Elevation: 1166 feet

Material Removed: approximately 100,000 ton of material reported removed the last 5 years.
2025 – 0 Tons
2024 – 0 Tons
2023 – Approximately 22,000 Tons
2022 – 0 Tons
2021 – Approximately 78,000 Tons

Recyclable Amts: 20,000 cubic yards

Other Permits: NPDES – MN G490081
DNR Permit – 94-5056 allowing up to 1.65 billion gallons / year
2025 – 0 Gallons
2024 – 0 Gallons
2023 – 216,000 Gallons
2022 – 0 Gallons
2021 – 739,600 Gallons

Road Access: SW 51st Street (paved township road to County Road #7 (paved County Road)

Condition Considerations: The planning commission should consider reviewing the permit again in 5 years by modifying the following condition. (~~strikethrough~~ is deleted. underlined is added)

12. The applicant is responsible to initiate renewal proceedings on or before January 1, ~~2026~~ 2031 or this permit becomes invalid.

194

CONDITIONAL USE PERMIT

PERMIT# 2026 Renewal

PARCEL #:	06-001-3200 06-001-3400 06-002-2200 06-011-1100 06-012-4400	**HEARING DATE:**	12/01/25
DISTRICT:	Agricultual	**DECISION DATE:**	12/16/25

APPLICANT:	Milestone Materials	**LANDOWNER:**	Mathy Construction Company
ADDRESS:	920 10th Ave. N Onalaska, WI 54650	**ADDRESS:**	920 10th Ave. N. Onalaska, WI 54650

LEGAL DESCRIPTION OF PROPERTY:

All that part of Section 1, T-106-N, R-21-W lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5, and lying West of SW 43rd Avenue except the following described parcels:

Beginning at the intersection of the east line of said West quarter of the SW 1/4 of the SW 1/4 with the centerline of SW 51st Street; thence South 0°40'00" West, assumed bearing 207.78 feet along the east line; thence South 89°56'56" West 364.00 feet; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence easterly along said street centerline and along a tangential curve concave to the north, central angle 48°18'53", radius 390.17, arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning;

Commencing at the Southwest corner of the East 1/2 of the NE1/4 of the SW 1/4; thence West 640 feet along the South line of the W1/2 of said NE1/4 of the SW 1/4 to the point of beginning;

Beginning at the South line of the South Half of the Southeast 1/4; thence 20 rods east, thence Northeasterly along the centerline of SW 43rd Avenue 65 rods; thence West 52 rods; thence Southwesterly to the point of beginning.

And the SE 1/4 of the SE 1/4 of Section 2, T-106-N, R-21-W, lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5.

And the North 3/4 of the NE 1/4 of the NE 1/4, Section 11, T-106-N, R-21-W.

And the North 3/4 of the NW1/4 of the NW1/4, Section 12, T-106-N, R-21-W.

REFERENCE ORDINANCE FOR CUP:

Section 1524.02 of the Steele County Zoning Ordinance requires a conditional use permit for excavations.

PROPOSED USE(S):

Quarrying of Limestone, Blasting, Crushing, Dewatering, Wash Plant, Stopckpiling of Aggregate Material, Stockpiling of recycled road material.

CONDITIONAL USE PERMIT | **PERMIT#** **194** **2026 Renewal**

DECISION OF BOARD OF COMMISSIONERS

Deny [ ]

Approve [X] **with** 16 **conditions.**

Recommendations of the Steele County Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

_______________________________ _______________
Chair, Steele County Board of Commissioners *Date*

Conditions

1 Mining and quarrying is limited to a bottom elevation of 1075 (NAD 27).
2 Signage warning of truck traffic and other traffic warning devices shall be posted as directed by the Steele County Highway Engineer.
3 Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
4 All accesses to the site shall be gated.
5 The operator shall control dust in the mine, on the access road, and on SW 51st St. if necessary.
6 Blasting shall be done according to standard established by the U.S. Bureau of Mines, the U.S. Office of Surface of Mining, and MSHA.
7 The applicant shall follow the requirements of their DNR Water Appropriations permit #94-5056 including the requirements of the monitoring plan.
8 Stockpiles and berms shall not encroach on neighboring properties or road right-of-ways. All berms and stockpiles inactive for greater than 18 months shall be vegetated to reduce erosion.
9 Setback from property lines shall be 30 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
10 The applicant shall follow their approved closure plan including back filling perimeter slopes to a maximum slope of 4:1, replacing a minimum of 6 inches of topsoil, and stabilizing with vegetation. Slopes to waterlines will be a maximum slope of 10:1 for a minimum width of ten feet above and below the water line to provide a safety bench at the waterline.
11 Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Lemond Township Ordinances and permits.
12 The applicant is responsible to initiate renewal proceedings on or before January 1, 2031 or this permit becomes invalid.
13 The operator shall pay a user fee for industrial discharge into County Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be $.10 per 10,000 gallons of discharged. This discharge rate will be reviewed along with the Conditional Use Permit at the request of the Operator.
14 Signage prohibiting the use of jake brakes on trucks shall be installed by the operator at the exit of the
15 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void
16 Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the______________ day of __________________, 2025.

Steele County Administrator *Date*

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning *Date*

Steele County Agenda Item

Request for Board Action

Subject: Renewal of CUP 347 (Milestone Materials – Engelsted Pit)

Department: Planning & Zoning

Committee: Planning Commission **Committee Meeting Date:** December 1, 2025

Work Session Date: Enter a date. **Board Meeting Date:** December 16, 2025

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

Policy Committee Recommendation:

Planning Commission recommends approving CUP 347 with 20 conditions based on the Findings of Fact.

Staff Recommendation:

Background *(Including Budget Impact)*:

The applicant is requesting the renewal of CUP #347 allowing the mining, processing, and stockpiling of sand and gravel material and stockpiling and processing of recyclable aggregate material on 30 acres located in the SW ¼ of the SE ¼ and the S ½ of the SW ¼, Section 36, Meriden Township.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #347

Milestone Materials – Engelsted Pit

Applicant:
Milestone Materials

Land Owner:
Mathy Construction Company

Project Description:
The applicant is requesting the renewal of CUP #347 allowing the mining, processing, and stockpiling of sand and gravel material and stockpiling and processing of recyclable aggregate material on 30 acres located in the SW ¼ of the SE ¼ and the S ½ of the SW ¼, Section 36, Meriden Township.

Zoning District:
Agricultural District

Ordinance Section:
Condition #20 requires this permit to be renewed.

Property Description:
All that part of Section 36, T 107 N, R 21 W, Steele County, MN described as;
The SW 1/4 of the SE 1/4; and
The S 1/2 of the SW 1/4, Except the North 330 feet of the West 1980 feet.
And that part of the SE 1/4 of the SE 1/4, Section 35, Steele County, MN, T 107 N, R 21 W, lying East of State Aid Road No. 7 and South of a line 330 feet South of the North line of said Southeast 1/4 of Southeast 1/4.

General Criteria for considering an Interim Use Permit:

1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than public roads. The road accesses onto CSAH #7 which is a paved county road. No issues to the road have been reported about this site.

2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find the surrounding land use includes mostly agricultural land, and several rural residences. This project should not affect nearby agricultural operations. Existing conditions have been imposed to minimize any effect on neighboring residences. No issues have been reported concerning neighboring residences with the existing mining operation.

3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit will be similar to others in the area.

4) **The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use is an existing active mine. The proposed use shall be consistent with past mining operations.

5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find gravel mining and the storage of aggregate material and the storage and processing of recyclable aggregate material is consistent with the Zoning Ordinance.

6) **The use will not creation a traffic hazards or congestion:**
The planning commission find the site will access onto CSAH #7. No issues have been reported concerning traffic from this pit.

7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find the operation does not affect nearby businesses.

8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
Access: The existing access road will not change.
Drainage: Surface water drains into the site. The subsurface tile has been located and no mining occurs in that area.
Wetland: The wetland has been delineated and mining is not occurring in that area.

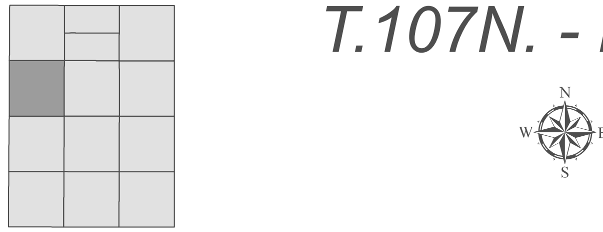
Planning Commission Recommendations:
Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the renewal of issuance of CUP #347 with the following conditions. (~~Strikethrough~~ is deleted, underlined is added.)

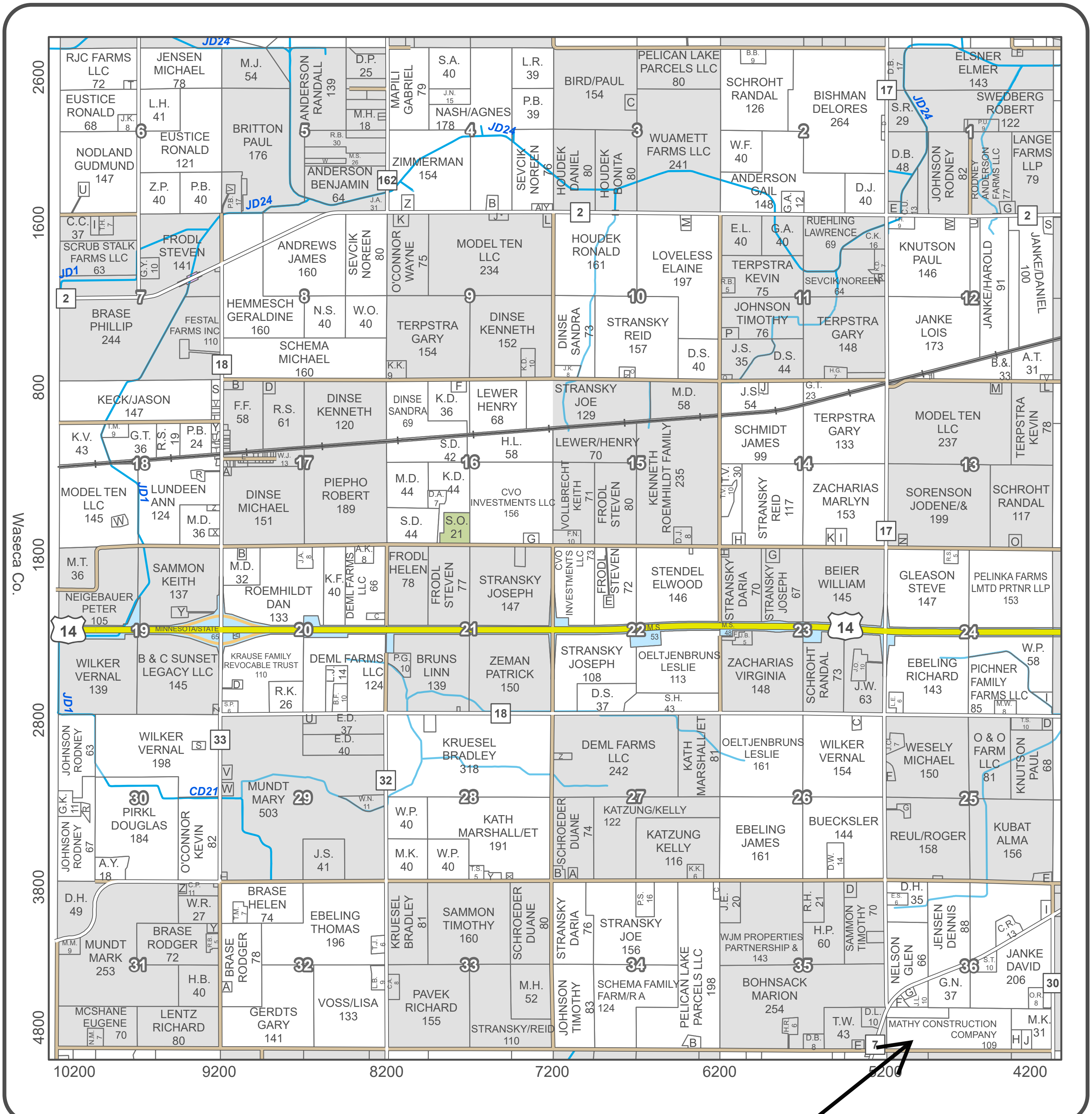
1. Mining is not to commence on Phase 2 until reclamation is substantially completed on Phase 1.
2. Mining is limited to a bottom depth of 1130 feet. (Approximately 30 feet deep)
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. Trucks shall not track material from the pit onto the public road.
5. A stop sign shall be placed on the access road as it enters onto the public road.
6. Before mining can commence, signage warning of truck traffic shall be located along Lemond Road. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
8. Trucks hauling material to and from this site shall not use “jake brakes”
9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Original soil (over burden) shall not be removed in a manner that creates a slope greater than 1 ½ feet horizontal to 1 foot vertical. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
11. Excavation shall be setback 100 feet from the center of the road. A berm with shall be constructed along SW 48th St. and vegetated to prevent erosion.
12. Adequate topsoil shall remain on site to be used during reclamation of the mine.

13. The applicant shall follow their submitted reclamation plan. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
14. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards.
15. Before mining can commence the permit holder shall contact the Steele County Ditch inspector and locate the county tile. All excavation and fill material shall be setback a minimum of 100 feet from the centerline of this tile.
16. Before mining can commence, the permit holder shall delineate any wetlands located on the property. No excavation or filling can occur within these areas unless the wetlands are mitigated or exempted according to the MN Wetland Conservation Act rules.
17. If the operator dewaters the pit or discharges water from the pit this permit will need to be amended.
18. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
19. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
20. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2026~~ 2031 or this permit becomes invalid.

Meriden

T.107N. - R.21W.





Review of CUP #347
Engelstad Pit

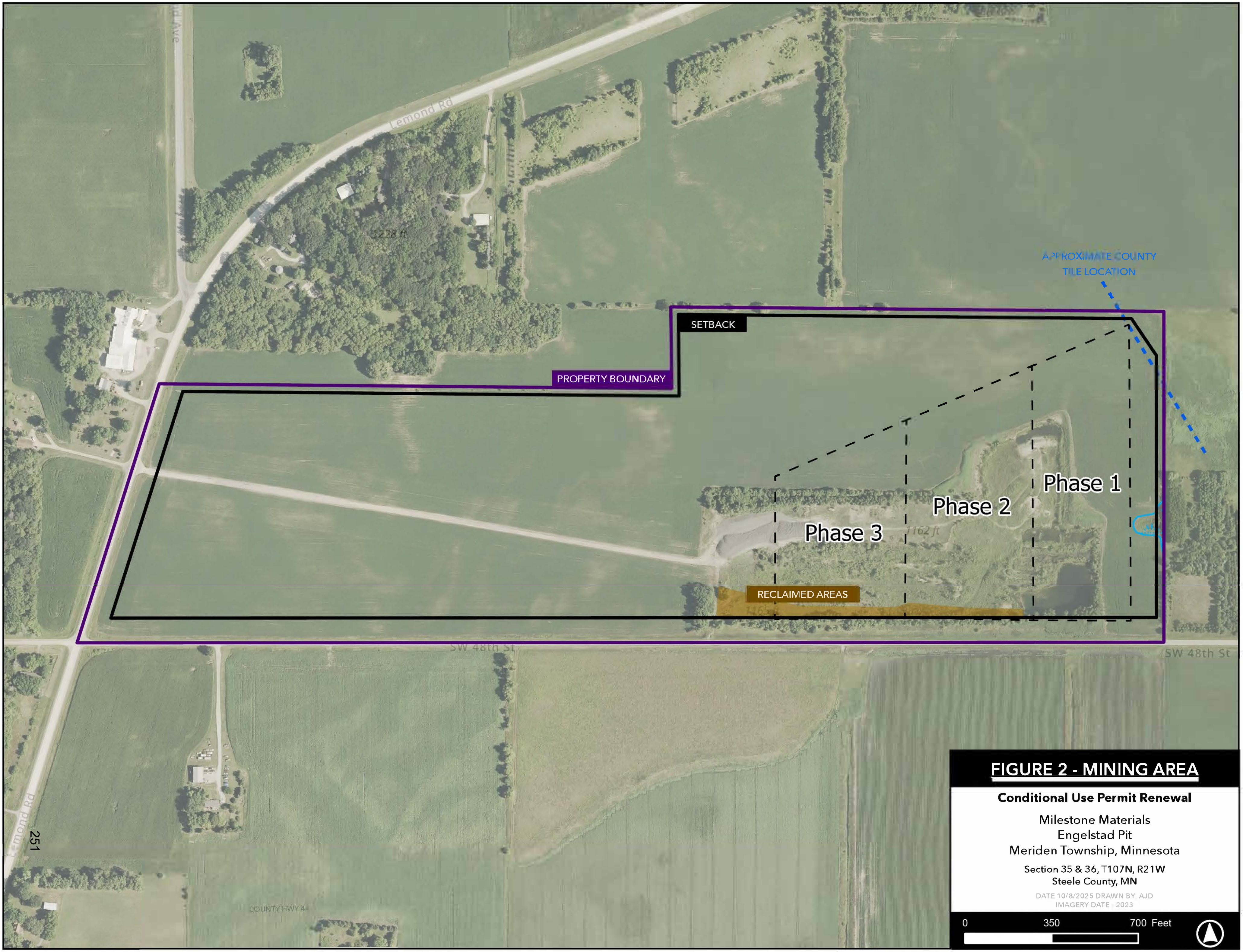


FIGURE 2 - MINING AREA

Conditional Use Permit Renewal

Milestone Materials
Engelstad Pit
Meriden Township, Minnesota

Section 35 & 36, T107N, R21W
Steele County, MN

DATE 10/8/2025 DRAWN BY AJD
IMAGERY DATE : 2023

Staff Report
for
2025 Review of Conditional Use Permit #347
Milestone Materials – Engelsted Pit
(Section 36 of Meriden Township)

Operator: Milestone Materials

Owner(s): Mathy Construction Company

Project Location: All that part of Section 36, T 107 N, R 21 W, Steele County, MN described as;
The SW 1/4 of the SE 1/4; and
The S 1/2 of the SW 1/4, Except the North 330 feet of the West 1980 feet.
And that part of the SE 1/4 of the SE 1/4, Section 35, Steele County, MN, T 107 N, R 21 W, lying East of State Aid Road No. 7 and South of a line 330 feet South of the North line of said Southeast 1/4 of Southeast 1/4.

Zoning District: Agricultural District.

Permitted Uses: Mining of sand, gravel, clay, and topsoil including crushing, screening and the stockpiling of aggregate material and recyclable aggregate material.

Permit History: 2007: Issued to Tri County Aggregate
2009: Transferred to Milestone Materials and renewed.
2015: Permit renewed.
2021: Permit renewed.

Conditions:

1. Mining is not to commence on Phase 2 until reclamation is substantially completed on Phase 1.
2. Mining is limited to a bottom depth of 1130 feet. (Approximately 30 feet deep)
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. Trucks shall not track material from the pit onto the public road.
5. A stop sign shall be placed on the access road as it enters onto the public road.
6. Before mining can commence, signage warning of truck traffic shall be located along Lemond Road. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
8. Trucks hauling material to and from this site shall not use “jake brakes”
9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Original soil (over burden) shall not be removed in a manner that creates a slope greater than 1 ½ feet horizontal to 1 foot vertical. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
11. Excavation shall be setback 100 feet from the center of the road. A berm with shall be constructed along SW 48th St. and vegetated to prevent erosion.
12. Adequate topsoil shall remain on site to be used during reclamation of the mine.
13. The applicant shall follow their submitted reclamation plan. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.

14. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards.
15. Before mining can commence the permit holder shall contact the Steele County Ditch inspector and locate the county tile. All excavation and fill material shall be setback a minimum of 100 feet from the centerline of this tile.
16. Before mining can commence, the permit holder shall delineate any wetlands located on the property. No excavation or filling can occur within these areas unless the wetlands are mitigated or exempted according to the MN Wetland Conservation Act rules.
17. If the operator dewaters the pit or discharges water from the pit this permit will need to be amended.
18. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
19. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
20. Applicant is responsible to initiate renewal proceeding on or before January 1, 2021 or this permit becomes invalid.

Total Area: 115 ac.
Minable Area: 115 acres but currently permitted for 30 ac.
Active Areas: 29.3 ac.
Reclaimed Areas: approximately 3 ac.

Natural Elev: 1160 feet
Permitted Elev: 1130 feet.
Current Mining Elevation: Estimated at 1160 feet

Material Removed: 0 since 2020

Recyclable Amts: Approximately 5,000 cubic yards.

Road Access: County State Aid Highway #7 (Paved County Road – 10 ton per axel weight limit)

Other Permits: NPDES – General Permit MNG490081
DNR Permit - No dewatering.

Review Issues: As mentioned in the 2015 and 2021 review, mining by the previous operator (Tri-county Aggregate) was not contained to the permitted area or follow the submitted phase plan. When Milestone materials took over the pit in 2009 the violation had already occurred. Milestone Materials has been following the original plan and down some reclamation in the area outside of the permitted area but not a lot of activity has occurred in this pit.

Condition Considerations: The planning commission should consider extending this permit another 5 years.

20. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2026~~ 2031 or this permit becomes invalid.

CONDITIONAL USE PERMIT

PERMIT# ***347 2026 Renewal***

PARCEL #:	09-035-2202 09-036-2300,09-036-3200	**HEARING DATE:**	12/01/25
DISTRICT:	Agricultural	**DECISION DATE:**	12/16/25

APPLICANT:	Milestone Materials	**LANDOWNER:**	Mathy Construction Company
ADDRESS:	920 10th Ave. North Onalaska, WI 54650	**ADDRESS:**	920 10th Ave. North Onalaska, WI 54650

LEGAL DESCRIPTION OF PROPERTY:

All that part of Section 36, T 107 N, R 21 W, Steele County, MN described as;

The SW 1/4 of the SE 1/4; and

The S 1/2 of the SW 1/4, Except the North 330 feet of the West 1980 feet.

And that part of the SE 1/4 of the SE 1/4, Section 35, Steele County, MN, T 107 N, R 21 W, lying East of State Aid Road No. 7 and South of a line 330 feet South of the North line of said Southeast 1/4 of Southeast 1/4.

REFERENCE ORDINANCE FOR CUP:

Section 1524.02 of the Steele County Zoning Ordinance requires a Conditional Use Permit for excavations.

PROPOSED USE(S):

Excavation of Sand, Gravel, Clay, and Topsoil. Crushing, The Stockpiling of Aggregate Material, and the Stockpiling of recyclable aggregate material.

DECISION OF BOARD OF COMMISSIONERS

Deny [ ]

Approve [X] **with** 20 **conditions.**

Recommendations of the Steele County Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners *Date*

Conditions

1 Mining is not to commence on Phase 2 until reclamation is substantially completed on Phase 1.
2 Mining is limited to a bottom depth of 1130 feet. (Approximately 30 feet deep)
3 The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.

4 Trucks shall not track material from the pit onto the public road.
5 A stop sign shall be placed on the access road as it enters onto the public road.
6 Before mining can commence, signage warning of truck traffic shall be located along Lemond Road. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7 Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
8 Trucks hauling material to and from this site shall not use "jake brakes".
9 Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10 A 30 foot unexcavated buffer shall remain adjacent to all property lines. Original soil (over burden) shall not be removed in a manner that creates a slope greater than 1 ½ feet horizontal to 1 foot vertical. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
11 Excavation shall be setback 100 feet from the center of the road. A berm with shall be constructed along SW 48th St. and vegetated to prevent erosion.
12 Adequate topsoil shall remain on site to be used during reclamation of the mine.
13 The applicant shall follow their submitted reclamation plan. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.

14 Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards.
15 Before mining can commence the permit holder shall contact the Steele County Ditch inspector and locate the county tile. All excavation and fill material shall be setback a minimum of 100 feet from the centerline of this tile.

16 Before mining can commence, the permit holder shall delineate any wetlands located on the property. No excavation or filling can occur within these areas unless the wetlands are mitigated or exempted according to the MN Wetland Conservation Act rules.
17 If the operator dewaters the pit or discharges water from the pit this permit will need to be amended.
18 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.

19 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.

20 Applicant is responsible to initiate renewal proceeding on or before January 1, 2031 or this permit becomes invalid.

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the__________ day of _____________________, 2025.

Steele County Administrator *Date*

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning *Date*

Steele County
Agenda Item

Request for Board Action

Subject: IUP 2025-03 (Crane Creek Asphalt – Temporary Hot Mix Plant)

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: December 1, 2025

Work Session Date: Enter a date.

Board Meeting Date: December 16, 2025

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

Policy Committee Recommendation:

Planning Commission recommends approving IUP 2025-03 with 4 conditions based on the Findings of Facts.

Staff Recommendation:

Background *(Including Budget Impact)*:

The applicant is requesting to place a temporary hot mix plant in the Spinler Quarry located in the West ½ of the SW ¼ of the SW ¼, Section 1, Lemond Township. The Quarry/ Gravel Pit is permitted by CUP #194.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2025-03

Applicant:
Crane Creek Asphalt

Land Owner:
Mathy Construction

Project Description:
Temporary hot mix asphalt plant.

Ordinance Section:
Section 703.3 of the Steele County Zoning Ordinance allows temporary processing of concrete and/or bituminous material as Interim Uses in the Agricultural District.

Zoning District:
Agricultural District

Property Address:
5145 SW 51st Street
Owatonna, MN 55060

Property Legal Description:
All that part of the West Quarter of the Southwest Quarter of Section 1, Township 106 North, Range 21 West, lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5;
Except:
All that part of the West Half of the Southwest Quarter of the Southwest Quarter and all that part of the West Half of the Northwest Quarter of the Southwest Quarter of Section 1, Township 106 North, Range 21 West, Steele County, Minnesota, described by: Beginning at the intersection of the east line of said West Half of the Southwest Quarter of the Southwest Quarter with the centerline of the Southwest 51st Street; thence South 0°40'00" West, assumed bearing 207.78 feet along the east line of said West Half of Southwest Quarter of Southwest Quarter; thence South 89°56'56" West 364.00 feet along a line parallel with the north line of said West Half of the Southwest Quarter of the Southwest Quarter; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence easterly along said street centerline and along a tangential curve concave to the north, central angle 48°18'53", radius 390.17 feet., arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning.

General Criteria for considering a Conditional Use Permit:

1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
   The planning commission finds there will be no burden on parks, schools or utilities. Access to and from the site will be via SW 51st Street to County Road 7 (Lemond Road). SW 51st St. is a paved township road to the west and a gravel road to the east. All material will be trucked to the northwest on the paved portion of the road.

2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission finds the surrounding land is predominately agricultural land. This proposal should have no impact on agricultural land. The nearest residences are located approximately 750 feet and 1250 feet northeast of the proposed site. To mitigate inconveniences from noise, a limit shall be imposed on the hours of operation from 5:30 am to 7:00 pm.

3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission finds the appearance will not have a negative effect on surrounding properties as it is similar to the mining operation.

4) **The use is related to the needs of the county and the existing land use:**
The planning commission finds the existing land use is a gravel, sand, and quarry operation. A temporary bituminous plant is consistent with these activities if approved as an interim use.

5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission finds the project will be consistent with the Zoning Ordinance and Zoning District as an Interim Use.

6) **The use will not creation a traffic hazards or congestion:**
The planning commission finds the use will create short term heavy truck traffic. The road is able to handle heavy truck traffic and routinely experiences this type of traffic from the gravel pits in the area.

7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission finds that an auto body shop could is located approximately 1000 feet to the northeast of the plant location. The owner has indicated he has no objection to the proposal.

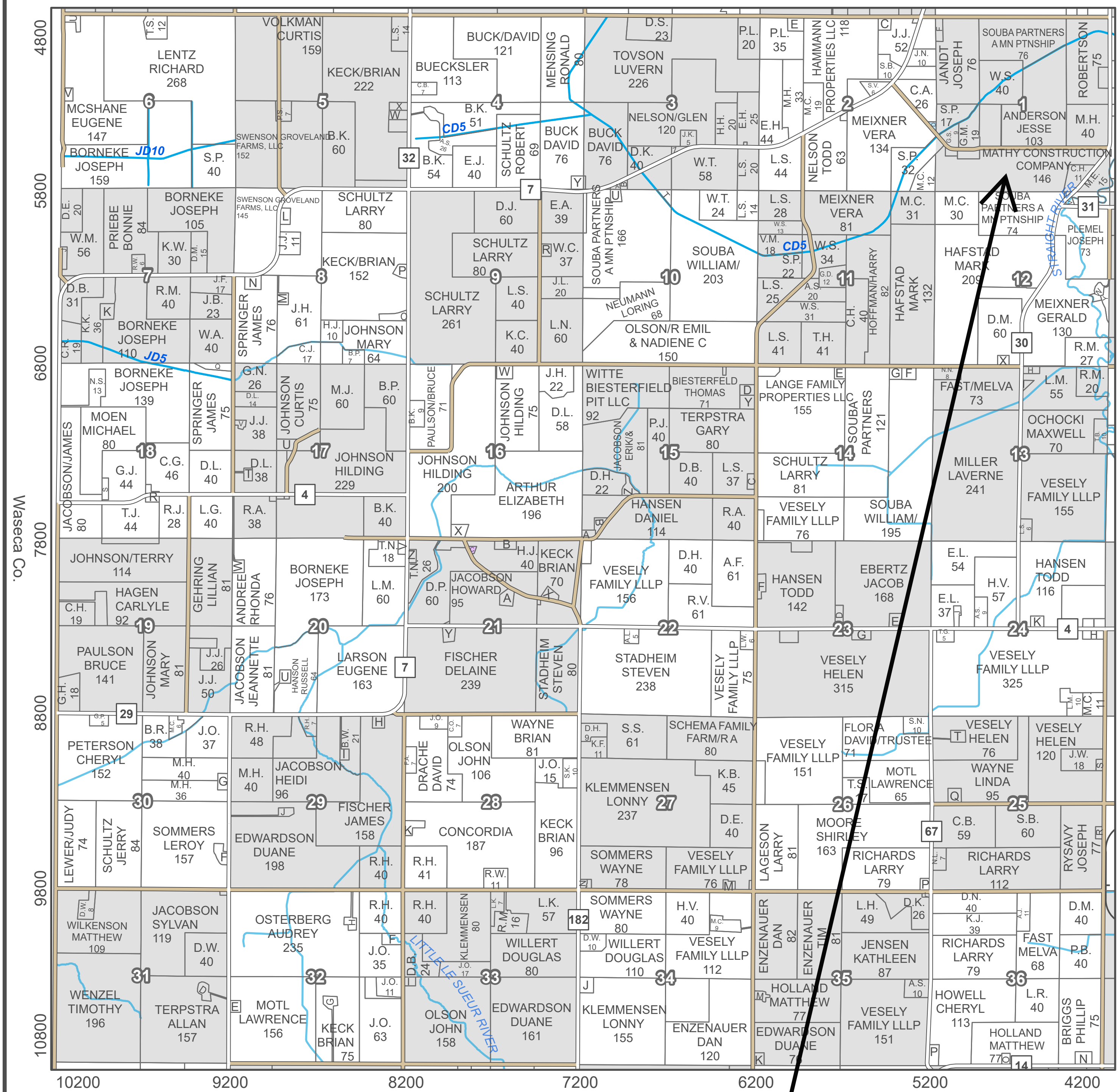
8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission finds the access roads, drainage, and other necessary facilities are adequate. The plant itself will need to meet MPCA requirements for emissions.

Planning Commission Recommendations:
Based on the information provided and comments received, the Steele County Planning Commission recommends approval of IUP #2025-03 with the following 4 conditions.

1) Plant operation hours shall allow plant warm-up to begin after 5:30 am and production and trucking of material can occur from 6:00 am to 7:00 pm.
2) All other non-hour related conditions of CUP #194 shall be adhered to.
3) Truck traffic shall only enter and exit from the northwest on SW 51st St.
4) This permit expires on January 1, 2031.

Lemond

T.106N. - R.21W.



IUP 2025-03 Request (Aphalt Plant)

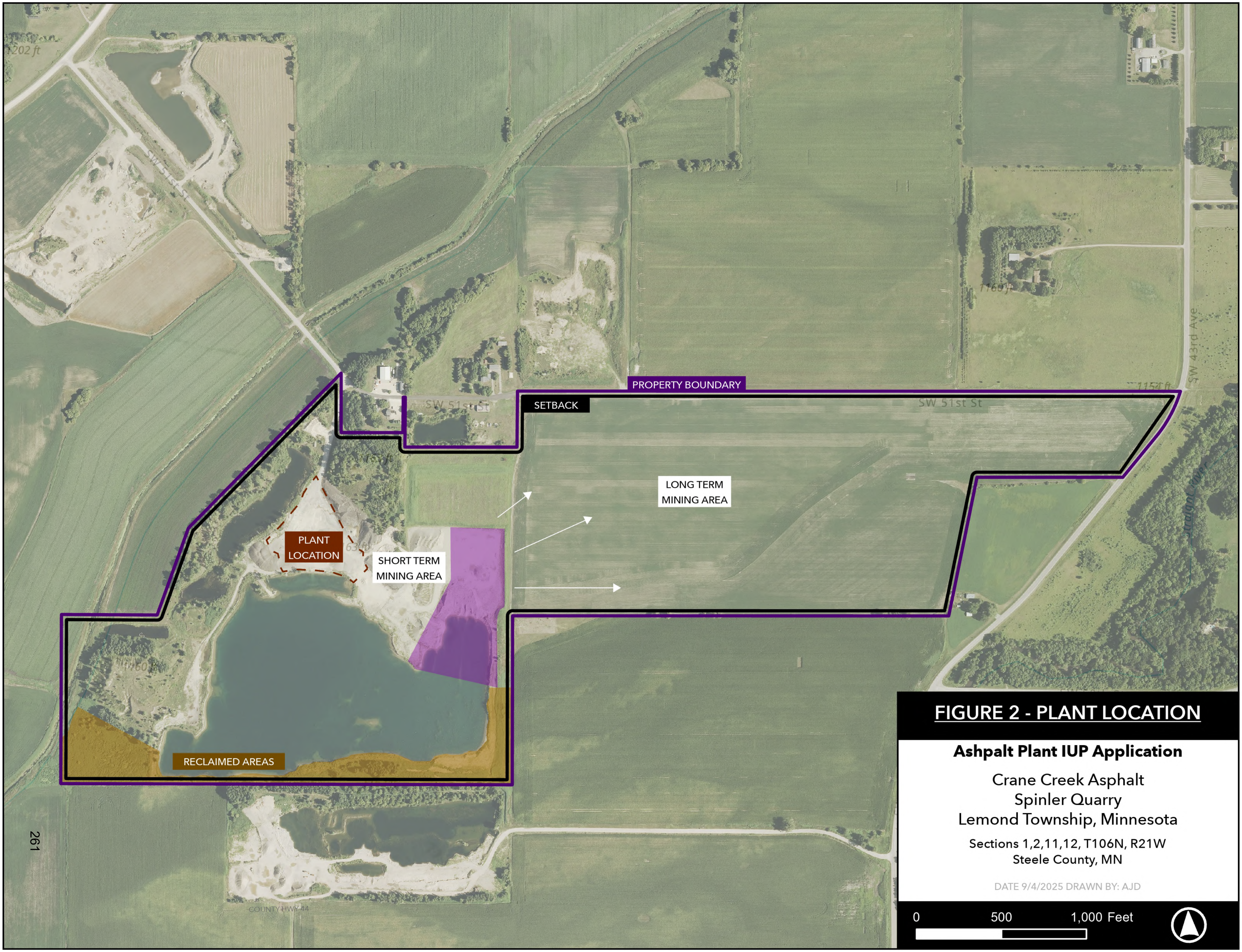


FIGURE 2 - PLANT LOCATION

Ashpalt Plant IUP Application

Crane Creek Asphalt
Spinler Quarry
Lemond Township, Minnesota

Sections 1,2,11,12, T106N, R21W
Steele County, MN

DATE 9/4/2025 DRAWN BY: AJD

Staff Report
for
Interim Use Permit #2025-03
Crane Creek Asphalt
Asphalt Plant in Spinler Quarry

Applicant:
Crane Creek Asphalt

Property Owner:
Mathy Construction

Site Address:
5145 SW 51st Street
Owatonna, MN 55060

Legal Description of Property:
All that part of the West Quarter of the Southwest Quarter of Section 1, Township 106 North, Range 21 West, lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County Ditch No. 5;
Except:
All that part of the West Half of the Southwest Quarter of the Southwest Quarter and all that part of the West Half of the Northwest Quarter of the Southwest Quarter of Section 1, Township 106 North, Range 21 West, Steele County, Minnesota, described by: Beginning at the intersection of the east line of said West Half of the Southwest Quarter of the Southwest Quarter with the centerline of the Southwest 51st Street; thence South 0°40'00" West, assumed bearing 207.78 feet along the east line of said West Half of Southwest Quarter of Southwest Quarter; thence South 89°56'56" West 364.00 feet along a line parallel with the north line of said West Half of the Southwest Quarter of the Southwest Quarter; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence easterly along said street centerline and along a tangential curve concave to the north, central angle 48°18'53", radius 390.17 feet., arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning.

Project Description:
Portable Hot Mix Plant

Zoning District:
Agricultural District

Reason for Interim Use Permit Application:
Section 703.3 of the Steele County Zoning Ordinance allows temporary processing of concrete and/or bituminous material as Interim Uses in the Agricultural District.

General Criteria for Issuing an Interim Use Permit:

a) The use will not create a burden on parks, schools, streets, utilities or public facilities:
There will be no burden on parks, schools or utilities. Access to and from the site will be via SW 51st Street to County Road 7 (Lemond Road). SW 51st St. is a paved township road to the west and a gravel road to the east. In the past all traffic has been required to travel to the west.

b) The use is compatible, separated, or screened from adjacent agricultural or residential land so it will not deter development or depreciate the value of existing properties:
The surrounding land is predominately agricultural land and a few rural residences. This proposal should not have any effect on the agricultural land. The nearest residences are located approximately 750 feet north and 1250 feet northeast of the proposed site. Other residences are located 4000 feet or greater away. To mitigate inconveniences from noise we have limited operation hours in the past. The pit has a limit of 6:00 am to 7:00 pm, but we have allowed previous asphalt plants to operate from 5:30 am to 7:00 pm to allow for start-up time.

c) The appearance will not have an adverse effect on adjacent properties:
The appearance of the temporary bituminous plant will be screened by a spoil pile or separated by distance to surrounding properties. Its appearance will be similar to mining operations and should not have any negative effect on neighboring properties.

d) The use is related to the needs of the County and to the existing land use:
The existing land use is a gravel, sand, and quarry operation. A temporary bituminous plant is consistent with these activities if approved as an interim use.

e) The use is consistent with the purpose of the zoning ordinance and zoning district:
The zoning ordinance allows temporary storage, crushing and processing of concrete and/or bituminous material as an Interim use permit in the agricultural district. Asphalt plants have been permitted in this location numerous times with the most recent being in 2021, 2019, 2018, 2017, 2015, and 2013. Although the ordinance permits asphalt plants on a temporary basis as an interim use permit, it does not dictate the length of time the permit should cover. Historically we have permitted this type of plant for a single season, however in 2019 we allowed a plant at this site for two years, and in 2021 we allowed the permit for the hot mix plant to run concurrently with CUP #194 for 5 years. Mathy would like this permit to run for another 5 years with CUP #194. We have not had any concerns about the hot mix plant at this site since Mathy's has taken over the pit and the operation.

f) The use will not creation a traffic hazards or congestion:
The use will create short term heavy truck traffic. Because of the existing gravel mine and quarry, this road routinely experiences heavy truck traffic and has been able to handle the traffic.

g) Existing businesses will not be adversely affected because of curtailment of customer trade:
An auto body shop is located approximately 1000 feet northeast of the plant location. Crane Creek has been operating an asphalt plant from this location without any issues from the body shop owner. Other businesses include other gravel pits. This proposed use should not affect these other gravel pits.

h) Adequate utilities, access roads, drainage and other facilities will be provided:
Access roads, drainage, and other necessary facilities appear to be adequate. The plant itself will need to meet MPCA requirements for emissions and fuel storage.

Staff Comments:
If the planning commission recommends approval, they may wish to consider the following conditions.

1) Plant operation hours shall allow plant warm-up to begin after 5:30 am and production and trucking of material can occur from 6:00 am to 7:00 pm.
2) All other non-hour related conditions of CUP #194 shall be adhered.
3) Truck traffic shall only enter and exit from the northwest on SW 51st St.
4) This permit expires on January 1, 2031.

INTERIM USE PERMIT

Permit # 2025-03

PARCEL #:	06-001-3400	**HEARING DATE:**	12/01/25
DISTRICT:	Agricultural	**DECISION DATE:**	12/16/25

APPLICANT:	Crane Creek Asphalt	**LANDOWNER:**	Mathy Construction Co.
ADDRESS:	710 24th St. NW	**ADDRESS:**	920 10th Ave. N
	Faribault, MN 55021		Onalaska, WI 54650

LEGAL DESCRIPTION OF PROPERTY:
All that part of the West Quarter of the Southwest Quarter of Section 1, T 106 N, R 21 W, lying south of SW 51st Street and lying easterly of a line 350 feet easterly and parallel with the centerline of County ditch No. 5;

EXCEPT:

All that part of the West Half of the Southwest Quarter of the Southwest Quarter and all that part of the West Half of the Northwest Quarter of the Southwest Quarter, Section 1, T 106 N, R 21 W, Steele County, Minnesota, described by:
Beginning at the intersection of the east line of said West Half of the Southwest Quarter of the Southwest Quarter with the centerline of Southwest 51st Street; thence South 0°40'00" West, assumed bearing 207.78 feet along the east line of said West Half of Southwest Quarter of Southwest Quarter; thnce South 89°56'56" West 364.00 feet along a line parallel with the north line of said West half of the Southwest Quarter of the Southwest Quarter; thence North 0°00'40" East 350.64 feet to said street centerline; thence South 41°21'22" East 13.05 feet along said street centerline; thence easterly along said street centerline and along a tangential curve concave to the north, central angle 48°18'53", radius 390.17 feet, arc length 329.01 feet; thence North 89°40'13" East 63.09 feet to beginning.

REFERENCE ORDINANCE FOR CUP:
Section 703.1, sub 3 of the Steele County Zoning Ordinance allows Temporary processing of bituminous material as an Interim Use in the Agricultural District.

PROPOSED USE(S):
Temporary Hot Mix Asphalt Plant

INTERIM USE PERMIT **Permit # 2025-03**

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve **X** **with 4 conditions.**

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

______________________________ ______________

Chair, Steele County Board of Commissioners *Date*

Conditions

1 Plant operation hours shall allow plant warm-up to begin after 5:30 am and production and trucking of material can occur from 6:00 am to 7:00 pm.

2 All other non-hour related conditions of CUP #194 shall be adhered to.

3 Truck traffic shall only enter and exit from the northwest on SW 51st St.

4 This permit expires on January 1, 2031.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the__________ day of ______________________, 2025.

______________________________ ______________

Steele County Administrator *Date*

This document prepared by Steele County Planning and Zoning Director

______________________________ ______________

Director, Steele County Planning & Zoning *Date*

STEELE COUNTY
PLANNING COMMISSION MINUTES
Steele County Administration Center – 630 Florence - Owatonna, MN 55060

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

Monday, December, 1st, 2025 at 7:00 p.m. – Steele County Boardroom

Call to Order:
The meeting was called to order by Chair Lammers at 7:00 pm. Present were Smith, Lammers, Gillis, Spatenka, Queen, Cole, Pool, Commissioner Brady, and staff member Brooks.

Agenda:
Motion by Spatenka, second by Queen to approve the agenda as submitted. Motion passed unanimously.

Minutes:
Motion by Smith, second by Pool to approve the September 8th, 2025, minutes as submitted. Motion passed unanimously.

Building Permits:
The building permits for September, October & November were reviewed.

CUP # 347 Milestone Materials (Engelsted Pit)
This request: Milestone Materials to renew Conditional Use Permit #347 allowing the mining of sand and gravel on property located in the S ½ of the SW ¼ and the SW ¼ of the SE ¼, Section 36, Meriden Township. The property is owned by Mathy Construction.

Questions and comments of the commission.
Spatenka- Will you be putting an asphalt plant in?
Wayne from Milestone- No

The public hearing was opened.

As there were no more questions or comments, the public hearing was closed.

Discussion by the planning commission.

Motion by Spatenka, second by Queen to recommend approval of CUP #See above with the following 20 conditions: (<u>underlined</u> is added, ~~strikethrough~~ is deleted)

1. Mining is not to commence on Phase 2 until reclamation is substantially completed on Phase
2. Mining is limited to a bottom depth of 1130 feet. (Approximately 30 feet deep)
3. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
4. Trucks shall not track material from the pit onto the public road.
5. A stop sign shall be placed on the access road as it enters onto the public road.

6. Before mining can commence, signage warning of truck traffic shall be located along Lemond Road. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
8. Trucks hauling material to and from this site shall not use "jake brakes"
9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10. A 30 feet unexcavated buffer shall remain adjacent to all property lines. Original soil (over burden) shall not be removed in a manner that creates a slope greater than 1 ½ feet horizontal to 1 foot vertical. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
11. Excavation shall be setback 100 feet from the center of the road. A berm with shall be constructed along SW 48th St. and vegetated to prevent erosion.
12. Adequate topsoil shall remain on site to be used during reclamation of the mine.
13. The applicant shall follow their submitted reclamation plan. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or flatter, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
14. Storage pile of recyclable aggregate materials shall not exceed 30,000 cubic yards.
15. Before mining can commence the permit holder shall contact the Steele County Ditch inspector and locate the county tile. All excavation and fill material shall be setback a minimum of 100 feet from the centerline of this tile.
16. Before mining can commence, the permit holder shall delineate any wetlands located on the property. No excavation or filling can occur within these areas unless the wetlands are mitigated or exempted according to the MN Wetland Conservation Act rules.
17. If the operator dewaters the pit or discharges water from the pit this permit will need to be amended.
18. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
19. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
20. Applicant is responsible to initiate renewal proceeding on or before January 1, ~~2026~~ 2031 or this permit becomes invalid.

Motion passes

CUP # 194 Milestone Materials (Lemond Quarry)
This request: Milestone Materials renew Conditional Use Permit #194 allowing the mining of sand and gravel and the quarrying of rock on several parcels located in the S ½ of the SW¼ of Section 1, the SE ¼ of the SE ¼, Section 2, the NE ¼ of the NE ¼, Section 11, and the NW ¼ of the NW ¼, Section 12 of Lemond Township. The property address is 5145 51st St. SW. and is owned by Mathy Construction.

Questions and comments of the commission.
Spatenka- Did you combine all of the parcels?

Wayne From Milestone- No they are all still separate.

The public hearing was opened.

As there were no more questions or comments, the public hearing was closed.

Discussion by the planning commission.

Motion by Queen, second by Pool to recommend approval of CUP #See above with the following 16 conditions: (underlined is added, ~~strikethrough~~ is deleted)

1. Mining and quarrying is limited to a bottom elevation of 1075 (NAD 27)
2. Signage warning of truck traffic and other traffic warning devices shall be posted as directed by the Steele County Highway Engineer.
3. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
4. All accesses to the site shall be gated.
5. The operator shall control dust in the mine, on the access road, and on SW 51st St. if necessary.
6. Blasting shall be done according to standard established by the U.S. Bureau of Mines, the U.S. Office of Surface of Mining, and MSHA.
7. The applicant shall follow the requirements of their DNR Water Appropriations permit #94-5056 including the requirements of the monitoring plan.
8. Stockpiles and berms shall not encroach on neighboring properties or road right-of-ways. All berms and stockpiles inactive for greater than 18 months shall be vegetated to reduce erosion.
9. Setback from property lines shall be 30 feet of undisturbed soil. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
10. The applicant shall follow their approved closure plan including back filling perimeter slopes to a maximum slope of 4:1, replacing a minimum of 6 inches of topsoil, and stabilizing with vegetation. Slopes to waterlines will be a maximum slope of 10:1 for a minimum width of ten feet above and below the water line to provide a safety bench at the waterline.
11. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Lemond Township Ordinances and permits.
12. The applicant is responsible to initiate renewal proceedings on or before January 1, ~~2026~~ 2031 or this permit becomes invalid.
13. The operator shall pay a user fee for industrial discharge into County Ditch #5 agricultural drainage system. The discharge shall be metered by the operator with the amount of discharge and payment made to the Auditor by the 14th day of January of each year. The discharge rate shall be $.10 per 10,000 gallons of discharged. This discharge rate will be reviewed along with the Conditional Use Permit at the request of the Operator.
14. Signage prohibiting the use of jake brakes on trucks shall be installed by the operator at the exit of the quarry.
15. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
16. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.

Motion passes

IUP 2025-03 (Crane Creek- Asphalt)
This request: Crane Creek Asphalt a permit to operate a Hot Mix Asphalt Plant on property located in the W ½ of the SW ¼ of the SW ¼, Section 1 Lemond Township. The property address is 5145 51st. SW. and is owned by Mathy Construction.

Questions and comments of the commission.
Lammers-The last time it was used was 2021, do you plan on using it now?
Wayne From Milestone- Yes we are going to exercise the plant for future projects.

The public hearing was opened.

As there were no more questions or comments, the public hearing was closed.

Discussion by the planning commission.

Motion by Spatenka, second by Gillis to recommend approval of IUP (above item) with the following 4 conditions: (underlined is added, ~~strikethrough~~ is deleted)

1. Plant operation hours shall allow plant warm-up to begin after 5:30 am and production and trucking of material can occur from 6:00 am to 7:00 pm.
2. All other non-hour related conditions of CUP #194 shall be adhered.
3. Truck traffic shall only enter and exit from the northwest on SW 51st St.
4. This permit expires on January 1, 2031.

Motion passes

Plat Cook Addition
This request: Brian Cook is seeking preliminary and final plat approval of the Cook Addition. The site is located in the NW 1/4 of the NW 1/4, of Section 21, in Clinton Falls Township.

Questions and comments of the commission.
Spatenka- Where is the house going to go on the property?
Brian Cook- Next to the pond.

The public hearing was opened.

Cook- Commented that he was working with the Steele County Highway Department to widen the driveway.

As there were no more questions or comments, the public hearing was closed.

Discussion by the planning commission.
There was a discussion on the driveway concerning an easement.

Motion by Queen, second by Spatenka to recommend approval of the preliminary plat and filial plat of the Cook Addition.
With no conditions.

Motion passes

Adjournment:

Motion by Pool, second by Smith to adjourn at 7:30 pm. Motion passed.

STEELE COUNTY
PUBLIC WORKS POLICY COMMITTEE MINUTES
Public Works Building – 3000 Hoffman Drive - Owatonna, MN 55060

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

Tuesday, December 1, 2025 at 10:00 a.m. – Public Works Conference Room

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Attendees: Commissioner Krueger, Commissioner Prokopec, Public Works Director Ron Gaines, Highway Supervisor Paul Kirtz, Finance Specialist Kris Jorgenson, Four Seasons Director Steve Schroht, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends approving contract with WSB for Final Design on CSAH 45 (From County Road 2 to the north County line) and CSAH 43 (From TH 14 to Kenyon Road) adding CSAH 23.
2. Committee recommends adopting a Resolution in support of the Beaver Lake Regional Park / Trail Designation Grant Application.

Information:

Ron has met with the state regarding bridge funding for 2026. It is possible up to 8 bridges can be funded in 2026. Currently will plan on 8 and will expect 5 or 6 to get funded. SEH is helping with the right of way acquisition. Ron will start meeting with the township this week regarding the bridges and the right of way needs and the possible purchase of land and recording of documents.

Department Head Reports

Four Seasons: Roof is complete, working on the flashing. Will be done this year. Finalizing the booking of dry floor events. Spring/summer ice is booking fast. Had record ice time sales in September and October.

Public Works:

- East Side Corridor: Open House on December 11th from 4:30 to 6:30 p.m.
- Main Street: Working with the City, 60% of the design plans have been received. Should meet the timeframe needed for the Federal Funds. Note: please make sure the Veterans Memorial is protected. If it needs to be moved the fairgrounds has a place for it.
- Beaver Lake: Should have more information on the Phase 2 Archeological Study at Beaver Lake.
- Havana: WHKS is working on railroad crossing plans.
- Medford rail crossing: Railroad completed the rail crossing and did not install a pedestrian crossing. The city is asking that the pedestrian crossing be added.
- Ascend II: there are currently 7 access points, and the developer wants one access on the county's road that aligns with an alley that extends east. Ron, as the Public Works Director, will review and process the access permit. It was the consensus of the board members on the Public Works Committee that board review and approval for granting access is needed. The sidewalk and trail are

a city function.

- Rural Lighting: one intersection needs power (CSAH 2 / CR7), but all other intersections are working.
- The new engineer: Starts first Monday is January.
- General Update: Staffing still a challenge. Will continue to use consultants where and when needed. Working on RFPs for the Fairgrounds. Closing 2024 / 2025 projects.

Highway:

- First snow event of the year. Had one accident (rear ended). Plow is fixed.
- Purchasing and installing three fans in the shop area to push the hot air downward from the ceiling. This will be more efficient.
- New plow trucks are due in. One around December 18th and one more in early January. These will arrive completely built.
- Backhoe is at the auction with a reserve that equals the trade-in value of the unit. Hoping to get more. The money's received will be set aside for other capital equipment expenditures for the highway department in the future.

Landfill: Project is going well.

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

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

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

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Attendees: Commissioner Brady, Commissioner Glynn, Human Resource Director Gina McGuire, Extension Office Director Lisa Dierks, PT&E Director Jennifer Mueller, Public Health Director Amber Aaseth, ERM Director Kristen Sailer, PZ Director Amber Brooks, Administrator Renae Fry, and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends approving Public Health Emergency Preparedness Summit (Out-of-State Travel)
   No cost to the county.
2. Committee recommends approving Minnesota Paid Leave Policy
   Takes affect January 1st. This is the policy on how it will be implemented.
3. Committee recommends Acceptance of the Donation for Steele County Towards Zero Death (TZD) Education Program
   Will be conducting school programs and Federated offered a donation towards this 2026 training.
4. Committee recommends approving On-Sale Wine License and Sunday License
   Havana Hills is requesting this license.
5. Committee recommends approving MPCA County Feedlot Program Delegation Agreement Work Plan
6. Committee recommends approving Body Art License Renewal for Seven Tattoo Parlor, Irish Eyes Studio, and Thee Dragon's Lair.

Department Head Reports

Extension Office: Interviewing for educator position. Extension Committee meets on Dec 3rd at 5 PM. Committee member has been recommended.

Human Resources: 6 out of 7 union contracts are complete. The last union will be taking the contract proposal to vote this week. The HR team along with payroll are working on the conversion from sick/vacation to PTO for some of the bargaining units. The annual recognition party is on January 9.

Public Health: Completing year end projects. Van recall on camera was completed. Trying to get the van inside for winter storage.

Administration: December 16th meeting is the only December meeting. December 31st chair needs to be present to sign on warrants that will be ratified by the Board in January. Agenda Software implementation in January.

PT&E Office: Electronic AP system is integrated. Employee training is next week. Election equipment came in last week. Finished the second settlement. Ditch 5 and 10 meetings coming up.

IT: MNP Refresh Computers are starting to come in. Steele County's replacement units are ordered and coming soon. Skywarn breakfast event is Sunday Dec 14th.

ERM: Getting ready for traffic control and crowd control for the light parade. Working with Ellendale on the tabletop exercise similar to what Steele County completed.

PZ: Starting to slow down for onsite inspections. Completing all paperwork.

Steele County
2026 Truth In Taxation
Public Hearing

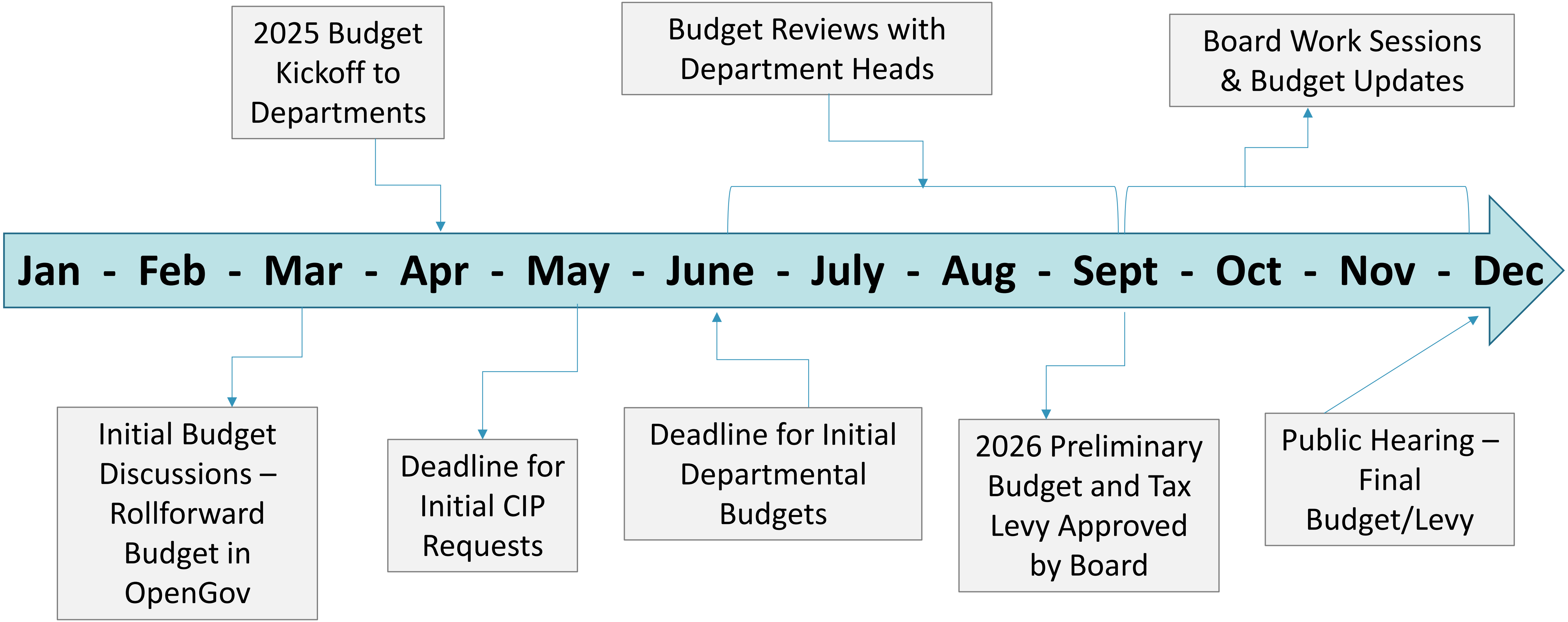
Renae Fry
Administrator
December 4, 2025
6:00 PM

Meeting Purpose

- **The purpose of this meeting is to present budget and levy information and conduct a public hearing for the 2026 budget per Minnesota State Statute 275.065.**

- *Property values reflected on your 2026 Truth in Taxation Notice were set last spring. Your next opportunity to contest the valuation, to be effective for taxes payable in 2027 or later, will be in the spring of 2026. If anyone has questions or concerns regarding your property value or classification and the spring of 2026 Board of Equalization process, please contact the County Assessor's Office.*

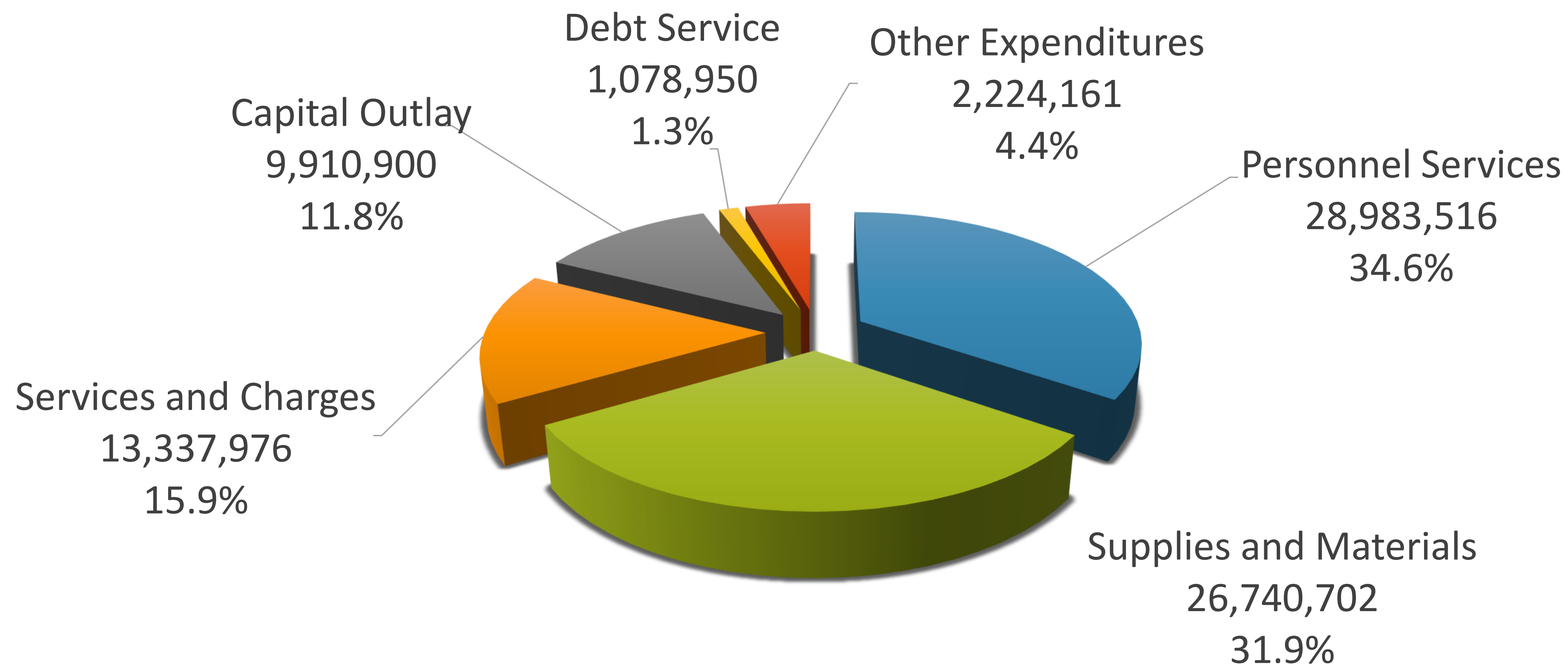
2026 Budget Timeline



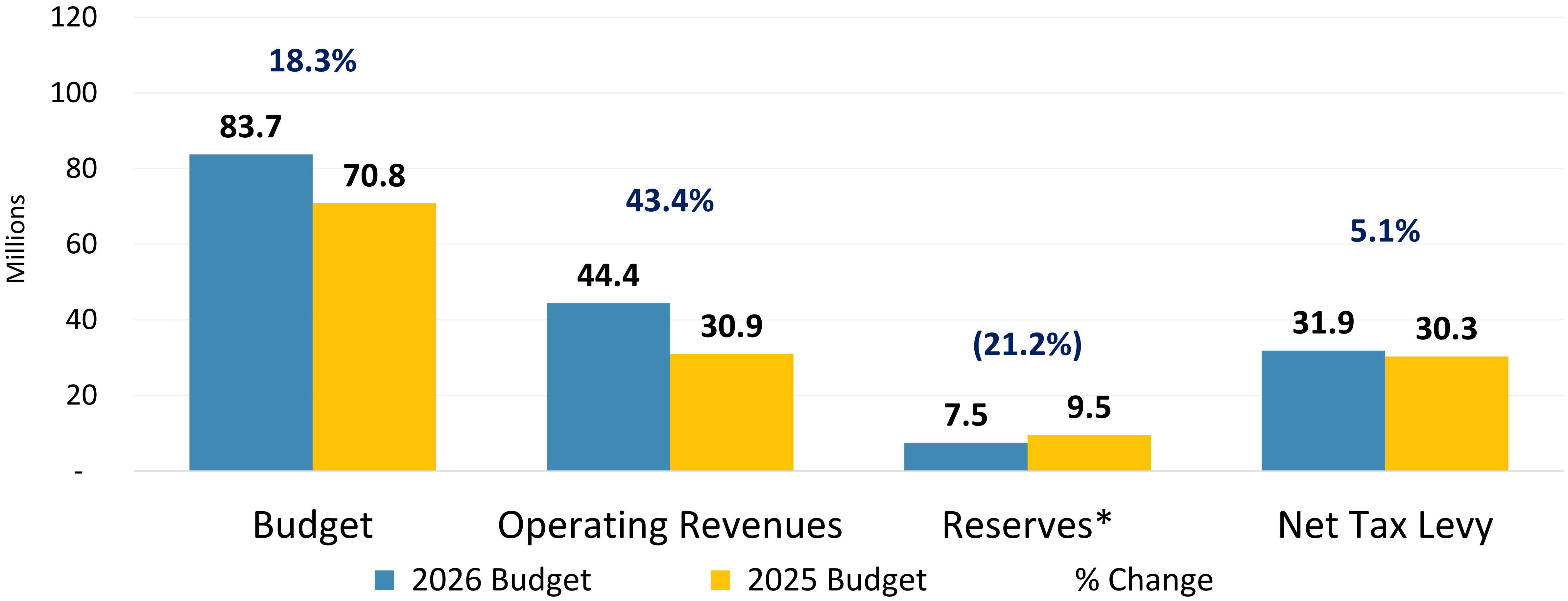
Challenges and Opportunities

- Mission Statement: Driven to deliver quality services in a respectful and fiscally responsible way
  - Meeting public expectations about service delivery in the most cost-effective manner
- Challenges
  - Personnel services – competitive labor market, rising health insurance costs
  - Increased volume and sophistication of cyber security threats
  - Rising costs in supplies, utilities and building materials due to inflation
- Opportunities
  - Some reserves to use for projects such as building roof repairs
  - Conservative spending

2026 Budget by Category



Comparative Summary of Budgets and Tax Levies



*Includes use of general fund reserves, capital project fund reserves, landfill Reserves, and sales tax reserves

Residential Tax Levy Impact – Steele County Property Tax

Property Tax Levy Increase	Estimated Market Value (EMV)		
5.1%	$ 200,000	$ 400,000	$ 600,000
2025 Steele County Property Tax	758	1,723	2,765
2026 Est. Steele County Property Tax	763	1,733	2,781
Estimated Change in Property Tax	5	10	16

- Estimates include a 4.5% increase in the tax capacity
- Assumes the property is homestead
- Assumes the Estimated Market Value (EMV) remains constant from 2025 to 2026 tax year

2026 Property tax Levy Allocation

For every dollar of property tax collected for a resident within the City of Owatonna, the tax is allocated/paid to these entities

Steele County	City of Owatonna	School District
33.7¢	47.2¢	19.1¢

Steele County's 2026 Property Tax Levy

$ 31.9 Million

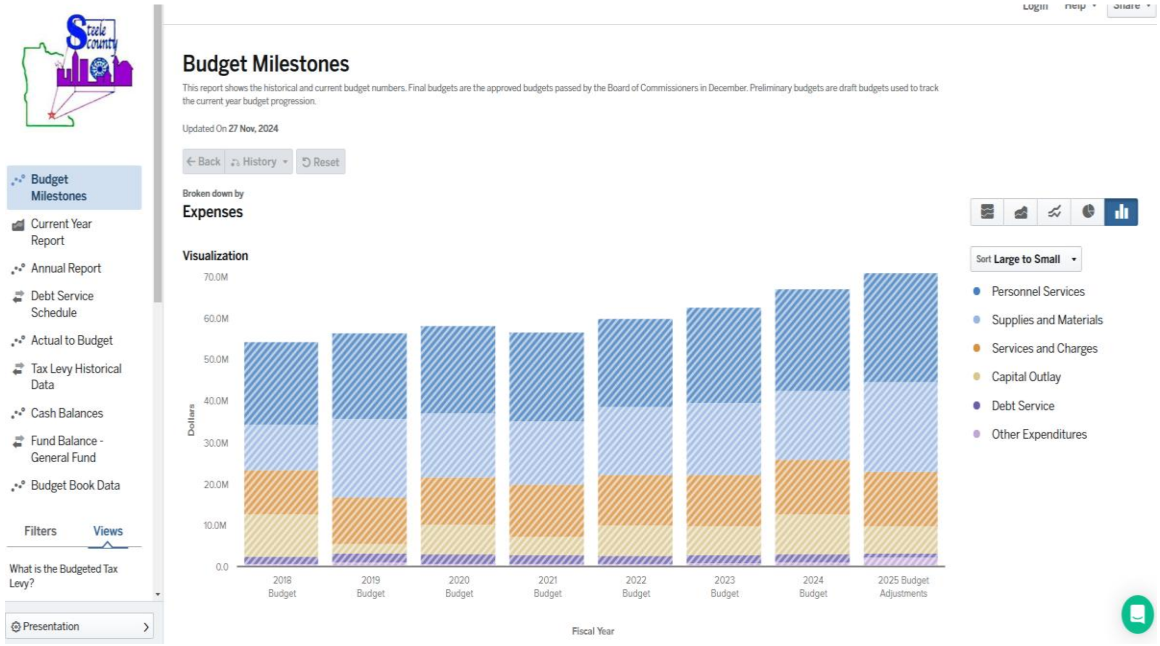
How does the County plan to spend each tax dollar received?

Highway	Health	Public Safety	Debt Service	Human Services	General Government	GF Capital Projects	All Other Functions
8.2¢	4.3¢	37.5¢	3.3¢	18.1¢	22.2¢	2.9¢	3.5¢

Additional Budget Information

Additional budget information can be accessed anytime

On the website	On OpenGov
www.co.steele.mn.us	https://costeelemn.opengov.com/



Public Comments/Questions?