



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

Steele County's Mission- Exceptional Public Service

TUESDAY, January 26, 2021 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.

Speakers will address all comments to the Board as a whole and not one individual commissioner. 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.

Correspondence

4. Proposed Tax Increment Financing District, Owatonna, Minnesota (pg. 4)

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

1. Approve January 5, 2021 Board Minutes (pg. 6)
2. Approve January 21, 2021 Board Work Session Minutes (pg. 11)
3. Approve Bills and Journal Entries (pg. 12)

4. Approve Personnel Report (pg. 82)
5. Approve Americans with Disabilities Act (ADA) Transition Plan (pg. 83)
6. Approve Resolution – Prioritized Bridge Replacement List (pg. 84)
7. Approve Lease Renewal of Farmland Adjacent to the Public Works Facility (pg. 86)
8. Approve Final Payment Resolution for Contract No. 201828; SAP 074-618-028 (pg. 89)
9. Approve Adopting the 2021 Civil Process Fee Schedule (pg. 91)
10. Approve the 2021 Advanced Correctional Healthcare Service Contract Amendment (pg. 93)
11. Approve the 2021 Summit Food Service Contract Amendment (pg. 96)
12. Approve Back-fill of Appraiser Position (pg. 98)
13. Approve Back-fill of 4-H/Youth Development Extension Educator (pg. 103)
14. Approve Watercraft Inspection Delegation Agreement (pg. 105)

General

15. January Anniversaries (pg. 110)
16. Renewal of IUP 2014-02 (Medford Sand & Gravel LLC - Hill Pit) (pg. 111)
17. Rescind the motion to Award publication bid for printing of Financial Statement (pg. 127)
18. Rescind the motion to Award the 2nd Publication bid for 2020 Financial Statement (pg. 128)
19. Award Publication Bid for 2021 (pg. 129)
20. Award the publication for printing of the 2020 Financial Statement (pg. 130)
21. Award the 2nd Publication bid for the 2020 Financial Statement (pg. 131)

Public Works Committee- January 14, 2021

22. Memorial Tree Program (pg. 132)
23. Pollinator Habitat (pg. 133)

Information Items

24. Steele County Planning Commission Meeting Minutes – January 7, 2021 (pg. 136)
25. Public Works Policy Committee Meeting Minutes – January 14, 2021 (pg. 139)
26. Public Safety Policy Committee Meeting Minutes – January 14, 2021 (pg. 140)
27. Land Use & Records Policy Committee Meeting Minutes – January 19, 2021 (pg. 141)
28. Internal Central Services Policy Committee Meeting Minutes – January 20, 2021 (pg. 142)

Commissioner Reports:

Next Meeting Notices:

Community Services Committee – Thursday, January 28, 2021 at 8 a.m. in the Boardroom

Dodge-Steele Community Health Board Mtg–Thursday, January 28, 2021 at 9 a.m.-Virtually

Internal Central Services – Wednesday, February 3, 2021 at 8 a.m. in the Boardroom

County Board Meeting – Tuesday, February 9, 2021 at 5:00 p.m. in the Boardroom

*****Closed session under the attorney-client privilege pursuant to Minn. Stat. § 13D.05, subd. 3(b), to discuss the following pending litigation: Coffey, et al. v Sheriff Lon Thiele, Court File number 20-cv-2237*****

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.

THE CITY OF



OWATONNA

540 West Hills Circle
Owatonna, MN 55060-4794
Ph. (507) 444-4300
FAX: (507) 444-4394

[Via Email]

January 7, 2021

Commissioner Jim Abbe
District 4 Steele County Commissioner
630 Florence Ave
Owatonna, MN 55060-2913

RE: Proposed Tax Increment Financing District, Owatonna, Minnesota

Dear Commissioner Abbe:

On Tuesday, February 16, 2021 at 7:00 p.m., the Owatonna City Council will conduct a public hearing on the plan for Tax Increment Financing District No. 10-1, which is proposed as a redevelopment tax increment financing district. You are cordially invited to attend the public hearing on this matter.

The City Council originally adopted Development District No. 10 and Tax Increment Financing District No. 10-1 on September 19, 2017 to assist a redevelopment project for a new 33-unit apartment. This project was not constructed. Subsequently, a new developer has acquired the property and is requesting tax increment financing assistance for a 43-unit apartment. The requested level of tax increment financing assistance for the new project exceeds the parameters approved in the original plan; consequently, modifications to the original plan are required. Minnesota Statutes, section 469.175, subdivision 4 authorizes the City to modify the tax increment financing plan upon providing the notice and after the discussion, public hearing, and making the findings required for approval of the original plan. Attached is a map showing the location of the proposed project.

Minnesota Statutes, section 469.175, subdivision 2a, require that the City shall provide at least 30 days notification before the publication of the notice of public hearing on the proposal to each County Commissioner representing the area included in the district.

January 7, 2021
Commissioner Jim Abbe
Page 2

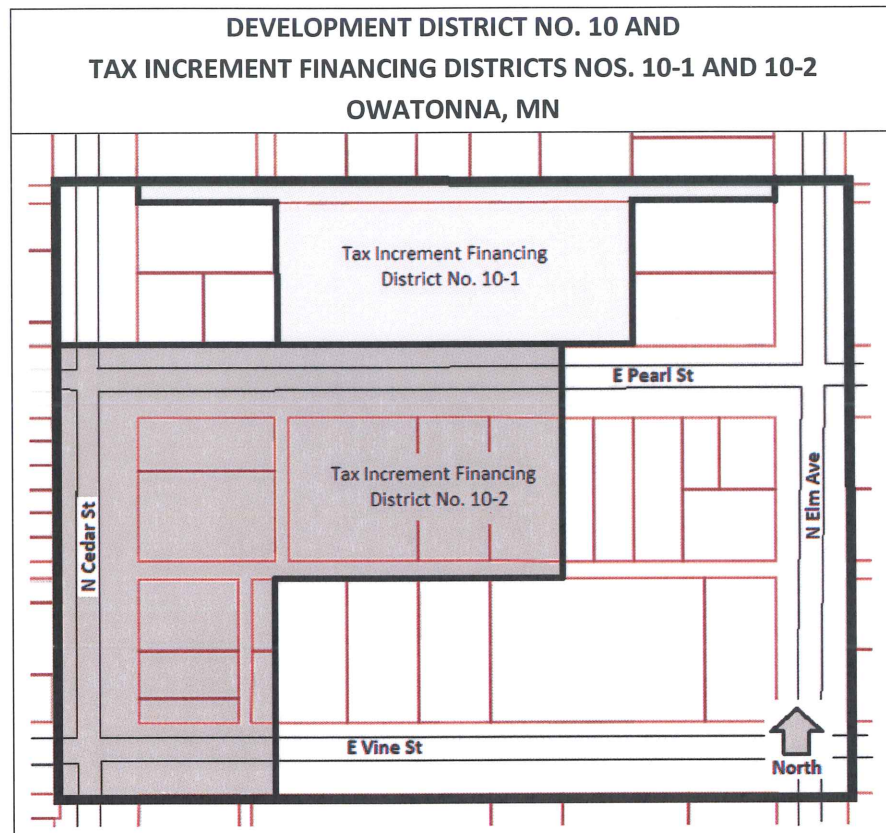
Before the public hearing, you are invited to review the proposal and offer any comments with respect to the proposal and tax increment financing district. If you are interested in additional information or would like to arrange a meeting to discuss the proposal, please contact me.

Respectfully,

Troy Klecker

Troy Klecker
Community Development Director

cc: County Administrator



PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 5, 2021

STATE OF MINNESOTA)
COUNTY OF STEELE) ss

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on January 5, 2021 with Commissioners Glynn, Krueger, Abbe, Brady and Gnemi present. Also present were County Engineer Greg Ilkka, County Attorney Dan McIntosh, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the minutes of December 22, 2020.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the Work Session minutes of December 22, 2020. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Brady to adjourn Sine Die at 5:04 p.m.
Ayes all.

ATTEST: _____

AUDITOR

CHAIRMAN

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 5, 2021

STATE OF MINNESOTA)) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Regular Session at 5:05 p.m. on January 5, 2021 with Commissioners Glynn, Krueger, Abbe, Brady and Gnemi present. Also present were County Engineer Greg Ilkka, County Attorney Dan McIntosh, County Administrator Scott Golberg and County Auditor Laura Ihrke.

The Board was called to Order by the County Auditor who called for nominations for Chairman for 2021.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to nominate Commissioner James Brady as Chairman for 2021.

Upon the vote being taken, Commissioner Brady was unanimously elected Chairman for 2021. Commissioner Brady then took the Chair.

The Chairman then called for nominations for Vice-Chairman for 2021.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to nominate Commissioner John Glynn as Vice Chairman for 2021.

Upon the vote being taken, Commissioner Glynn was unanimously elected Vice Chairman for 2021.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to move consent agenda Item 15 to 33B.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to adopt the Rules of Order for 2021. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve the following Consent Agenda items. Ayes all.

- A. Approve the Listing of Bills
- B. Approve the following Personnel Report:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Madison Hadoff	Financial Specialist/Treasurer's Office	B25/2	01/11/21

- C. Approve travel & training for officers and employees of Steele County within the State of Minnesota and the approved budget as per Steele County Personnel Rules & Policies.
- D. Approve the expense reimbursement for registration, travel, lodging & meal expense for Commissioners and staff to attend AMC & NACO meetings.
- E. Approve the 2021 Board meeting schedule.
- F. Approve the following **Resolution:**

**RESOLUTION DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY AND
TRANSPORTATION PROJECT BIDS**

NOW, THEREFORE, BE IT RESOLVED, that www.co.steele.mn.us will be and hereby is designated the official website to publish the proceedings of the County Board, ordinances, official notices, real estate delinquent tax lists, County Board of Equalization, financial statements, and all other notices to be posted by Steele County.

BE IT FURTHER RESOLVED, that www.co.steele.mn.us will be and hereby is designated as the official website for publication of Steele County transportation projects, as provided for in Minn. Stat. §331A.12.
This resolution shall become effective upon its passage and publication in the official newspaper for Steele County.

- G. Appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2021. Ayes all.
- H. Approve the 2021 AMC Policy Committee appointments as follows: Commissioner Glynn-Environmental & Natural Resources, Commissioner Abbe-General Government, Commissioner Krueger-Health & Human Services, Commissioner Gnemi-Public Safety and Commissioner Brady-Transportation & Infrastructure.
- I. Approve the following **Resolution:**

**RESOLUTION
Delegation of Duties**

WHEREAS, Steele County maintains its payroll system in order to compensate County employees and officials for their services. These payments include the salary and per diem payments approved by the Steele County Board of Commissioners by annual resolution, pursuant to Minn. Stat. §375.055, subd. 1(a); and

WHEREAS, it is advisable and prudent for the Board of Commissioners to delegate the review and approval of Steele County Board of Commissioner salary and per diem payments to the Steele County Auditor and Finance Director or their designee, pursuant to Minn. Stat. §375.18, subd. 1b; and

WHEREAS the Steele County Auditor and Finance Director has the internal accounting and administrative control procedures to ensure the proper disbursement of public funds, including the obligation to issue salary and per diem payments based solely on the annual resolution adopted by the Steele County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes the Steele County Auditor and Finance Director or designee to approve the payment of the County payroll, including approved Commissioner salary and per diem payments made pursuant to Minnesota law and the annual resolution approving certain meetings for per diem payments for the year of 2021.

- J. Set the mileage rate for 2021 at 56 cents/mile per the IRS guidelines.
- K. Approve the following **Resolution:**

RESOLUTION

Be it Resolved, that the County Auditor & County Treasurer are hereby authorized to process payments by Auditor's 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.

L. Approve the following **Resolution**:

RESOLUTION ESTABLISHING THE 2021 MINIMUM SALARIES FOR ELECTED OFFICIALS

WHEREAS, Minnesota Statutes state that “*At the January meeting prior to the first date on which applicants may file for the office of county attorney (county auditor, county sheriff, county treasurer) the board shall set by resolution the minimum salary to be paid the county attorney (county auditor, county sheriff, county treasurer) for the term next following*”; and

NOW, THEREFORE, BE IT RESOLVED by the Steele County Board of Commissioners that the annual minimum salary to be paid the elected official for the term next following be set at Step 1 of the Comparable Rating and Wage Scale System used by Steele County. County Attorney (Minn. Stat. §388.18): E83 County Auditor (Minn. Stat. §384.151): D62 County Sheriff (Minn. Stat. §387.20): E83 County Treasurer (Minn. Stat. §385.373): D62

M. Approve the following **Resolution**:

RESOLUTION

**ACCEPTANCE OF DONATION FOR EXTENSION
MASTER GARDNER PROGRAM**

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 donation of:

- Nagel Sod - \$257.00

N. Approve a **Resolution** for the Nine Month Extension of the Current Agreement for Delivery of Human Resources Services Between Minnesota Prairie County Alliance and Steele County.

O. Approve the following **Resolution**:

**Resolution designating a depository for the County of Steele and
persons authorized to sign orders thereon.**

BE IT RESOLVED by the Board of Commissioners of Steele County Minnesota, that “UBS Financial Services, LLC,” be and hereby is designated as depository for deposits and safekeeping of said County for such amounts as may be deposited herein.

BE IT FURTHER RESOLVED that orders of the County of Steele drawn on said UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Catherine Piepho, Treasurer of Steele County; and by two if signed by Laura Ihrke, Steele County Auditor, and Joyce Hartle, Steele County Deputy Treasurer.

BE IT FURTHER RESOLVED that orders to purchase, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Catherine Piepho, Steele County Treasurer.

NOW, THEREFORE, BE IT RESOLVED that all transfers of funds or investment securities to and from any Steele County accounts on behalf of Steele County as directed to UBS Financial Services LLC may only be made to another depository or account of Steele County in the name of Steele County.

P. Set the date for the Board of Equalization on June 15, 2021 at 7:00 p.m.

Q. Approve the following **Resolution**:

RESOLUTION

WHEREAS, Steele County will electronically transfer funds and establish appropriate internal controls to ensure compliance with Minnesota law. Therefore, electronic fund transfers will be made for the following types of transactions: claim for payment from an imprest payroll bank account or investment of excess money; payment of tax or aid anticipation certificates; payment of contributions to a pension or retirement fund; vendor payments; and payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Catherine Piepho, County Treasurer/Finance Director; Laura Ihrke, County Auditor; Joyce Hartle, Chief Deputy Treasurer; Kortney Miller, Payroll Specialist; Nancy Gritz, Deputy Auditor; and Karen Winter, Deputy Auditor.

BE IT FURTHER RESOLVED, that the Treasurer/Finance Director shall establish internal controls to ensure compliance with Minn. Stat. §471.38, subd. 3 & 3a, to include without limitation, annually providing a certified copy of the delegation of authority to the disbursing bank(s), certifying to the Banks of Steele County the names and signatures of the persons named above and such certifying officer from time to time, hereafter, upon a change in the facts so certified, and immediately certifying to the Banks the names and signatures of the persons then authorized to sign or to act.

BE IT FURTHER RESOLVED, a listing of electronic funds transfers transactions will be submitted to the Board at every Board meeting.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the 2021 Board Committee Appointments. Ayes all.

Commissioner Glynn offered the following **Resolution**, seconded by Commissioner Abbe:

Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2021

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 \$55 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.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to award the publication of the Financial Statement for 2020, Commissioner proceedings for 2021, Delinquent Tax List for 2020 and all other legal publications to the Blooming Prairie Times. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to award the 2nd Publication of the 2020 Financial Statement to another paper located in the County to the Owatonna People's Press. Ayes all.

R. Approve the following **Resolution**:

RESOLUTION

WHEREAS, The County Board of Commissioners of the County of Steele, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited for non-payment of taxes; and

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statute 282.01.

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461,

282.01, Subd. 8 and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale.

S. Approve the following **Resolution**:

**Resolution Adopting Negotiated Changes To The
2021 – 2022 LELS**

Sheriff’s Department – Licensed Sergeants Unit

WHEREAS, the current Collective Bargaining Agreement between the Law Enforcement Labor Services (LELS), Sheriff’s Department – Licensed Sergeants Unit expired effective December 31, 2020; and
WHEREAS, the County has recently negotiated a two (2) year labor agreement with LELS; and
WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;
NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and the Law Enforcement Labor Services, Sheriff’s Department – Licensed Sergeants Unit.

T. Approve the following **Resolution**:

**Resolution Adopting Negotiated Changes To The
2021 – 2022 AFSCME**

Courthouse Unit Labor Agreement

WHEREAS, the current Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees – Courthouse Unit expired effective December 31, 2020; and
WHEREAS, the County has recently negotiated a two (2) 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 labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and the American Federation of State, County and Municipal Employees AFL-CIO, Council 65, Local 147 – Courthouse Unit.

Commissioner Reports:

Commissioner Krueger reported his attendance at South Country Health Alliance meetings, Virtual Recognition, Oath of Office and Criminal Justice meeting.
Commissioner Abbe reported his attendance at Virtual Recognition and CRF Committee meeting.
Commissioner Glynn – No report.
Commissioner Gnemi reported his attendance at Drug Court meetings and Oath of Office.
Commissioner Brady – No report.

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

LISTING OF BILLS
01/05/2021

Advanced Correctional Healthcare Inc	9,226.83
Honeywell Inc	4,099.98
Owatonna Heating & Cooling Inc	9,800.00
Zeise Plastering & Construction	2,000.00
25 Payments less than 2,000	<u>10,218.53</u>
Total:	\$35,345.34

ATTEST: _____
AUDITOR

CHAIRMAN

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 21, 2021

STATE OF MINNESOTA)
)
 ss COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 8:00 a.m. on January 21, 2021 with Commissioners Abbe, Krueger, Glynn, Brady and Gnemi present. Also present was the County Administrator Scott Golberg.

The Board reviewed the events of the 2020 calendar year, 2021 Board functions, Committees and organizational structure. The Board was updated on the Strategic Plan, upcoming projects and outstanding policies.

Meeting was adjourned at 11:37 a.m.

CHAIRMAN

ATTEST: _____
AUDITOR

NGRITZ
1/20/21

2:07PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
1/20/21 2:07PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT					Administration			
	61505	Gopher State One-Call							
15		10-301-000-0000-6512			50.00	2021 annual facility operator	1001437	Bldg Repair & Maintenance	N
	61505	Gopher State One-Call			50.00	1 Transactions			
	37025	Innovative Office Solutions LLC							
16		10-301-000-0000-6410			19.80	Binders	IN3226469	Office Supplies	N
17		10-301-000-0000-6410			33.06	Batteries, pens & pencils	IN3231151	Office Supplies	N
	37025	Innovative Office Solutions LLC			52.86	2 Transactions			
	8422	Mayo Clinic							
21		10-301-000-0000-6260			43.00	Drug test - Zeman	700006111	Consultants/Admin Fee	N
	8422	Mayo Clinic			43.00	1 Transactions			
	5072	MN County Engineers Assn							
22		10-301-000-0000-6241			525.00	2021 NACE & MCEA - Ilkka	2021 dues	Membership Dues	N
	5072	MN County Engineers Assn			525.00	1 Transactions			
	65100	Paape Companies Inc							
34		10-301-000-0000-6512			1,240.00	Service contract Jan - March	101299	Bldg Repair & Maintenance	N
	65100	Paape Companies Inc			1,240.00	1 Transactions			
	4247	RT Vision Inc							
37		10-301-000-0000-6301			1,050.00	Timecard-Plus upgrade	2021101331	Equip/Software Maint	N
	4247	RT Vision Inc			1,050.00	1 Transactions			
	4879	Shred Right							
39		10-301-000-0000-6410			10.00	Security console	543639	Office Supplies	Y
	4879	Shred Right			10.00	1 Transactions			
	75500	Steele County Treasurer							
40		10-301-000-0000-6350			82,726.00	MCIT property/liability insura	21-005	Property & Liability Insurance	N
41		10-301-000-0000-6381			8,056.00	CPU usage & network support	21-006	Cpu Usage & Network Support	N
45		10-301-000-0000-6171			6,845.32	MCIT W/C insurance - admin	21-007	Workers Comp	N
46		10-301-000-0000-6341			18,000.00	Office rent 2021	21-012	Office Rent	N
	75500	Steele County Treasurer			115,627.32	4 Transactions			
301	DEPT Total:				118,598.18	Administration	8 Vendors	12 Transactions	

NGRITZ
1/20/21 2:07PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
302	DEPT				Road & Bridge Maintenance Expense			
	87765	3D Specialties						
47		10-302-000-0000-6534		291.62	Sign supplies	220316	Supplies - Signing	N
	87765	3D Specialties		291.62	1 Transactions			
	8715	JMD Manufacturing Inc						
18		10-302-000-0000-6534		2,452.63	Mailbox posts	95229	Supplies - Signing	N
	8715	JMD Manufacturing Inc		2,452.63	1 Transactions			
	5010	Loken Excavating & Drainage						
19		10-302-000-0000-6523		2,801.47	Washed sand	130511	Supplies - Road Salt & Sand	N
	5010	Loken Excavating & Drainage		2,801.47	1 Transactions			
	75500	Steele County Treasurer						
43		10-302-000-0000-6171		27,381.27	MCIT W/C insurance - maint	21-007	Workers Comp	N
	75500	Steele County Treasurer		27,381.27	1 Transactions			
302	DEPT Total:			32,926.99	Road & Bridge Maintenance Expense	4 Vendors	4 Transactions	
303	DEPT				Construction Expense			
	5072	MN County Engineers Assn						
23		10-303-000-0000-6241		50.00	2021 MCEA dues - Spoonholz	2021 dues	Membership Dues	N
	5072	MN County Engineers Assn		50.00	1 Transactions			
	75500	Steele County Treasurer						
44		10-303-000-0000-6171		11,408.86	MCIT W/C insurance - const	21-007	Workers Comp	N
	75500	Steele County Treasurer		11,408.86	1 Transactions			
303	DEPT Total:			11,458.86	Construction Expense	2 Vendors	2 Transactions	
304	DEPT				Equipment Maintenance & Shops			
	150	Alexander Lumber Company						
1		10-304-000-0000-6512		27.11	Locker supplies	184929/1	Bldg Repair & Maintenance	N
2		10-304-000-0000-6512		174.58	Locker supplies	185022/1	Bldg Repair & Maintenance	N
	150	Alexander Lumber Company		201.69	2 Transactions			
	7846	Boss Supply Co						
3		10-304-000-0000-6520		68.64	Parts, unit#2162	30435	Machinery/Vehicle Parts	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
7846	Boss Supply Co		68.64		1 Transactions		
10150	Carquest Auto Parts						
4	10-304-000-0000-6520		116.53	Parts,unit#2140	395773	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520		76.68	Parts, unit#2201	395949	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520		76.68	Parts, unit#2200	395949	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520		71.76	Parts, unit#2022	396283	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520		26.06	Parts, unit#2022	396300	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520		37.23	Parts, unit#2022	396304	Machinery/Vehicle Parts	N
10	10-304-000-0000-6520		24.55	Parts, unit#2022	396406	Machinery/Vehicle Parts	N
11	10-304-000-0000-6520		13.99	Parts, unit#2113	396504	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		443.48		8 Transactions		
11215	Central Farm Services						
12	10-304-000-0000-6540		7,415.71	Unleaded fuel	2943495	Fuel & Lubricants	N
13	10-304-000-0000-6521		7,788.00	Diesel fuel	2943496	Supplies-Diesel Fuel	N
11215	Central Farm Services		15,203.71		2 Transactions		
3963	Clean Plus Inc - CPI Divisions						
14	10-304-000-0000-6511		392.90	Shop supplies	2101144	Maint Shop Supplies & Materials	N
3963	Clean Plus Inc - CPI Divisions		392.90		1 Transactions		
49625	Matejcek Implement Co						
20	10-304-000-0000-6520		20.02	Parts, unit#2171	IBI6425	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co		20.02		1 Transactions		
8427	MK Service & Repair						
24	10-304-000-0000-6511		65.50	Shop supplies	3071	Maint Shop Supplies & Materials	N
8427	MK Service & Repair		65.50		1 Transactions		
4097	Nuss Truck & Equipment						
25	10-304-000-0000-6520		130.32	Parts, unit#2200	1199753P	Machinery/Vehicle Parts	N
26	10-304-000-0000-6520		130.32	Parts, unit#2201	1199753P	Machinery/Vehicle Parts	N
27	10-304-000-0000-6520		122.48	Parts, unit#2151	1199829P	Machinery/Vehicle Parts	N
28	10-304-000-0000-6520		122.48	Parts, unit#2131	1199829P	Machinery/Vehicle Parts	N
29	10-304-000-0000-6520		122.48	Parts, unit#2171	1199829P	Machinery/Vehicle Parts	N
30	10-304-000-0000-6520		122.48	Parts, unit#2170	1199829P	Machinery/Vehicle Parts	N
31	10-304-000-0000-6520		122.48	Parts, unit#2162	1199829P	Machinery/Vehicle Parts	N
32	10-304-000-0000-6520		86.88	Parts, unit#2201	2211054P	Machinery/Vehicle Parts	N

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Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
33	10-304-000-0000-6520	86.88	Parts, unit#2200	2211054P	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	1,046.80	9 Transactions			
68420	Plunkett's Pest Control, Inc.					
35	10-304-000-0000-6512	98.50	Pest control	6923179	Bldg Repair & Maintenance	N
68420	Plunkett's Pest Control, Inc.	98.50	1 Transactions			
3743	RDO Equipment Co, Inc.					
36	10-304-000-0000-6520	45.19	Parts, unit#2012	P0032602	Machinery/Vehicle Parts	N
3743	RDO Equipment Co, Inc.	45.19	1 Transactions			
74005	Sherwin-Williams Company					
38	10-304-000-0000-6520	55.00	Parts, unit#9998	8880-6	Machinery/Vehicle Parts	N
74005	Sherwin-Williams Company	55.00	1 Transactions			
75500	Steele County Treasurer					
42	10-304-000-0000-6171	4,563.55	MCIT W/C insurance - shop	21-007	Workers Comp	N
75500	Steele County Treasurer	4,563.55	1 Transactions			
304	DEPT Total:	22,204.98	Equipment Maintenance & Shops	12 Vendors	29 Transactions	
10	Fund Total:	185,189.01	Road & Bridge Fund		47 Transactions	
	Final Total:	185,189.01	26 Vendors	47 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
10	185,189.01	Road & Bridge Fund
All Funds	185,189.01	Total

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on Audit List?: N

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

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT					Administration			
8	61505	Gopher State One-Call	AP	1	14.85	December locates	0121435	Consultants/Admin Fee	N
	61505	Gopher State One-Call			14.85	1 Transactions			
14	4247	RT Vision Inc	AP	1	230.00	OneGove fees Oct-Dec	2021101354	Equip/Software Maint	N
	4247	RT Vision Inc			230.00	1 Transactions			
301	DEPT Total:				244.85	Administration	2 Vendors	2 Transactions	
303	DEPT					Construction Expense			
1	7595	Bolton & Menk Inc	AP	1	22,280.25	Consulting fees	0262329	Consultants/Admin Fee	Y
2		10-303-000-0000-6260	AP	1	22,280.25	Consulting fees	0262329	Consultants/Admin Fee	Y
	7595	Bolton & Menk Inc			44,560.50	2 Transactions			
6	22460	Erickson Engineering Co LLC	AP	1	655.00	Consulting fees	13943	Consultants/Admin Fee	Y
7		10-303-000-0000-6260	AP	1	2,410.00	Consulting fees	13977	Consultants/Admin Fee	Y
	22460	Erickson Engineering Co LLC			3,065.00	2 Transactions			
15	1667	SRF Consulting Group Inc			11,590.95	Consulting fees	13417.00-9	Consultants/Admin Fee	N
	1667	SRF Consulting Group Inc			11,590.95	1 Transactions			
17	4364	WSB & Associates Inc	AP	1	6,900.00	Professional services	R015698000	Consultants/Admin Fee	Y
	4364	WSB & Associates Inc			6,900.00	1 Transactions			
303	DEPT Total:				66,116.45	Construction Expense	4 Vendors	6 Transactions	
304	DEPT					Equipment Maintenance & Shops			
3	10150	Carquest Auto Parts	AP	1	2.09	Parts, unit#9998	395458	Machinery/Vehicle Parts	N
	10150	Carquest Auto Parts			2.09	1 Transactions			
	11215	Central Farm Services							

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4	10-304-000-0000-6540	AP	1	106.15	Washer fluid	1300122	Fuel & Lubricants	N
5	10-304-000-0000-6512	AP	1	90.00	Husky 1" inlet unleaded	1300126	Bldg Repair & Maintenance	N
11215	Central Farm Services			196.15	2 Transactions			
524	Kecks Repair Inc							
9	10-304-000-0000-6252	AP	1	86.35	Custom labor unit#2120	294591	Contracted Services	N
524	Kecks Repair Inc			86.35	1 Transactions			
58850	Northland Farm Systems							
10	10-304-000-0000-6520	AP	1	100.77	Parts, unit#9998	S15969	Machinery/Vehicle Parts	N
58850	Northland Farm Systems			100.77	1 Transactions			
3743	RDO Equipment Co, Inc.							
11	10-304-000-0000-6520	AP	1	506.79	Parts, unit#2012	P0020902	Machinery/Vehicle Parts	N
12	10-304-000-0000-6520	AP	1	227.02	Parts, unit#2012	P0023902	Machinery/Vehicle Parts	N
13	10-304-000-0000-6520	AP	1	62.35-	Return parts, unit#2012	P0027702	Machinery/Vehicle Parts	N
3743	RDO Equipment Co, Inc.			671.46	3 Transactions			
85167	Stewart Sanitation							
16	10-304-000-0000-6514			117.83	December services	632916	Utility Services	N
85167	Stewart Sanitation			117.83	1 Transactions			
304	DEPT Total:			1,174.65	Equipment Maintenance & Shops	6 Vendors	9 Transactions	
10	Fund Total:			67,535.95	Road & Bridge Fund		17 Transactions	
	Final Total:			67,535.95	12 Vendors	17 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
10	67,535.95	Road & Bridge Fund
All Funds	67,535.95	Total

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	No. Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
	2203 Black Forest Ltd							
169	01-003-000-0000-6194	AP	1	166.73	Recognition Awards 2020	14306	Personnel Policy	N
170	01-003-000-0000-6194	AP	1	1,753.39	Recognition Awards 2020	14306	Personnel Policy	N
171	01-003-000-0000-6194	AP	1	187.92	Recognition Awards 2020	165217	Personnel Policy	N
	2203 Black Forest Ltd			2,108.04	3 Transactions			
3	DEPT Total:			2,108.04	County Wide	1 Vendors	3 Transactions	
5	DEPT				Board Of Commissioners			
	7867 Glynn/John							
203	01-005-000-0000-6331	AP	1	12.65	Mileage Oct - Dec		Mileage Reimbursement	N
	7867 Glynn/John			12.65	1 Transactions			
5	DEPT Total:			12.65	Board Of Commissioners	1 Vendors	1 Transactions	
13	DEPT				Law Library			
	70550 Thomson Reuters - West							
220	01-013-000-0000-6501	AP	1	958.60	West Info charges - December	843595470	Books	N
	70550 Thomson Reuters - West			958.60	1 Transactions			
13	DEPT Total:			958.60	Law Library	1 Vendors	1 Transactions	
31	DEPT				County Administrator			
	4879 Shred Right							
217	01-031-000-0000-6801	AP	1	5.00	Shredding service	542450	General Expense	Y
	4879 Shred Right			5.00	1 Transactions			
31	DEPT Total:			5.00	County Administrator	1 Vendors	1 Transactions	
32	DEPT				Human Resources			
	8310 FSSolutions							
40	01-032-000-0000-6801			204.61	DOT Quarterly random DT	FL00417537	General Expense	N
	8310 FSSolutions			204.61	1 Transactions			
	4879 Shred Right							
218	01-032-000-0000-6801	AP	1	5.00	Shredding service	542450	General Expense	Y

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	Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	4879	Shred Right			5.00	1 Transactions			
	8338	Verified First LLC							
64		01-032-000-0000-6260	AP	1	34.50	BKG check - Treasurer employee	288154	Background Checks	N
	8338	Verified First LLC			34.50	1 Transactions			
32	DEPT Total:				244.11	Human Resources	3 Vendors	3 Transactions	
41	DEPT					Auditor			
	5341	American Solutions for Business							
68		01-041-000-0000-6410	AP	1	172.99	1099 forms/envelopes	05114200	Office Supplies	N
	5341	American Solutions for Business			172.99	1 Transactions			
	37025	Innovative Office Solutions LLC							
44		01-041-000-0000-6410	AP	1	16.48	Index tabs/calendar/highliters	3213409	Office Supplies	N
273		01-041-000-0000-6410			45.37	Toner - Receipt printer	3232525	Office Supplies	N
	37025	Innovative Office Solutions LLC			61.85	2 Transactions			
	51300	Metro Sales Inc							
181		01-041-000-0000-6410			48.00	Q1 Copier charges	1732076	Office Supplies	N
183		01-041-000-0000-6410	AP	1	157.77	Q4 Copier charges	1732076	Office Supplies	N
	51300	Metro Sales Inc			205.77	2 Transactions			
	8062	Nelco Solutions							
49		01-041-000-0000-6410	AP	1	378.75	W2's & Envelopes	7124235 RI	Office Supplies	N
	8062	Nelco Solutions			378.75	1 Transactions			
	84035	Tri-M Graphics							
201		01-041-000-0000-6410			106.50	Yellow receipt cards - 500	94168	Office Supplies	N
	84035	Tri-M Graphics			106.50	1 Transactions			
41	DEPT Total:				925.86	Auditor	5 Vendors	7 Transactions	
42	DEPT					Treasurer			
	51300	Metro Sales Inc							
182		01-042-000-0000-6410			48.00	Q1 Copier charges	1732076	Office Supplies	N
184		01-042-000-0000-6410	AP	1	157.77	Q4 Copier charges	1732076	Office Supplies	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
51300	Metro Sales Inc		205.77	2 Transactions		
42	DEPT Total:		205.77	Treasurer	1 Vendors	2 Transactions
44	DEPT			Financial Administrator		
33175	HP Inc					
41	01-044-000-0000-6410	AP 1	195.88	Portable Monitor	9009591395	Office Supplies N
33175	HP Inc		195.88	1 Transactions		
44	DEPT Total:		195.88	Financial Administrator	1 Vendors	1 Transactions
61	DEPT			Information Technology		
18450	Office of MN IT Services					
212	01-061-000-0000-6212		1,057.45	Monthly interest fees	DV20120411	M-Net Expenses N
18450	Office of MN IT Services		1,057.45	1 Transactions		
62900	Owatonna Heating & Cooling Inc.					
279	01-061-000-0000-6480		180.00	Check humidifier/Com Room	49988	Non-Capitalized Inventory N
62900	Owatonna Heating & Cooling Inc.		180.00	1 Transactions		
61	DEPT Total:		1,237.45	Information Technology	2 Vendors	2 Transactions
62	DEPT			Central Services		
8499	Counties Providing Technology					
79	01-062-000-0000-6301		4,191.00	Gen Tech Assist/Support - Janu		Equip/Software Maint Y
8499	Counties Providing Technology		4,191.00	1 Transactions		
4636	CPS Technology Solutions					
37	01-062-000-0000-6301	AP 1	4,495.00	AS400 Operating system upgrade	379668	Equip/Software Maint Y
4636	CPS Technology Solutions		4,495.00	1 Transactions		
16282	Crosstown Cartage Inc					
173	01-062-000-0000-6801		297.00	Mail service-Wk ending 1/8/21		General Expense N
174	01-062-000-0000-6802		85.00	Parcel post - Wk ending 1/8/21		Internal Chargeback N
16282	Crosstown Cartage Inc		382.00	2 Transactions		
37025	Innovative Office Solutions LLC					
177	01-062-000-0000-6410		37.88	Copy paper/Clips	3224827	Office Supplies N

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
178	01-062-000-0000-6410			10.90	Sorter	3226167	Office Supplies	N
37025	Innovative Office Solutions LLC			48.78	2 Transactions			
572	Kronos Incorporated							
208	01-062-000-0000-6301	AP	1	3,407.88	HRIS Operating cost - December	11709615	Equip/Software Maint	N
572	Kronos Incorporated			3,407.88	1 Transactions			
62	DEPT Total:			12,524.66	Central Services	5 Vendors	7 Transactions	
91	DEPT				County Attorney			
14420	Culligan Inc							
221	01-091-000-0000-6315	AP	1	34.50	Water delivery - 12/30/2020	15133397	County Attorney Forfeiture Expenditu	N
14420	Culligan Inc			34.50	1 Transactions			
37025	Innovative Office Solutions LLC							
94	01-091-000-0000-6410			61.04	DVDs/Bubble envelopes	3218975	Office Supplies	N
37025	Innovative Office Solutions LLC			61.04	1 Transactions			
52562	Mn County Attorneys Assn							
113	01-091-000-0000-6315			500.00	Education Fund		County Attorney Forfeiture Expenditu	N
52562	Mn County Attorneys Assn			500.00	1 Transactions			
52784	MN Sheriffs Assn							
237	01-091-000-0000-6261			200.00	CLE - D McIntosh	225170	Conference & Training	N
52784	MN Sheriffs Assn			200.00	1 Transactions			
70550	Thomson Reuters - West							
242	01-091-000-0000-6410	AP	1	1,172.41	Westlaw - December	843586028	Office Supplies	N
243	01-091-000-0000-6410	AP	1	77.93	Library charge	843675654	Office Supplies	N
70550	Thomson Reuters - West			1,250.34	2 Transactions			
91	DEPT Total:			2,045.88	County Attorney	5 Vendors	6 Transactions	
101	DEPT				County Recorder			
4393	Fidlar Technologies Inc							
175	01-101-000-9305-6480	AP	1	2,858.64	Life Cycle Service - 4th Qrt	702275A	Non-Capitalized Inv - Technology Fun	N
4393	Fidlar Technologies Inc			2,858.64	1 Transactions			

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC							
43	01-101-000-0000-6410	AP	1	10.08	Counter pens - 1 doz	3219115	Office Supplies	N
274	01-101-000-0000-6410			7.28	Paper/Pencil lead	3235672	Office Supplies	N
37025	Innovative Office Solutions LLC			17.36	2 Transactions			
8910	No Wait Inside LLC							
211	01-101-000-0000-6410	AP	1	74.05	Lobby scheduling software-Dec	1323	Office Supplies	N
8910	No Wait Inside LLC			74.05	1 Transactions			
101	DEPT Total:			2,950.05	County Recorder	3 Vendors	4 Transactions	
103	DEPT				Assessor			
37025	Innovative Office Solutions LLC							
179	01-103-000-0000-6410			14.04	Calendar etc	3222256	Office Supplies	N
37025	Innovative Office Solutions LLC			14.04	1 Transactions			
103	DEPT Total:			14.04	Assessor	1 Vendors	1 Transactions	
105	DEPT				Planning & Zoning			
6032	APG Media of Southern Minnesota LLC							
78	01-105-000-0000-6242	AP	1	8.34	Public notices	16085-1220	Publishing	N
6032	APG Media of Southern Minnesota LLC			8.34	1 Transactions			
13000	City Of Blooming Prairie							
75	01-105-000-0000-6805	DTG	2	69.00	Bldg permit reimb - November		Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie			69.00	1 Transactions			
13025	City Of Ellendale							
76	01-105-000-0000-6837	DTG	2	86.81	Bldg permit reimb - Oct - Dec		Ellendale Reimb-Bldg Permit	N
13025	City Of Ellendale			86.81	1 Transactions			
669	City Of Medford							
77	01-105-000-0000-6806	DTG	2	1,250.06	Bldg permit reimb - Oct - Dec		Medford Reimb-Bldg Permit	N
669	City Of Medford			1,250.06	1 Transactions			
105	DEPT Total:			1,414.21	Planning & Zoning	4 Vendors	4 Transactions	
111	DEPT				Buildings & Grounds			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
69	3738 Arrow Ace Hardware	AP	1	4.40	Tractor parts	264357	Equipment Maintenance & Repairs	N
	3738 Arrow Ace Hardware			4.40	1 Transactions			
74	8374 Burger/Thomas R	AP	1	69.00	Mileage - Oct to Dec		Mileage Reimbursement	N
	8374 Burger/Thomas R			69.00	1 Transactions			
84	8492 Danilyuk/Lyudmila	AP	1	94.88	Mileage Nov - Dec		Mileage Reimbursement	N
	8492 Danilyuk/Lyudmila			94.88	1 Transactions			
86	8288 Four Seasons Electric	AP	1	112.50	Troubleshoot boiler estop	9717	Bldg Repairs & Maintenance	N
85	01-111-044-0000-6300			345.66	Fix damaged pole wiring	9739	Bldg Repairs & Maintenance	N
268	01-111-040-0000-6300			715.33	Repair conduit-Parking lot	9741	Bldg Repairs & Maintenance	N
	8288 Four Seasons Electric			1,173.49	3 Transactions			
90	33550 Hillyard-Hutchinson	AP	1	77.15-	Vacuum bags	604182166	Janitorial Supplies	N
89	01-111-042-0000-6560	AP	1	61.50	Vacuum bags	604192755	Janitorial Supplies	N
88	01-111-040-0000-6560			28.92	Disinfectant	604195071	Janitorial Supplies	N
91	01-111-040-0000-6560	AP	1	28.92	Disinfectant	604196383	Janitorial Supplies	N
271	01-111-042-0000-6560			817.85	Cleaners/Disinfectants	604209817	Janitorial Supplies	N
270	01-111-042-0000-6560			776.09	Cleaners/Liners	604209818	Janitorial Supplies	N
269	01-111-040-0000-6560			42.32	Garbage liners	604209819	Janitorial Supplies	N
272	01-111-040-0000-6560			66.48	Mop heads	604211357	Janitorial Supplies	N
	33550 Hillyard-Hutchinson			1,744.93	8 Transactions			
92	32300 Honeywell Inc			2,200.55	Controls contract - February	5254499565	Bldg Repairs & Maintenance	N
	32300 Honeywell Inc			2,200.55	1 Transactions			
180	41700 Karow/Karen	AP	1	201.25	Mileage Oct-Dec		Mileage Reimbursement	N
	41700 Karow/Karen			201.25	1 Transactions			
115	52550 MEI Total Elevator Solutions			182.63	Elevator service contract-Jan	890462	Bldg Repairs & Maintenance	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
116	01-111-040-0000-6300			182.60	Elevator service contract - Janu	890463	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions			365.23	2 Transactions			
62815	Owatonna Groundsmasters Inc							
126	01-111-042-0000-6386	AP	1	729.12	Sand/Salt & plow - December	142456	Parking Lot Maintenance	N
125	01-111-041-0000-6386	AP	1	565.74	Sand/Salt & plow - December	142457	Parking Lot Maintenance	N
122	01-111-043-0000-6386	AP	1	669.04	Sand/Salt & plow - December	142461	Parking Lot Maintenance	N
121	01-111-047-0000-6386	AP	1	106.07	Sand/Salt & plow - December	142463	Parking Lot Maintenance	N
123	01-111-042-0000-6386	AP	1	564.30	Sand/Salt & plow - December	142464	Parking Lot Maintenance	N
124	01-111-044-0000-6386	AP	1	438.42	Sand/Salt & plow - December	142464	Parking Lot Maintenance	N
118	01-111-040-0000-6386	AP	1	294.97	Sand/Salt & plow - December	142465	Parking Lot Maintenance	N
62815	Owatonna Groundsmasters Inc			3,367.66	7 Transactions			
8881	Rice Lake Fabricating Inc							
131	01-111-040-0000-6300	AP	1	325.68	Sneeze guards	4599	Bldg Repairs & Maintenance	N
8881	Rice Lake Fabricating Inc			325.68	1 Transactions			
85167	Stewart Sanitation							
135	01-111-041-0000-6300	AP	1	71.50	Trash/Recycling - December	628055	Bldg Repairs & Maintenance	N
137	01-111-042-0000-6300	AP	1	74.72	Trash/Recycling - December	628058	Bldg Repairs & Maintenance	N
136	01-111-043-0000-6300	AP	1	51.97	Trash/Recycling - December	628058	Bldg Repairs & Maintenance	N
138	01-111-040-0000-6300	AP	1	188.09	Trash/Recycling - December	628576	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation			386.28	4 Transactions			
4035	Uline Inc							
166	01-111-044-0000-6560	AP	1	185.24	Paper towel dispenser	128104205	Janitorial Supplies	N
4035	Uline Inc			185.24	1 Transactions			
4521	Werner Electric							
284	01-111-042-0000-6300			19.31	Switch - CH	SO10425080	Bldg Repairs & Maintenance	N
283	01-111-042-0000-6300			3.03	Lightswitch - CH	SO10426126	Bldg Repairs & Maintenance	N
4521	Werner Electric			22.34	2 Transactions			
111	DEPT Total:			10,140.93	Buildings & Grounds	13 Vendors	33 Transactions	
121	DEPT				Veteran Service			
8782	Owatonna Auto Clinic							
50	01-121-000-0000-6301	AP	1	194.48	Battery/Wipers	38033	Repairs/Maintenance	N
51	01-121-000-0000-6540	AP	1	34.89	Oil change	38033	Gas & Oil	N

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No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
187 01-121-751-0000-6820		1,105.96	Michelin tires for Vet Van	38080	Grant Expense N
8782 Owatonna Auto Clinic		1,335.33	3 Transactions		
121 DEPT Total:		1,335.33	Veteran Service	1 Vendors	3 Transactions
201 DEPT			Sheriff		
18110 Dean's Westside Towing					
38 01-201-000-0107-6320 AP 1		70.00	Squad tow for repairs	0119478	Squad 7407 Maintenance Y
222 01-201-000-0000-6806 AP 1		150.00	7409 - Tow	0119799	Vehicle Towing Y
18110 Dean's Westside Towing		220.00	2 Transactions		
37025 Innovative Office Solutions LLC					
228 01-201-000-0000-6410		25.35	Report binder - 1	3226681	Office Supplies N
37025 Innovative Office Solutions LLC		25.35	1 Transactions		
4877 L & L Street Rods & Sport Trucks					
234 01-201-000-0000-6480		7,533.84	New Squad Equipment - 7408	3100	Non-Capitalized Inventory N
233 01-201-000-0000-6480		7,533.84	New Squad Equipment - 7416	3101	Non-Capitalized Inventory N
232 01-201-000-0000-6480		7,533.84	New Squad Equipment - 7424	3102	Non-Capitalized Inventory N
4877 L & L Street Rods & Sport Trucks		22,601.52	3 Transactions		
5487 LexisNexis Risk Data Management					
45 01-201-000-0000-6425 AP 1		150.00	Serarches/Reports - December	10355910	Investigation Expense N
5487 LexisNexis Risk Data Management		150.00	1 Transactions		
51300 Metro Sales Inc					
235 01-201-000-0000-6304		67.50	Contract base Jan-April	1732198	Contracts N
236 01-201-000-0000-6304 AP 1		292.53	Contract usage Oct - Jan	1732198	Contracts N
51300 Metro Sales Inc		360.03	2 Transactions		
56125 NAPA Auto Parts					
238 01-201-000-0114-6320 AP 1		24.79	Wiper blades - 2	820657	Squad 7421 Maintenance N
56125 NAPA Auto Parts		24.79	1 Transactions		
63510 Owatonna Police Dept					
52 01-201-000-0000-6801 AP 1		2,374.00	OPD reat employee door	2009	Misc Expense N
63510 Owatonna Police Dept		2,374.00	1 Transactions		
5544 Porter Lee Corporation					

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
240 01-201-000-0000-6425	964.00	Evidence room - Software	24813	Investigation Expense	N
5544 Porter Lee Corporation	964.00	1 Transactions			
8859 Quadient Leasing USA Inc					
53 01-201-000-0000-6215	119.97	Lease fee Jan-April	N8648476	Postage	N
8859 Quadient Leasing USA Inc	119.97	1 Transactions			
85300 Streichers Inc					
153 01-201-000-0000-6408	44.99-	Borash - Credit - Mock shirt	CM287871	Uniforms/Uniform Reimbursement	N
144 01-201-000-0000-6408	89.99	Duty shirt - Borash	I1474741	Uniforms/Uniform Reimbursement	N
145 01-201-000-0000-6408	69.99	Borash - Trousers	I1474741	Uniforms/Uniform Reimbursement	N
146 01-201-000-0000-6408	289.99	Borash - Jacket	I1474741	Uniforms/Uniform Reimbursement	N
147 01-201-000-0000-6408	11.98	Borash - Ties - 2	I1474741	Uniforms/Uniform Reimbursement	N
148 01-201-000-0000-6408	40.99	Borash - Baton Holder	I1474741	Uniforms/Uniform Reimbursement	N
149 01-201-000-0000-6408	69.99	Borash - Baton	I1474741	Uniforms/Uniform Reimbursement	N
155 01-201-000-0000-6408	29.99	Borash - Holder	I1474741	Uniforms/Uniform Reimbursement	N
156 01-201-000-0000-6408	24.99	Borash - Key Holder	I1474741	Uniforms/Uniform Reimbursement	N
157 01-201-000-0000-6408	22.99	Borash - Cuff Holder	I1474741	Uniforms/Uniform Reimbursement	N
158 01-201-000-0000-6408	20.99	Borash - Belt keeper	I1474741	Uniforms/Uniform Reimbursement	N
159 01-201-000-0000-6408	65.98	Borash - Hand cuffs - 2	I1474741	Uniforms/Uniform Reimbursement	N
160 01-201-000-0000-6408	12.99	Borash - Cuff Strap	I1474741	Uniforms/Uniform Reimbursement	N
161 01-201-000-0000-6408	24.99	Borash - Mag Holder	I1474741	Uniforms/Uniform Reimbursement	N
162 01-201-000-0000-6408	64.99	Borash - Belt	I1474741	Uniforms/Uniform Reimbursement	N
163 01-201-000-0000-6408	29.99	Borash - Belt Velcro	I1474741	Uniforms/Uniform Reimbursement	N
164 01-201-000-0000-6408	18.99	Borash - Glove Holder	I1474741	Uniforms/Uniform Reimbursement	N
165 01-201-000-0000-6408	44.99	Borash - Mock Shirt	I1474741	Uniforms/Uniform Reimbursement	N
154 01-201-000-0000-6408	15.98	Borash - Gold Collar Star - 2	I1474742	Uniforms/Uniform Reimbursement	N
152 01-201-000-0000-6408	5.99	Borash - Tie	I1474743	Uniforms/Uniform Reimbursement	N
143 01-201-000-0000-6408	95.88	Face masks - 12 lg/xl	I1474999	Uniforms/Uniform Reimbursement	N
150 01-201-000-0000-6408	11.99	Borash - Nameplate	I1475035	Uniforms/Uniform Reimbursement	N
151 01-201-000-0000-6408	11.99	Borash - Nameplate	I1475035	Uniforms/Uniform Reimbursement	N
141 01-201-000-0000-6408	47.94	Face masks - 6 lg/xl	I1475233	Uniforms/Uniform Reimbursement	N
142 01-201-000-0000-6408	23.97	Face masks - 3 sm/md	I1475233	Uniforms/Uniform Reimbursement	N
140 01-201-000-0000-6408	47.96	Face masks - 4 lg/xl	I1475255	Uniforms/Uniform Reimbursement	N
241 01-201-000-0000-6408	132.89	Face masks - 10	I1476302	Uniforms/Uniform Reimbursement	N
85300 Streichers Inc	1,284.41	27 Transactions			
21215 Strohschein Properties LLC					
60 01-201-000-0000-6346	750.00	Rent - Januaury	01052021	Eds Rent Account	1

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61	01-201-000-0000-6346	AP	1	33.41	Utilities - December	732571	Eds Rent Account	N
21215	Strohschein Properties LLC			783.41	2 Transactions			
5594	Water Systems Company							
65	01-201-000-0000-6410			8.95	Monthly fee - January	843574	Office Supplies	N
5594	Water Systems Company			8.95	1 Transactions			
201	DEPT Total:			28,916.43	Sheriff	12 Vendors	43 Transactions	
207	DEPT				Sheriff Special Deputies			
4932	Hanson/Paul							
176	01-207-000-0001-6801			100.00	Reimb - Uniform	11473634	General Expense-Special Fund	N
4932	Hanson/Paul			100.00	1 Transactions			
207	DEPT Total:			100.00	Sheriff Special Deputies	1 Vendors	1 Transactions	
208	DEPT				Coroner			
4229	Moore Md/Kellyanna J							
186	01-208-000-0000-6801			3,536.33	Coroner Services - January		General Expense	Y
4229	Moore Md/Kellyanna J			3,536.33	1 Transactions			
208	DEPT Total:			3,536.33	Coroner	1 Vendors	1 Transactions	
220	DEPT				Public Transit			
10200	Cedar Valley Services Inc							
172	01-220-000-2010-5520	AP	1	70.00	Transit Ticket sales Oct - Dec		Fees	G
10200	Cedar Valley Services Inc			70.00	1 Transactions			
220	DEPT Total:			70.00	Public Transit	1 Vendors	1 Transactions	
251	DEPT				Jail			
18450	Office of MN IT Services							
213	01-251-000-0000-6211			42.50	Fiber management fee	DV20120411	Radio - Computers - Cameras	N
18450	Office of MN IT Services			42.50	1 Transactions			
4377	Skjeveland Enterprises							
56	01-251-000-0000-6254			60.00	Recycling Jan-March	194581	Garbage Disposal	Y

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No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4377	Skjeveland Enterprises			60.00	1 Transactions			
58	85167 Stewart Sanitation							
	01-251-000-0000-6254			257.81	Garbage service - January	633436	Garbage Disposal	N
	85167 Stewart Sanitation			257.81	1 Transactions			
63	8247 Summit Food Services LLC	AP	1	3,735.30	Inmate meals 12/26-1/1/21	20000100293	Prisoner Meals	N
62	01-251-000-0000-6441	AP	1	3,711.98	Inmate meals 12/19-25/20	2000099729	Prisoner Meals	N
	8247 Summit Food Services LLC			7,447.28	2 Transactions			
251	DEPT Total:			7,807.59	Jail	4 Vendors	5 Transactions	
252	DEPT				Community Corrections			
67	4064 Alcohol Monitoring System Inc	AP	1	566.20	SCRAM Monitoring fee	217507	Scram Monitoring	N
	4064 Alcohol Monitoring System Inc			566.20	1 Transactions			
70	4319 Association Of Mn Counties							
	01-252-000-0000-6241			1,811.00	MACCAC 2021 Annual dues	57459	Membership Dues	N
	4319 Association Of Mn Counties			1,811.00	1 Transactions			
80	8263 CRK Properties LLC							
	01-252-000-0000-6341			5,794.00	Rent - February		Office Rent	Y
81	01-252-000-0000-6341	AP	1	768.71	Utilities	982	Office Rent	Y
	8263 CRK Properties LLC			6,562.71	2 Transactions			
95	37025 Innovative Office Solutions LLC	AP	1	22.36	Portfolio	3213479	Office Supplies	N
207	01-252-000-0000-6410			4.56	Binders	3226296	Office Supplies	N
205	01-252-000-0000-6410			14.10	Hooks/Dividers	3229715	Office Supplies	N
230	01-252-000-0000-6410			72.40	Paper	3231209	Office Supplies	N
	37025 Innovative Office Solutions LLC			113.42	4 Transactions			
97	6884 Language Line Services Inc	AP	1	29.78	Translator services	10150424	Interpreter Services	N
	6884 Language Line Services Inc			29.78	1 Transactions			
5830	Midwest Monitoring & Surveillance							

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No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
112	01-252-000-0000-6270	AP	1	94.75	Lab service - December	DT1220146	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance			94.75	1 Transactions			
8975	Minnesota Counties Computer Coop							
114	01-252-000-0000-6262			7,084.62	Enhancement fee/Annual Dues	2101235	Purchased And Contractual Services	N
8975	Minnesota Counties Computer Coop			7,084.62	1 Transactions			
8996	Nicole Ranae Consulting LLC							
117	01-252-775-0000-6261			1,300.00	Steele Co Fac Training for Age		Conference & Training - CCA Subsidy	Y
8996	Nicole Ranae Consulting LLC			1,300.00	1 Transactions			
252	DEPT Total:			17,562.48	Community Corrections	8 Vendors	12 Transactions	
253	DEPT				Law Enforcement Center			
33550	Hillyard -Hutchinson							
226	01-253-000-0000-6560	AP	1	834.62	Towels/Wipes/Liners et c	604180337	Janitorial Supplies	N
225	01-253-000-0000-6560	AP	1	107.47	Liners/Towels/Wipes	604180338	Janitorial Supplies	N
224	01-253-000-0000-6560	AP	1	27.71	Liners - 1 case	604180339	Janitorial Supplies	N
223	01-253-000-0000-6560	AP	1	77.40	Sanitizer foam - 1 case	604180340	Janitorial Supplies	N
227	01-253-000-0000-6560	AP	1	183.80	Gloves - 10 pack	604182165	Janitorial Supplies	N
33550	Hillyard -Hutchinson			1,231.00	5 Transactions			
37025	Innovative Office Solutions LLC							
42	01-253-000-0000-6410	AP	1	49.53	Footrest/Staples/Pens	3205146	Office Supplies	N
229	01-253-000-0000-6410			565.91	Pens/Paper/Notebooks etc	3218851	Office Supplies	N
37025	Innovative Office Solutions LLC			615.44	2 Transactions			
4710	Interstate Power Systems Inc							
231	01-253-000-0000-6300	AP	1	899.04	Repair coolant heater	R001171121	Bldg Repairs & Maintenance	N
4710	Interstate Power Systems Inc			899.04	1 Transactions			
52550	MEI Total Elevator Solutions							
48	01-253-000-0000-6304			373.02	Monthly services - January	887743	Contract Services/Bldg Mtce	N
52550	MEI Total Elevator Solutions			373.02	1 Transactions			
62815	Owatonna Groundsmasters Inc							
239	01-253-000-0000-6300	AP	1	743.85	Parking lot maintenace	142459	Bldg Repairs & Maintenance	N
62815	Owatonna Groundsmasters Inc			743.85	1 Transactions			

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						Service Dates	Paid On Bhf #	On Behalf of Name	
55	4879	Shred Right							
		01-253-000-0000-6254	AP	1	60.00	Shredding service	542470	Garbage Disposal	Y
	4879	Shred Right			60.00	1 Transactions			
57	85167	Stewart Sanitation							
		01-253-000-0000-6254			81.64	Garbage service - January	633438	Garbage Disposal	N
	85167	Stewart Sanitation			81.64	1 Transactions			
66	8885	Wil-Kil Pest Control							
		01-253-000-0000-6304			42.95	General pest control	4069032	Contract Services/Bldg Mtce	N
	8885	Wil-Kil Pest Control			42.95	1 Transactions			
253	DEPT Total:				4,046.94	Law Enforcement Center	8 Vendors	13 Transactions	
281	DEPT					Emergency Management			
46	3853	Mn Dept Of Natural Resources							
		01-281-000-0000-6251			2,350.00	Flood gauge maintenance	230986	Other Administrative Costs	N
	3853	Mn Dept Of Natural Resources			2,350.00	1 Transactions			
281	DEPT Total:				2,350.00	Emergency Management	1 Vendors	1 Transactions	
391	DEPT					Environmental Services			
277	435	OSI Environmental Inc							
		01-391-000-0000-6550	AP	1	150.00	Recycle used oil - 450 gals	2089500	Household Hazardous Waste	N
278		01-391-000-0000-6550	AP	1	150.00	Used filters	2089569	Household Hazardous Waste	N
	435	OSI Environmental Inc			300.00	2 Transactions			
132	892	Semrex							
		01-391-000-0000-6241			1,300.00	SEMREX Annual fee - 2021		Membership Dues	N
133		01-391-000-0000-6241			633.00	Waste Wizard Annual fee - 2021		Membership Dues	N
	892	Semrex			1,933.00	2 Transactions			
198	76225	SWAA - AMC							
		01-391-000-0000-6241			200.00	2021 Membership - K Barden	10938	Membership Dues	N
199		01-391-000-0000-6241			150.00	2021 Membership - D Oolman	3555	Membership Dues	N
	76225	SWAA - AMC			350.00	2 Transactions			
4955	Waste Management Of Wi-Mn								

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167	01-391-000-0000-6548	AP	1	53,036.11	Recycling Contract - December	718515804919	Recycling	N
4955	Waste Management Of Wi-Mn			53,036.11	1 Transactions			
391	DEPT Total:			55,619.11	Environmental Services	4 Vendors	7 Transactions	
481	DEPT				Public Health Nursing			
115	Aaseth/Amber							
1	01-481-460-6009-6331	AP	1	39.67	Mileage - December		Mileage Reimbursement	N
2	01-481-465-6057-6331	AP	1	1.73	Mileage - December		Mileage Reimbursement	N
115	Aaseth/Amber			41.40	2 Transactions			
3282	Aaseth/Nijole							
3	01-481-460-6009-6331	AP	1	13.80	Mileage - December		Mileage Reimbursement	N
3282	Aaseth/Nijole			13.80	1 Transactions			
8204	Adams/Penny							
4	01-481-460-6009-6331	AP	1	24.73	Mileage - December		Mileage Reimbursement	N
8204	Adams/Penny			24.73	1 Transactions			
2574	Archambault/Kristi							
5	01-481-460-6009-6331	AP	1	102.35	Mileage - December		Mileage Reimbursement	N
2574	Archambault/Kristi			102.35	1 Transactions			
8783	Availity LLC							
71	01-481-460-6009-6383	AP	1	20.00	Medicare billing charges	00630716	Contract Services	N
8783	Availity LLC			20.00	1 Transactions			
8205	Avery/Jamie							
6	01-481-460-6009-6331	AP	1	70.73	Mileage - December		Mileage Reimbursement	N
8205	Avery/Jamie			70.73	1 Transactions			
7	Bartsch/Christine							
7	01-481-460-6009-6331	AP	1	82.23	Mileage - December		Mileage Reimbursement	N
7	Bartsch/Christine			82.23	1 Transactions			
8486	Baumgartner/Ann							
8	01-481-460-6009-6331	AP	1	6.90	Mileage - December		Mileage Reimbursement	N
8486	Baumgartner/Ann			6.90	1 Transactions			

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6027	Bettin/Linda							
72	01-481-460-6009-6464			8.84	Food bags		General Supplies & Outreach	N
73	01-481-461-6034-6464			1.96	COVID 19 - Lunch bags		General Supplies & Outreach	N
6027	Bettin/Linda			10.80	2 Transactions			
8440	Braaten/Beverly A							
9	01-481-460-6009-6331	AP	1	13.23	Mileage - December		Mileage Reimbursement	N
8440	Braaten/Beverly A			13.23	1 Transactions			
10084	Cardinal Health 110 LLC							
34	01-481-462-6045-5565	AP	1	152.70	Tuberculin skin test	4080820	Tuberculin Skin Test	Y
35	01-481-462-6045-5565	AP	1	43.45-	Credit	466707-0	Tuberculin Skin Test	Y
10084	Cardinal Health 110 LLC			109.25	2 Transactions			
7933	Caron/Amy							
10	01-481-465-6057-6331	AP	1	277.73	Mileage - December		Mileage Reimbursement	N
7933	Caron/Amy			277.73	1 Transactions			
12590	Christenson/Yukari							
11	01-481-460-6009-6331	AP	1	40.83	Mileage - December		Mileage Reimbursement	N
12590	Christenson/Yukari			40.83	1 Transactions			
8789	Dahle/Teya F							
82	01-481-461-6034-6261	AP	1	75.00	Reflective Consult/Super	1220	Conference & Training	Y
83	01-481-461-6059-6261	AP	1	75.00	Reflective Consult/Super	1220	Conference & Training	Y
8789	Dahle/Teya F			150.00	2 Transactions			
8076	Fast/Heather							
12	01-481-460-6009-6331	AP	1	115.00	Mileage - December		Mileage Reimbursement	N
8076	Fast/Heather			115.00	1 Transactions			
8734	Ferguson/Jessica							
13	01-481-460-6009-6331	AP	1	33.35	Mileage - December		Mileage Reimbursement	N
8734	Ferguson/Jessica			33.35	1 Transactions			
8389	Healthcarefirst							
87	01-481-460-6009-6383			104.74	HHCAHPS Fee - January	5173211	Contract Services	N
8389	Healthcarefirst			104.74	1 Transactions			

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5987	Hoffmann/Christine A							
16	01-481-461-6025-6261	AP	1	85.00	Nurse license		Conference & Training	N
14	01-481-461-6025-6331	AP	1	4.60	Mileage - November		Mileage Reimbursement	N
15	01-481-464-6061-6331	AP	1	2.30	Mileage - December		Mileage Reimbursement	N
5987	Hoffmann/Christine A			91.90	3 Transactions			
5109	Houck Transit Advertising							
93	01-481-460-6011-6243			450.00	SCAT bus Advertising	96565	Advertising,Marketing & Promotional	N
5109	Houck Transit Advertising			450.00	1 Transactions			
3256	Kofstad/Melissa							
17	01-481-460-6009-6331	AP	1	32.20	Mileage - December		Mileage Reimbursement	N
18	01-481-464-6061-6331	AP	1	1.15	Mileage - December		Mileage Reimbursement	N
3256	Kofstad/Melissa			33.35	2 Transactions			
41040	KOWZ-KRUE Radio							
96	01-481-460-6011-6243	AP	1	170.00	Radio air time - December	3904-12	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio			170.00	1 Transactions			
8899	Malecha/Melissa							
19	01-481-460-6009-6331	AP	1	27.03	Mileage - December		Mileage Reimbursement	N
8899	Malecha/Melissa			27.03	1 Transactions			
50893	MCCC MI 33							
185	01-481-460-6009-6381			3,781.26	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-460-6011-6381			218.15	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-461-6025-6381			363.58	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-461-6030-6381			218.15	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-461-6032-6381			218.15	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-461-6034-6381			145.43	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-461-6040-6381			654.45	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-461-6059-6381			218.15	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-462-6047-6381			218.15	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-464-6052-6381			72.72	PHDoc software support	2101238	Cpu Usage & Network Support	N
185	01-481-465-6057-6381			1,163.47	PHDoc software support	2101238	Cpu Usage & Network Support	N
50893	MCCC MI 33			7,271.66	11 Transactions			
5754	McMann/Katy							
20	01-481-460-6009-6331	AP	1	239.78	Mileage - December		Mileage Reimbursement	N

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5754	McMann/Katy			239.78	1 Transactions			
8341	Mead/Kathleen							
21	01-481-460-6009-6331	AP	1	25.30	Mileage - December		Mileage Reimbursement	N
8341	Mead/Kathleen			25.30	1 Transactions			
51300	Metro Sales Inc							
98	01-481-460-6009-6322			49.92	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
109	01-481-460-6009-6410	AP	1	279.64	Print usage Dec - Mar	1723816	Office Supplies	N
99	01-481-460-6011-6322			2.88	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
100	01-481-461-6025-6322			4.80	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
110	01-481-461-6025-6410	AP	1	127.11	Print usage Dec - Mar	1723816	Office Supplies	N
101	01-481-461-6030-6322			2.88	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
102	01-481-461-6032-6322			2.88	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
103	01-481-461-6034-6322			1.92	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
104	01-481-461-6040-6322			8.64	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
105	01-481-461-6059-6322			2.88	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
106	01-481-462-6047-6322			2.88	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
111	01-481-462-6047-6410	AP	1	101.69	Print usage Dec - Mar	1723816	Office Supplies	N
107	01-481-464-6052-6322			0.96	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
108	01-481-465-6057-6322			15.36	Copier Meter Contract Jan-Mar	1723816	Service Agreements	N
51300	Metro Sales Inc			604.44	14 Transactions			
7848	Nelson/Connie							
22	01-481-460-6009-6331	AP	1	36.80	Mileage - December		Mileage Reimbursement	N
7848	Nelson/Connie			36.80	1 Transactions			
2587	Piepho/Nancy J							
127	01-481-461-6025-6464	AP	1	15.00	FC Incentive Program		General Supplies & Outreach	N
23	01-481-461-6034-6331	AP	1	74.75	Mileage - December		Mileage Reimbursement	N
128	01-481-461-6034-6464	AP	1	74.36	Gift cards clients		General Supplies & Outreach	N
2587	Piepho/Nancy J			164.11	3 Transactions			
5252	Probst/Angie							
24	01-481-460-6009-6331	AP	1	82.23	Mileage - December		Mileage Reimbursement	N
5252	Probst/Angie			82.23	1 Transactions			
7944	Red Oxygen							
129	01-481-460-6011-6210	AP	1	14.11	Texting services	CI001221905104	Telephone	N

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No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
130	01-481-461-6040-6210	AP	1	10.00	Texting services	CI001221905104	Telephone	N
7944	Red Oxygen			24.11	2 Transactions			
8237	Schroeder/Sue							
25	01-481-460-6009-6331	AP	1	16.10	Mileage - December		Mileage Reimbursement	N
8237	Schroeder/Sue			16.10	1 Transactions			
81597	Spee Dee Delivery Service Inc							
134	01-481-463-6049-6322			113.88	Well water sample	4150355	Well Water Service Agreements	N
81597	Spee Dee Delivery Service Inc			113.88	1 Transactions			
75500	Steele County Treasurer							
188	01-481-460-6009-6171			730.08	Workers Comp - January		Workers Comp	N
190	01-481-460-6009-6350			484.34	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-460-6011-6171			42.12	Workers Comp - January		Workers Comp	N
191	01-481-460-6011-6341			299.97	Office rent - January		Office Rent	N
190	01-481-460-6011-6350			27.95	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-461-6025-6171			70.20	Workers Comp - January		Workers Comp	N
190	01-481-461-6025-6350			46.58	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-461-6030-6171			42.12	Workers Comp - January		Workers Comp	N
192	01-481-461-6030-6341			249.98	Office rent - January		Office Rent	N
190	01-481-461-6030-6350			27.95	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-461-6032-6171			42.12	Workers Comp - January		Workers Comp	N
193	01-481-461-6032-6341			324.97	Office rent - January		Office Rent	N
190	01-481-461-6032-6350			27.95	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-461-6034-6171			28.08	Workers Comp - January		Workers Comp	N
194	01-481-461-6034-6341			199.98	Office rent - January		Office Rent	N
190	01-481-461-6034-6350			18.63	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-461-6040-6171			126.36	Workers Comp - January		Workers Comp	N
195	01-481-461-6040-6341			824.90	Office rent - January		Office Rent	N
190	01-481-461-6040-6350			83.84	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-461-6059-6171			42.12	Workers Comp - January		Workers Comp Ins	N
196	01-481-461-6059-6341			424.96	Office rent - January		Office Rent	N
190	01-481-461-6059-6350			27.95	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-462-6047-6171			42.12	Workers Comp - January		Workers Comp	N
190	01-481-462-6047-6350			27.95	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-464-6052-6171			14.04	Workers Comp - January		Workers Comp	N
190	01-481-464-6052-6350			9.32	Prop/Liab Insur - January		Property & Liability Insurance	N
188	01-481-465-6057-6171			224.64	Workers Comp - January		Workers Comp	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
197	01-481-465-6057-6341		Office rent - January		Office Rent	N
190	01-481-465-6057-6350		Prop/Liab Insur - January		Property & Liability Insurance	N
189	01-481-460-6009-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-460-6011-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-461-6025-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-461-6030-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-461-6032-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-461-6034-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-461-6040-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-461-6059-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-462-6047-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-464-6052-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
189	01-481-465-6057-6381		CPU Usages/Network Support	January	Cpu Usage & Network Support	N
75500	Steele County Treasurer		6,358.25	40 Transactions		
8810	Stricklin/Katie					
26	01-481-460-6009-6331	AP 1	34.50	Mileage - December	Mileage Reimbursement	N
8810	Stricklin/Katie		34.50	1 Transactions		
8907	Tappe/Jane					
27	01-481-460-6009-6331	AP 1	38.53	Mileage - December	Mileage Reimbursement	N
8907	Tappe/Jane		38.53	1 Transactions		
74928	Waypa/Lisa A					
30	01-481-461-6025-6331	AP 1	4.03	Mileage - November	Mileage Reimbursement	N
31	01-481-461-6030-6331	AP 1	1.15	Mileage - August	Mileage Reimbursement	N
29	01-481-464-6061-6331	AP 1	9.20	Mileage April & December	Mileage Reimbursement	N
74928	Waypa/Lisa A		14.38	3 Transactions		
4100	Wencl/Dianne Marie					
28	01-481-460-6009-6331	AP 1	5.18	Mileage - December	Mileage Reimbursement	N
4100	Wencl/Dianne Marie		5.18	1 Transactions		
481	DEPT Total:		17,018.60	Public Health Nursing	37 Vendors	111 Transactions
502	DEPT			Steele Co Community Ctr		
62815	Owatonna Groundsmasters Inc					
120	01-502-000-0000-6380	AP 1	92.62	Plow - December	142464	Grounds Maintenance N

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Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
62815	Owatonna Groundsmasters Inc				92.62	1 Transactions			
61560	Owatonna Public Utilities								
215	01-502-000-0000-6250	DTG	2		671.47	Utilities - December	718550	Utilities	N
61560	Owatonna Public Utilities				671.47	1 Transactions			
85167	Stewart Sanitation								
139	01-502-000-0000-6300	AP	1		35.80	Trash/Recycling - December	632915	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation				35.80	1 Transactions			
502	DEPT Total:				799.89	Steele Co Community Ctr	3 Vendors	3 Transactions	
521	DEPT					Park And Recreation			
578	Access Tonna Lock Service								
32	01-521-000-0000-6823	AP	1		213.90	Lock/Handles for new door	21310	Beaver Lake	Y
578	Access Tonna Lock Service				213.90	1 Transactions			
8732	Bartlett/Grace								
267	01-521-000-0000-6265	AP	1		128.40	Per diems Oct - Nov		Per Diems-Committee Mtgs	N
8732	Bartlett/Grace				128.40	1 Transactions			
5229	Kozelka/Scott								
275	01-521-000-0000-6265	AP	1		110.00	Per diems Oct - Nov		Per Diems-Committee Mtgs	N
5229	Kozelka/Scott				110.00	1 Transactions			
8805	Kropp/Jeff								
276	01-521-000-0000-6265	AP	1		110.00	Per diems Oct - Nov		Per Diems-Committee Mtgs	N
8805	Kropp/Jeff				110.00	1 Transactions			
81852	Spurgeon/Mark								
280	01-521-000-0000-6265	AP	1		135.30	Per diems Oct - Nov		Per Diems-Committee Mtgs	N
81852	Spurgeon/Mark				135.30	1 Transactions			
8731	Stanton/Eric								
281	01-521-000-0000-6265	AP	1		110.00	Per diems Oct - Nov		Per Diems-Committee Mtgs	N
8731	Stanton/Eric				110.00	1 Transactions			
8287	Wayne/Jennifer								
282	01-521-000-0000-6265	AP	1		75.70	Per diems November		Per Diems-Committee Mtgs	N

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Vendor Name		Rpt		Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
8287	Wayne/Jennifer			75.70	1 Transactions			
521	DEPT Total:			883.30	Park And Recreation	7 Vendors	7 Transactions	
550	DEPT				Four Seasons			
3738	Arrow Ace Hardware							
168	01-550-000-0000-6410			30.15	Plumbing - Water heater	264672	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware			30.15	1 Transactions			
1967	Batteries Plus Bulbs							
33	01-550-000-0000-6410			20.95	Battery for elevator	P35400679	Operating Supplies - Contracts	N
1967	Batteries Plus Bulbs			20.95	1 Transactions			
14584	Continental Research Corp							
202	01-550-000-0000-6314			188.68	Zamboni supplies	22433	Zamboni Repairs	N
14584	Continental Research Corp			188.68	1 Transactions			
8855	Decklever Mechanical							
39	01-550-000-0000-6410	AP	1	839.88	Check/Calibrate 911 C02 Sensor	218002769	Operating Supplies - Contracts	N
8855	Decklever Mechanical			839.88	1 Transactions			
33550	Hillyard-Hutchinson							
204	01-550-000-0000-6410			18.80	Filters for sanitizers	604205661	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson			18.80	1 Transactions			
5136	Metro Janitorial Supply Inc							
47	01-550-000-0000-6410	AP	1	359.02	Janitorial supplies	11015501	Operating Supplies - Contracts	N
5136	Metro Janitorial Supply Inc			359.02	1 Transactions			
8427	MK Service & Repair							
36	01-550-000-0000-6420	AP	1	353.37	November/Dececeember linens	12455118	Linen Service	Y
8427	MK Service & Repair			353.37	1 Transactions			
62815	Owatonna Groundsmasters Inc							
119	01-550-000-0000-6380	AP	1	1,738.02	Sand/Salt & plow - December	142462	Snow Removal	N
62815	Owatonna Groundsmasters Inc			1,738.02	1 Transactions			
61520	Owatonna Motor Company							
214	01-550-000-0000-6410	AP	1	4,656.15	New radiator/gaskets/seals	658314	Operating Supplies - Contracts	N

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
61520	Owatonna Motor Company			4,656.15	1 Transactions			
54	71066 R & K Electric Inc							
	01-550-000-0000-6410	AP	1	42.50	Exit sign	57731	Operating Supplies - Contracts	N
	71066 R & K Electric Inc			42.50	1 Transactions			
216	71075 R & R Specialties Of Wisconsin Inc							
	01-550-000-0000-6314	AP	1	631.60	Zamboni supplies	71937	Zamboni Repairs	N
	71075 R & R Specialties Of Wisconsin Inc			631.60	1 Transactions			
59	85167 Stewart Sanitation							
	01-550-000-0000-6254			131.89	Garbage service - January	633408	Garbage Disposal	N
	85167 Stewart Sanitation			131.89	1 Transactions			
200	87915 Thyssenkrupp Elevator Corp							
	01-550-000-0000-6410			375.34	Elevator maintenance Jan-Mar	3005677130	Operating Supplies - Contracts	N
	87915 Thyssenkrupp Elevator Corp			375.34	1 Transactions			
550	DEPT Total:			9,386.35	Four Seasons	13 Vendors	13 Transactions	
602	DEPT				Co-Op Extension			
	37025 Innovative Office Solutions LLC							
206	01-602-000-0000-6410			14.56	Calendar/Planners - 2	3230025	Office Supplies	N
	37025 Innovative Office Solutions LLC			14.56	1 Transactions			
	51300 Metro Sales Inc							
209	01-602-000-0000-6321			332.00	Contract for base Jan-Apr	1734802	Maintenance Agreements	N
210	01-602-000-0000-6410	AP	1	265.36	Usage charge Oct - Jan	1734802	Office Supplies	N
	51300 Metro Sales Inc			597.36	2 Transactions			
	7020 Steele County Times							
219	01-602-000-0000-6410			89.00	Subscription - 2 years	Extension Ofc	Office Supplies	N
	7020 Steele County Times			89.00	1 Transactions			
602	DEPT Total:			700.92	Co-Op Extension	3 Vendors	4 Transactions	
1	Fund Total:			185,116.40	General Revenue Fund		301 Transactions	

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Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT					Judicial Ditch 1			
	73300	Rinke-Noonan Attorney at Law							
286		21-631-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
631	DEPT Total:				6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT					Judicial Ditch 10			
	73300	Rinke-Noonan Attorney at Law							
286		21-633-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
633	DEPT Total:				6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT					Judicial Ditch 5			
	73300	Rinke-Noonan Attorney at Law							
286		21-634-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
634	DEPT Total:				6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT					Judicial Ditch 6 & Imp			
	73300	Rinke-Noonan Attorney at Law							
286		21-635-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
635	DEPT Total:				6.68	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT					Judicial Ditch 7			
	73300	Rinke-Noonan Attorney at Law							
286		21-636-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
636	DEPT Total:				6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT					JD 11 (Ripley Ditch)			
	73300	Rinke-Noonan Attorney at Law							

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
286	21-637-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
637	DEPT Total:			6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT				Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law							
286	21-638-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
638	DEPT Total:			6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT				Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law							
286	21-639-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
639	DEPT Total:			6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT				Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law							
286	21-640-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
640	DEPT Total:			6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT				County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law							
286	21-641-000-0000-6273	AP	1	6.68	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.68	1 Transactions			
641	DEPT Total:			6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT				County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law							
286	21-642-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
642	DEPT Total:			6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT				County Ditch 2			
73300	Rinke-Noonan Attorney at Law							
286	21-643-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
643	DEPT Total:			6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT				County Ditch 4			
73300	Rinke-Noonan Attorney at Law							
286	21-644-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
644	DEPT Total:			6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT				County Ditch 5			
73300	Rinke-Noonan Attorney at Law							
286	21-645-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
645	DEPT Total:			6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT				County Ditch 19			
73300	Rinke-Noonan Attorney at Law							
286	21-646-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
646	DEPT Total:			6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT				County Ditch 20			
73300	Rinke-Noonan Attorney at Law							
286	21-647-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			

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21 County Ditch Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	73300 Rinke-Noonan Attorney at Law						
286	21-648-000-0000-6273	AP 1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
	73300 Rinke-Noonan Attorney at Law						
286	21-649-000-0000-6273	AP 1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
	73300 Rinke-Noonan Attorney at Law						
286	21-650-000-0000-6273	AP 1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
	73300 Rinke-Noonan Attorney at Law						
286	21-651-000-0000-6273	AP 1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
	73300 Rinke-Noonan Attorney at Law						
286	21-652-000-0000-6273	AP 1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	

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21 County Ditch Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
653	DEPT				County Ditch 27			
73300	Rinke-Noonan Attorney at Law							
286	21-653-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
653	DEPT Total:			6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT				Public Tile Ditch 7			
73300	Rinke-Noonan Attorney at Law							
286	21-654-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
654	DEPT Total:			6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT				Public Tile Ditch 8			
73300	Rinke-Noonan Attorney at Law							
286	21-655-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
655	DEPT Total:			6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT				Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law							
286	21-656-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
656	DEPT Total:			6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT				Public Tile Ditch 10			
73300	Rinke-Noonan Attorney at Law							
286	21-657-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
657	DEPT Total:			6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT				Public Tile Ditch 11			
73300	Rinke-Noonan Attorney at Law							

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21 County Ditch Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
286	21-658-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
658	DEPT Total:			6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT				Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law							
286	21-659-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
659	DEPT Total:			6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT				Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law							
286	21-660-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
660	DEPT Total:			6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT				JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law							
286	21-665-000-0000-6273	AP	1	6.66	Ditch Atty Monthly Retainer	322028	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
665	DEPT Total:			6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:			200.00	County Ditch Fund		30 Transactions	

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23 Bixby Maintenance Operati

Steele County



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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
609	DEPT			Bixby Sewer Project				
	75500 Steele County Treasurer							
287	23-609-000-0000-6350	DTF 3	500.00	Bixby Sewer Project	21-011	Property & Liability Insurance		N
	75500 Steele County Treasurer		500.00	1 Transactions				
609	DEPT Total:		500.00	Bixby Sewer Project	1 Vendors	1 Transactions		
23	Fund Total:		500.00	Bixby Maintenance Operations		1 Transactions		

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 38 Capital Outlay Fund

Steele County



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Vendor Name		Rpt		Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
251	DEPT				Jail			
	8756 ICS Consulting Inc							
285	38-251-000-0000-6600	AP	1	32,986.30	Security upgrades	6884	Capital Outlay - Detention Center	Y
	8756 ICS Consulting Inc			32,986.30	1 Transactions			
251	DEPT Total:			32,986.30	Jail	1 Vendors	1 Transactions	
38	Fund Total:			32,986.30	Capital Outlay Fund		1 Transactions	

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398 DEPT			Landfill		
4565 Aurora Township					
244 53-398-000-0000-6818	DTG 2	21,007.00	Landfill fees July - Dec		Aurora Township Landfill Host Fees N
4565 Aurora Township		21,007.00	1 Transactions		
6026 City of Albert Lea					
294 53-398-000-0000-6544		1,000.00	Permit #21-006	0011060	Leachate Treatment N
6026 City of Albert Lea		1,000.00	1 Transactions		
37025 Innovative Office Solutions LLC					
245 53-398-000-0000-6410	AP 1	70.23	Toner & Calendar	3195066	Office Supplies N
293 53-398-000-0000-6410		69.79	Sheet protectors/Staples etc	3231174	Office Supplies N
37025 Innovative Office Solutions LLC		140.02	2 Transactions		
38160 J R's Advanced Recyclers Inc					
247 53-398-000-0000-6304	AP 1	656.25	Appliances - 121	103131	Contract Services N
38160 J R's Advanced Recyclers Inc		656.25	1 Transactions		
8558 JJD Companies LLC					
246 53-398-000-0000-6543	AP 1	115,436.19	3rd payment-Demo Cell C & D	12-25-2020	Construction Eng Y
8558 JJD Companies LLC		115,436.19	1 Transactions		
3909 Liberty Tire Recycling LLC					
248 53-398-000-0000-6304	AP 1	1,882.00	Tires to recycle	1955503	Contract Services Y
3909 Liberty Tire Recycling LLC		1,882.00	1 Transactions		
52975 Minnesota Valley Testing Labs					
249 53-398-000-0000-6545	AP 1	8,097.15	Well testing	1067476	Water Testing N
52975 Minnesota Valley Testing Labs		8,097.15	1 Transactions		
8848 Napa Auto Parts Blooming Prairie					
253 53-398-000-0000-6301	AP 1	45.62	Oil filter	736616	Equip Repairs N
254 53-398-000-0000-6301	AP 1	5.68	Battery	736620	Equip Repairs N
260 53-398-000-0000-6301	AP 1	36.37	Filters	736653	Equip Repairs N
256 53-398-000-0000-6301	AP 1	144.30	Battery & air filter	736682	Equip Repairs N
255 53-398-000-0000-6301	AP 1	39.59	LED grommet	736700	Equip Repairs N
259 53-398-000-0000-6301	AP 1	300.64	Hose reel	736982	Equip Repairs N
258 53-398-000-0000-6301	AP 1	67.59	Hydraulic hose & fittings	737008	Equip Repairs N
250 53-398-000-0000-6301	AP 1	102.67	Hydraulic hose & couplers	737782	Equip Repairs N

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53 Landfill Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
252	53-398-000-0000-6301	AP	1	63.29	Hydraulic hose & fittings	737794	Equip Repairs	N
257	53-398-000-0000-6301	AP	1	9.98	Oil filter	737884	Equip Repairs	N
251	53-398-000-0000-6301	AP	1	67.28	Glass cleaner/Exactfit	738592	Equip Repairs	N
8848	Napa Auto Parts Blooming Prairie			883.01	11 Transactions			
435	OSI Environmental Inc							
262	53-398-000-0000-6304	AP	1	100.00	Used oil	2088807	Contract Services	N
261	53-398-000-0000-6304	AP	1	100.00	Drum filters - 2	2088951	Contract Services	N
435	OSI Environmental Inc			200.00	2 Transactions			
77570	Short Elliott Hendrickson Inc							
292	53-398-000-0000-6542	AP	1	1,663.96	Bypass piping and land	398854	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc			1,663.96	1 Transactions			
75500	Steele County Treasurer							
265	53-398-000-0000-6171			11,670.00	MCIT W/C Insurance	1-7-2021	Workers Comp	N
263	53-398-000-0000-6301			2,500.00	Yearly CPU & Mircrosoft License	1-7-2021	Equip Repairs	N
264	53-398-000-0000-6350			13,317.00	MCIT Property/Liability	1-7-2021	Property & Liability Insurance	N
75500	Steele County Treasurer			27,487.00	3 Transactions			
85167	Stewart Sanitation							
266	53-398-000-0000-6544	AP	1	858.92	Leachate treatment	632962	Leachate Treatment	N
85167	Stewart Sanitation			858.92	1 Transactions			
398	DEPT Total:			179,311.50	Landfill	12 Vendors	26 Transactions	
53	Fund Total:			179,311.50	Landfill Fund		26 Transactions	

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72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
865	DEPT			Planning & Zoning Surcharge			
	7771 MN Dept of Labor & Industry						
289	72-865-000-0320-2100	DTG 2	817.79	3rd Quarter surcharge - Steele		Steele County Surcharge	N
291	72-865-000-0321-2100	DTG 2	22.71	3rd Quarter surcharge - Blo Pr		Bl Pr Surcharge	N
290	72-865-000-0332-2100	DTG 2	209.10	3rd Quarter surcharge - Medfor		Medford Surcharge	N
	7771 MN Dept of Labor & Industry		1,049.60	3 Transactions			
865	DEPT Total:		1,049.60	Planning & Zoning Surcharge	1 Vendors	3 Transactions	
866	DEPT			Conceal & Carry Permits			
	2204 Bureau Of Criminal Apprehension						
288	72-866-000-0000-2100		2,185.00	BCA fees - Permit to carry	74-000067	Mn State Treasurer-Conceal & Carry	N
	2204 Bureau Of Criminal Apprehension		2,185.00	1 Transactions			
866	DEPT Total:		2,185.00	Conceal & Carry Permits	1 Vendors	1 Transactions	
72	Fund Total:		3,234.60	State Collections Fund		4 Transactions	
	Final Total:		401,348.80	197 Vendors	363 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	185,116.40	General Revenue Fund	
	21	200.00	County Ditch Fund	
	23	500.00	Bixby Maintenance Operations	
	38	32,986.30	Capital Outlay Fund	
	53	179,311.50	Landfill Fund	
	72	3,234.60	State Collections Fund	
	All Funds	401,348.80	Total	Approved by,
				
				

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/20	901	01-000-000-0000-1001 Cash	43,021.72	D	Int, Penalty & Cost				1
2	12/31/20	901	01-003-000-0000-5019 Penalties & Interest Current Tax Re & Pp	42,668.03	C	Int, Penalty & Cost				1
3	12/31/20	901	01-391-000-0000-5520 Fees	353.69	C	Int, Penalty & Cost				1
4	12/31/20	901	21-000-000-0000-1001 Cash	129.68	D	Int, Penalty & Cost				1
5	12/31/20	901	21-631-000-0000-5051 Assessments	0.48	C	Int, Penalty & Cost				1
6	12/31/20	901	21-665-000-0000-5051 Assessments	4.74	C	Int, Penalty & Cost				1
7	12/31/20	901	21-634-000-0000-5051 Assessments	1.20	C	Int, Penalty & Cost				1
8	12/31/20	901	21-635-000-0000-5051 Assessments	30.43	C	Int, Penalty & Cost				1
9	12/31/20	901	21-635-000-0000-5051 Assessments	5.99	C	Int, Penalty & Cost				1
10	12/31/20	901	21-633-000-0000-5051 Assessments	0.38	C	Int, Penalty & Cost				1
11	12/31/20	901	21-637-000-0000-5051 Assessments	2.60	C	Int, Penalty & Cost				1
12	12/31/20	901	21-639-000-0000-5051 Assessments	7.75	C	Int, Penalty & Cost				1
13	12/31/20	901	21-640-000-0000-5051 Assessments	26.96	C	Int, Penalty & Cost				1
14	12/31/20	901	21-640-000-0000-5051 Assessments	30.20	C	Int, Penalty & Cost				1
15	12/31/20	901	21-644-000-0000-5051 Assessments	5.05	C	Int, Penalty & Cost				1
16	12/31/20	901	21-645-000-0000-5051 Assessments	0.41	C	Int, Penalty & Cost				1
17	12/31/20	901	21-647-000-0000-5051 Assessments	5.08	C	Int, Penalty & Cost				1
18	12/31/20	901	21-648-000-0000-5051 Assessments	1.74	C	Int, Penalty & Cost				1
19	12/31/20	901	21-648-000-0000-5051 Assessments	2.40	C	Int, Penalty & Cost				1
20	12/31/20	901	21-649-000-0000-5051 Assessments	0.57	C	Int, Penalty & Cost				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/20	901	21-654-000-0000-5051 Assessments	0.18	C	Int, Penalty & Cost				1
22	12/31/20	901	21-655-000-0000-5051 Assessments	1.36	C	Int, Penalty & Cost				1
23	12/31/20	901	21-656-000-0000-5051 Assessments	0.29	C	Int, Penalty & Cost				1
24	12/31/20	901	21-658-000-0000-5051 Assessments	1.32	C	Int, Penalty & Cost				1
25	12/31/20	901	21-658-000-0000-5051 Assessments	0.24	C	Int, Penalty & Cost				1
26	12/31/20	901	21-659-000-0000-5051 Assessments	0.19	C	Int, Penalty & Cost				1
27	12/31/20	901	21-660-000-0000-5051 Assessments	0.12	C	Int, Penalty & Cost				1
28	12/31/20	901	74-000-000-0000-1001 Cash	42.13	D	Int, Penalty & Cost				1
29	12/31/20	901	74-610-000-0000-5020 Clean Water Partnership Act - Penalty	31.24	C	Int, Penalty & Cost				1
30	12/31/20	901	74-610-000-0000-5020 Clean Water Partnership Act - Penalty	10.89	C	Int, Penalty & Cost				1
31	12/31/20	901	23-000-000-0000-1001 Cash	83.84	D	Int, Penalty & Cost				1
32	12/31/20	901	23-609-000-0000-5520 Fees - Operations & Maintenance	44.00	C	Int, Penalty & Cost				1
33	12/31/20	901	23-609-000-0000-5589 Fees - Capital - MPFA Loan	39.84	C	Int, Penalty & Cost				1
34	12/31/20	901	70-000-000-0000-1001 Cash	47.08	D	Int, Penalty & Cost				1
35	12/31/20	901	70-000-000-0000-2398 PACE-St Paul Port Authority	47.08	C	Int, Penalty & Cost				1
36	12/31/20	901	70-000-000-0000-2151 Unapportioned Pen & Int Current	43,324.45	D	Int, Penalty & Cost				1
37	12/31/20	901	70-000-000-0000-1001 Cash	43,324.45	C	Int, Penalty & Cost				1
38	12/31/20	901	70-000-000-0000-2151 Unapportioned Pen & Int Current	50,117.04	D	Int, Penalty & Cost				1
39	12/31/20	901	70-000-000-0000-2020 Accts Payable	50,117.04	C	Int, Penalty & Cost				1
40	12/31/20	902	70-000-000-0000-2151 Unapportioned Pen & Int Current	39,824.09	C	Int, Penalty & Costs				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/20	902	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	39,824.09	D	Int, Penalty & Costs				1
42	12/31/20	903	01-000-000-0000-1001 Cash	34,215.85	D	RE TFY				1
43	12/31/20	903	01-003-000-0000-5003 Delinquent Taxes	32,087.72	C	RE TFY				1
44	12/31/20	903	01-003-000-0000-5004 Delinquent Tax - Library	522.92	C	RE TFY				1
45	12/31/20	903	01-391-000-0000-5520 Fees	1,605.21	C	RE TFY				1
46	12/31/20	903	01-000-000-0000-1001 Cash	1,115.74	D	RE TFY				1
47	12/31/20	903	01-255-000-0000-5003 Delinquent Tax	1,115.74	C	RE TFY				1
48	12/31/20	903	10-000-000-0000-1001 Cash	4,758.26	D	RE TFY				1
49	12/31/20	903	10-301-000-0000-5003 Delinquent Tax	4,758.26	C	RE TFY				1
50	12/31/20	903	35-000-000-0000-1001 Cash	3,197.86	D	RE TFY				1
51	12/31/20	903	35-800-000-0000-5003 Delinquent Tax	3,197.86	C	RE TFY				1
52	12/31/20	903	38-000-000-0000-1001 Cash	668.86	D	RE TFY				1
53	12/31/20	903	38-000-000-0000-5003 Delinquent Tax	668.86	C	RE TFY				1
54	12/31/20	903	21-000-000-0000-1001 Cash	443.69	D	RE TFY				1
55	12/31/20	903	21-631-000-0000-5051 Assessments	51.30	C	RE TFY				1
56	12/31/20	903	21-665-000-0000-5051 Assessments	138.98	C	RE TFY				1
57	12/31/20	903	21-639-000-0000-5051 Assessments	127.25	C	RE TFY				1
58	12/31/20	903	21-640-000-0000-5051 Assessments	47.62	C	RE TFY				1
59	12/31/20	903	21-648-000-0000-5051 Assessments	8.78	C	RE TFY				1
60	12/31/20	903	21-658-000-0000-5051 Assessments	44.64	C	RE TFY				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	12/31/20	903	21-648-000-0000-5051 Assessments	18.54	C	RE TFY				1
62	12/31/20	903	21-640-000-0000-5051 Assessments	6.58	C	RE TFY				1
63	12/31/20	903	70-000-000-0000-1001 Cash	63.65	D	RE TFY				1
64	12/31/20	903	70-000-000-0000-2399 Cedar River Watershed District	63.65	C	RE TFY				1
65	12/31/20	903	74-000-000-0000-1001 Cash	1,246.16	D	RE TFY				1
66	12/31/20	903	74-610-000-0000-5720 Principal Collections	1,130.95	C	RE TFY				1
67	12/31/20	903	74-610-000-0000-5710 Interest Collections	115.21	C	RE TFY				1
68	12/31/20	904	01-000-000-0000-1001 Cash	4,543.46	D	MH TFY				1
69	12/31/20	904	01-003-000-0000-5008 Delinquent Taxes Mh	2,913.46	C	MH TFY				1
70	12/31/20	904	01-003-000-0000-5004 Delinquent Tax - Library	27.91	C	MH TFY				1
71	12/31/20	904	01-391-000-0000-5520 Fees	1,602.09	C	MH TFY				1
72	12/31/20	904	01-000-000-0000-1001 Cash	189.99	D	MH TFY				1
73	12/31/20	904	01-255-000-0000-5003 Delinquent Tax	189.99	C	MH TFY				1
74	12/31/20	904	10-000-000-0000-1001 Cash	470.32	D	MH TFY				1
75	12/31/20	904	10-301-000-0000-5003 Delinquent Tax	470.32	C	MH TFY				1
76	12/31/20	904	35-000-000-0000-1001 Cash	350.10	D	MH TFY				1
77	12/31/20	904	35-800-000-0000-5003 Delinquent Tax	350.10	C	MH TFY				1
78	12/31/20	904	38-000-000-0000-1001 Cash	45.83	D	MH TFY				1
79	12/31/20	904	38-000-000-0000-5003 Delinquent Tax	45.83	C	MH TFY				1
80	12/31/20	904	70-000-000-0000-1001 Cash	5,599.70	C	MH TFY				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	12/31/20	904	70-000-000-0000-2105 Unapportioned Delinquent Tax	5,599.70	D	MH TFY				1
82	12/31/20	904	70-000-000-0000-2105 Unapportioned Delinquent Tax	5,944.49	D	MH TFY				1
83	12/31/20	904	70-000-000-0000-2020 Accts Payable	5,944.49	C	MH TFY				1
84	12/31/20	905	01-000-000-0000-1001 Cash	2,835.49	D	Wind Tower				1
85	12/31/20	905	01-003-000-0000-5010 Wind Tower Generation Tax	2,835.49	C	Wind Tower				1
86	12/31/20	905	70-000-000-0000-1001 Cash	2,835.49	C	Wind Tower				1
87	12/31/20	905	70-000-000-0000-2101 Unapportioned Current Tax	2,835.49	D	Wind Tower				1
88	12/31/20	905	70-000-000-0000-2101 Unapportioned Current Tax	708.87	D	Wind Tower				1
89	12/31/20	905	70-000-000-0000-2020 Accts Payable	708.87	C	Wind Tower				1
90	12/31/20	906	01-000-000-0000-1001 Cash	9,491,096.17	D	RE Curr Yr				1
91	12/31/20	906	01-003-000-0000-5001 Current Tax	9,139,273.13	C	RE Curr Yr				1
92	12/31/20	906	01-003-000-0000-5002 Current Tax Library	77,969.57	C	RE Curr Yr				1
93	12/31/20	906	01-391-000-0000-5520 Fees	273,853.47	C	RE Curr Yr				1
94	12/31/20	906	10-000-000-0000-1001 Cash	1,224,169.98	D	RE Curr Yr				1
95	12/31/20	906	10-301-000-0000-5001 Current Tax	1,224,169.98	C	RE Curr Yr				1
96	12/31/20	906	35-000-000-0000-1001 Cash	763,139.74	D	RE Curr Yr				1
97	12/31/20	906	35-800-000-0000-5001 Current Tax	763,139.74	C	RE Curr Yr				1
98	12/31/20	906	38-000-000-0000-1001 Cash	358,811.11	D	RE Curr Yr				1
99	12/31/20	906	38-000-000-0000-5001 Current Tax	358,811.11	C	RE Curr Yr				1
100	12/31/20	906	21-000-000-0000-1001 Cash	127,424.30	D	RE Curr Yr				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	12/31/20	906	21-631-000-0000-5051 Assessments	2,637.83	C	RE Curr Yr				1
102	12/31/20	906	21-665-000-0000-5051 Assessments	9,228.09	C	RE Curr Yr				1
103	12/31/20	906	21-634-000-0000-5051 Assessments	856.32	C	RE Curr Yr				1
104	12/31/20	906	21-633-000-0000-5051 Assessments	713.25	C	RE Curr Yr				1
105	12/31/20	906	21-637-000-0000-5051 Assessments	1,616.59	C	RE Curr Yr				1
106	12/31/20	906	21-638-000-0000-5051 Assessments	1,089.99	C	RE Curr Yr				1
107	12/31/20	906	21-639-000-0000-5051 Assessments	2,106.51	C	RE Curr Yr				1
108	12/31/20	906	21-640-000-0000-5051 Assessments	24,321.67	C	RE Curr Yr				1
109	12/31/20	906	21-635-000-0000-5051 Assessments	16,416.34	C	RE Curr Yr				1
110	12/31/20	906	21-641-000-0000-5051 Assessments	3,416.88	C	RE Curr Yr				1
111	12/31/20	906	21-642-000-0000-5051 Assessments	424.47	C	RE Curr Yr				1
112	12/31/20	906	21-643-000-0000-5051 Assessments	3,736.91	C	RE Curr Yr				1
113	12/31/20	906	21-644-000-0000-5051 Assessments	2,960.08	C	RE Curr Yr				1
114	12/31/20	906	21-645-000-0000-5051 Assessments	13,854.36	C	RE Curr Yr				1
115	12/31/20	906	21-646-000-0000-5051 Assessments	869.11	C	RE Curr Yr				1
116	12/31/20	906	21-647-000-0000-5051 Assessments	440.34	C	RE Curr Yr				1
117	12/31/20	906	21-648-000-0000-5051 Assessments	4,504.67	C	RE Curr Yr				1
118	12/31/20	906	21-653-000-0000-5051 Assessments	638.08	C	RE Curr Yr				1
119	12/31/20	906	21-650-000-0000-5051 Assessments	739.95	C	RE Curr Yr				1
120	12/31/20	906	21-651-000-0000-5051 Assessments	791.37	C	RE Curr Yr				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	12/31/20	906	21-652-000-0000-5051 Assessments	2,804.93	C	RE Curr Yr				1
122	12/31/20	906	21-654-000-0000-5051 Assessments	2,681.33	C	RE Curr Yr				1
123	12/31/20	906	21-655-000-0000-5051 Assessments	2,345.90	C	RE Curr Yr				1
124	12/31/20	906	21-656-000-0000-5051 Assessments	2,078.30	C	RE Curr Yr				1
125	12/31/20	906	21-657-000-0000-5051 Assessments	145.72	C	RE Curr Yr				1
126	12/31/20	906	21-658-000-0000-5051 Assessments	1,436.86	C	RE Curr Yr				1
127	12/31/20	906	21-659-000-0000-5051 Assessments	899.25	C	RE Curr Yr				1
128	12/31/20	906	21-660-000-0000-5051 Assessments	368.21	C	RE Curr Yr				1
129	12/31/20	906	21-645-000-0000-5051 Assessments	1,795.55	C	RE Curr Yr				1
130	12/31/20	906	21-658-000-0000-5051 Assessments	77.64	C	RE Curr Yr				1
131	12/31/20	906	21-658-000-0000-5051 Assessments	655.76	C	RE Curr Yr				1
132	12/31/20	906	21-654-000-0000-5051 Assessments	2,352.37	C	RE Curr Yr				1
133	12/31/20	906	21-654-000-0000-5051 Assessments	1,990.62	C	RE Curr Yr				1
134	12/31/20	906	21-635-000-0000-5051 Assessments	764.29	C	RE Curr Yr				1
135	12/31/20	906	21-648-000-0000-5051 Assessments	43.37	C	RE Curr Yr				1
136	12/31/20	906	21-648-000-0000-5051 Assessments	2,826.20	C	RE Curr Yr				1
137	12/31/20	906	21-653-000-0000-5051 Assessments	1,700.84	C	RE Curr Yr				1
138	12/31/20	906	21-640-000-0000-5051 Assessments	10,162.51	C	RE Curr Yr				1
139	12/31/20	906	21-649-000-0000-5051 Assessments	931.84	C	RE Curr Yr				1
140	12/31/20	906	74-000-000-0000-1001 Cash	14,867.58	D	RE Curr Yr				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	12/31/20	906	74-610-000-0000-5720 Principal Collections	890.00	C	RE Curr Yr				1
142	12/31/20	906	74-610-000-0000-5710 Interest Collections	35.60	C	RE Curr Yr				1
143	12/31/20	906	74-610-000-0000-5720 Principal Collections	13,019.64	C	RE Curr Yr				1
144	12/31/20	906	74-610-000-0000-5710 Interest Collections	922.34	C	RE Curr Yr				1
145	12/31/20	906	70-000-000-0000-1001 Cash	14,124.00	D	RE Curr Yr				1
146	12/31/20	906	70-000-000-0000-2398 PACE-St Paul Port Authority	14,124.00	C	RE Curr Yr				1
147	12/31/20	906	23-000-000-0000-1001 Cash	10,662.39	D	RE Curr Yr				1
148	12/31/20	906	23-609-000-0000-5520 Fees - Operations & Maintenance	5,500.00	C	RE Curr Yr				1
149	12/31/20	906	23-609-000-0000-5589 Fees - Capital - MPFA Loan	5,162.39	C	RE Curr Yr				1
150	12/31/20	906	70-000-000-0000-1001 Cash	8,456.90	D	RE Curr Yr				1
151	12/31/20	906	70-000-000-0000-2399 Cedar River Watershed District	8,456.90	C	RE Curr Yr				1
152	12/31/20	906	70-000-000-0000-1001 Cash	12,012,752.17	C	RE Curr Yr				1
153	12/31/20	906	70-000-000-0000-2101 Unapportioned Current Tax	12,012,752.17	D	RE Curr Yr				1
154	12/31/20	906	70-000-000-0000-2101 Unapportioned Current Tax	19,524,260.71	D	RE Curr Yr				1
155	12/31/20	906	70-000-000-0000-2020 Accts Payable	19,524,260.71	C	RE Curr Yr				1
156	12/31/20	907	01-000-000-0000-1001 Cash	33,956.02	D	MH Curr Yr				1
157	12/31/20	907	01-003-000-0000-5007 Current Tax Mobile Homes	21,077.43	C	MH Curr Yr				1
158	12/31/20	907	01-003-000-0000-5002 Current Tax Library	153.36	C	MH Curr Yr				1
159	12/31/20	907	01-391-000-0000-5520 Fees	12,725.23	C	MH Curr Yr				1
160	12/31/20	907	10-000-000-0000-1001 Cash	2,823.25	D	MH Curr Yr				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	12/31/20	907	10-301-000-0000-5007 Current Tax Mobile Homes	2,823.25	C	MH Curr Yr				1
162	12/31/20	907	35-000-000-0000-1001 Cash	1,760.05	D	MH Curr Yr				1
163	12/31/20	907	35-800-000-0000-5007 Current Tax Mobile Homes	1,760.05	C	MH Curr Yr				1
164	12/31/20	907	38-000-000-0000-1001 Cash	827.56	D	MH Curr Yr				1
165	12/31/20	907	38-000-000-0000-5001 Current Tax	827.56	C	MH Curr Yr				1
166	12/31/20	907	70-000-000-0000-1001 Cash	39,366.88	C	MH Curr Yr				1
167	12/31/20	907	70-000-000-0000-2131 Unapportioned Current Mobile Homes	39,366.88	D	MH Curr Yr				1
168	12/31/20	907	70-000-000-0000-2131 Unapportioned Current Mobile Homes	48,392.10	D	MH Curr Yr				1
169	12/31/20	907	70-000-000-0000-2020 Accts Payable	48,392.10	C	MH Curr Yr				1
170	12/31/20	908	01-000-000-0000-1001 Cash	316.73	C	PILT				1
171	12/31/20	908	01-003-901-0000-5301 Public Hunting	316.73	D	PILT				1
172	12/31/20	908	70-000-000-0000-1001 Cash	316.73	D	PILT				1
173	12/31/20	908	70-000-000-0000-2164 Unapportioned Public Hunting Grounds	316.73	C	PILT				1
174	12/31/20	908	70-000-000-0000-2164 Unapportioned Public Hunting Grounds	316.73	D	PILT				1
175	12/31/20	908	70-000-000-0000-2020 Accts Payable	316.73	C	PILT				1
176	12/31/20	909	01-000-000-0000-1001 Cash	14,756.37	C	Public Hunting				1
177	12/31/20	909	01-003-901-0000-5301 Public Hunting	14,756.37	D	Public Hunting				1
178	12/31/20	909	70-000-000-0000-1001 Cash	14,756.37	D	Public Hunting				1
179	12/31/20	909	70-000-000-0000-2164 Unapportioned Public Hunting Grounds	14,756.37	C	Public Hunting				1
180	12/31/20	909	70-000-000-0000-2164 Unapportioned Public Hunting Grounds	14,756.37	D	Public Hunting				1

Description DEC 2020 EOM JE'S - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	12/31/20	909	70-000-000-0000-2020 Accts Payable	14,756.37	C	Public Hunting				1
182	12/31/20	910	70-000-000-0000-1001 Cash	275.00	D	Beer/Liquor Licenses				1
183	12/31/20	910	70-000-000-0000-2167 Liquor License Distribution	250.00	C	Beer/Liquor Licenses				1
184	12/31/20	910	70-000-000-0000-2168 Beer License Distribution	25.00	C	Beer/Liquor Licenses				1
185	12/31/20	910	01-041-000-0000-5100 Licenses	275.00	D	Beer/Liquor Licenses				1
186	12/31/20	910	01-000-000-0000-1001 Cash	275.00	C	Beer/Liquor Licenses				1
187	12/31/20	911	01-000-000-0000-1001 Cash	939.38	C	Rev Sharing				1
188	12/31/20	911	01-003-901-0000-5301 Public Hunting	939.38	D	Rev Sharing				1
189	12/31/20	911	70-000-000-0000-1001 Cash	939.38	D	Rev Sharing				1
190	12/31/20	911	70-000-000-0000-2164 Unapportioned Public Hunting Grounds	930.34	C	Rev Sharing				1
191	12/31/20	911	70-000-000-0000-2399 Cedar River Watershed District	9.04	C	Rev Sharing				1
192	12/31/20	911	70-000-000-0000-2164 Unapportioned Public Hunting Grounds	930.34	D	Rev Sharing				1
193	12/31/20	911	70-000-000-0000-2020 Accts Payable	930.34	C	Rev Sharing				1
194	12/31/20	903	70-000-000-0000-1001 Cash	45,710.07	C	RE TFY				1
195	12/31/20	903	70-000-000-0000-2105 Unapportioned Delinquent Tax	45,710.07	D	RE TFY				1
196	12/31/20	903	70-000-000-0000-2105 Unapportioned Delinquent Tax	58,616.68	D	RE TFY				1
197	12/31/20	903	70-000-000-0000-2020 Accts Payable	58,616.68	C	RE TFY				1
Debit Total				44,075,619.90		Credit Total	44,075,619.90	Net:		0.00

Description DEC 2020 EOM JE'S - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/20	912	72-860-000-0000-2100 Mn State Treasurer -Mortgage Regis Tax	90,061.85	D	MRT				1
2	12/31/20	912	72-000-000-0000-1001 Cash	2,701.86	C	MRT				1
3	12/31/20	912	72-000-000-0000-1001 Cash	87,359.99	C	MRT				1
4	12/31/20	912	01-000-000-0000-1001 Cash	2,701.86	D	MRT				1
5	12/31/20	912	01-003-000-0000-5013 Mortgage Registry Tax Revenue	2,701.86	C	MRT				1
6	12/31/20	913	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	42,527.63	D	State Deed Tax				1
7	12/31/20	913	72-000-000-0000-1001 Cash	1,275.83	C	State Deed Tax				1
8	12/31/20	913	72-000-000-0000-1001 Cash	41,251.80	C	State Deed Tax				1
9	12/31/20	913	01-000-000-0000-1001 Cash	1,275.83	D	State Deed Tax				1
10	12/31/20	913	01-003-000-0000-5014 State Deed Tax Revenue	1,275.83	C	State Deed Tax				1
11	12/31/20	914	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	3,803.00	D	Sales Tax				1
12	12/31/20	914	72-000-000-0000-1001 Cash	3,803.00	C	Sales Tax				1
13	12/31/20	915	53-398-000-0000-6540 Machine Fuel	116.00	D	Usage Tax				1
14	12/31/20	915	53-000-000-0000-1001 Cash	116.00	C	Usage Tax				1
15	12/31/20	916	53-398-000-0000-6540 Machine Fuel	85.21	D	Diesel Tax				1
16	12/31/20	916	53-000-000-0000-1001 Cash	85.21	C	Diesel Tax				1
17	12/31/20	917	10-304-000-0000-6522 Diesel Fuel Tax	464.27	D	Diesel Tax				1
18	12/31/20	917	10-000-000-0000-1001 Cash	464.27	C	Diesel Tax				1
19	12/31/20	918	01-003-000-0000-6354 Misc Insurance Acct	271,483.00	D	BCBS				1
20	12/31/20	918	01-000-000-0000-1001 Cash	271,483.00	C	BCBS				1

Description DEC 2020 EOM JE'S - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/20	919	01-003-000-0000-6160 Pera	193,240.82	D	PERA				1
22	12/31/20	919	01-000-000-0000-1001 Cash	193,240.82	C	PERA				1
23	12/31/20	920	01-003-000-0000-6961 Visa One Card Program	20,541.15	D	BMO cc Pmt				1
24	12/31/20	920	01-000-000-0000-1001 Cash	20,541.15	C	BMO cc Pmt				1
25	12/31/20	921	70-000-000-0000-2163 Unapportioned Other State Revenue	303,926.56	D	Wire to State-Gen Prop Tax				1
26	12/31/20	921	70-000-000-0000-1001 Cash	303,926.56	C	Wire to State-Gen Prop Tax				1
27	12/31/20	922	70-000-000-0000-2417 City Of Owatonna	7,325,721.12	D	Wire to City of Owat-tax sett				1
28	12/31/20	922	70-000-000-0000-1001 Cash	7,325,721.12	C	Wire to City of Owat-tax sett				1
29	12/31/20	923	70-000-000-0000-2460 School District 2168	75,527.61	D	Wire to ISD #2168-tax sett				1
30	12/31/20	923	70-000-000-0000-1001 Cash	75,527.61	C	Wire to ISD #2168-tax sett				1
31	12/31/20	924	01-255-000-0000-6253 Contracted Services-MN Prairie SDA	2,679,125.00	D	tax levy pmt to MN Prairie				1
32	12/31/20	924	01-000-000-0000-1001 Cash	2,679,125.00	C	tax levy pmt to MN Prairie				1
33	12/31/20	925	35-800-000-0000-6700 Bond And Interest	48,668.75	D	GO Refunding Bond Int				1
34	12/31/20	925	35-000-000-0000-1001 Cash	48,668.75	C	GO Refunding Bond Int				1
35	12/31/20	926	35-800-000-0000-6701 Bond Principal Disb	960,000.00	D	GO Refunding Bond Princ				1
36	12/31/20	926	35-000-000-0000-1001 Cash	960,000.00	C	GO Refunding Bond Princ				1
37	12/31/20	927	35-800-000-0000-6700 Bond And Interest	53,800.00	D	Bond Series 2018A Int				1
38	12/31/20	927	35-000-000-0000-1001 Cash	53,800.00	C	Bond Series 2018A Int				1
39	12/31/20	928	35-800-000-0000-6701 Bond Principal Disb	150,000.00	D	Bond Series 2018A Princ				1
40	12/31/20	928	35-000-000-0000-1001 Cash	150,000.00	C	Bond Series 2018A Princ				1

Description DEC 2020 EOM JE'S - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/20	929	35-800-000-0000-6700 Bond And Interest	104,766.67	D	Jail Bond Series 2020A Int				1
42	12/31/20	929	35-000-000-0000-1001 Cash	104,766.67	C	Jail Bond Series 2020A Int				1
43	12/31/20	930	01-003-000-0000-6801 General Expense	495.00	D	Northland Sec Fees				1
44	12/31/20	930	01-000-000-0000-1001 Cash	495.00	C	Northland Sec Fees				1
45	12/31/20	931	01-003-000-0000-5831 Miscellaneous Revenue	63.00	D	Out of home placement to MN Pr				1
46	12/31/20	931	01-000-000-0000-1001 Cash	63.00	C	Out of home placement to MN Pr				1
47	12/31/20	932	01-000-000-0000-1001 Cash	4,084.06	C	to bal to Bremer Bank				1
48	12/31/20	932	01-000-000-2510-2270 Security Deposit-Inmates	4,084.06	D	to bal to Bremer Bank				1
49	12/31/20	933	75-000-000-0000-1001 Cash	14.02	C	to rev JE #916 voided ck				1
50	12/31/20	933	75-870-000-0000-6900 Interest To Cemeteries	14.02	D	to rev JE #916 voided ck				1
51	12/31/20	934	75-000-000-0000-2750 Reserved For Missing Heirs	30.27	D	to corr recpt #202250 fr Aug				1
52	12/31/20	934	75-000-000-0000-1001 Cash	30.27	C	to corr recpt #202250 fr Aug				1
53	12/31/20	934	01-000-000-0000-1001 Cash	30.27	D	to corr recpt #202250 fr Aug				1
54	12/31/20	934	01-003-000-0000-5831 Miscellaneous Revenue	30.27	C	to corr recpt #202250 fr Aug				1
55	12/31/20	935	53-000-000-0000-1001 Cash	12,677.12	D	to rec landfill fin int income				1
56	12/31/20	935	53-398-000-0000-5710 Interest	12,677.12	C	to rec landfill fin int income				1
57	12/31/20	935	01-003-000-0000-5710 Interest From Investments	12,677.12	D	to rec landfill fin int income				1
58	12/31/20	935	01-000-000-0000-1001 Cash	12,677.12	C	to rec landfill fin int income				1
59	12/31/20	935	53-000-000-0000-2881 Net Worth/Equity	12,677.12	D	transf 2020 int inc to reserve				1
60	12/31/20	935	53-000-000-0000-2722 Reserve For Capital Imp-Fin Assurance	12,677.12	C	transf 2020 int inc to reserve				1

Steele County
JOURNAL ENTRIES



Description DEC 2020 EOM JE'S - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
Debit Total				12,370,584.31		Credit Total	12,370,584.31	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description JW - DEC 2020 EOM JE'S - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/20	502	10-301-000-0000-6215 Postage	6.00	D	Hwy Postage - Dec 2020				1
2	12/31/20	502	10-000-000-0000-1001 Cash	6.00	C	Hwy Postage - Dec 2020				1
3	12/31/20	502	01-000-000-0000-1001 Cash	6.00	D	Hwy Postage - Dec 2020				1
4	12/31/20	502	01-062-000-0000-5831 Miscellaneous	6.00	C	Hwy Postage - Dec 2020				1
5	12/31/20	502	53-398-000-0000-6215 Postage	19.75	D	LF Postage - Dec 2020				1
6	12/31/20	502	53-000-000-0000-1001 Cash	19.75	C	LF Postage - Dec 2020				1
7	12/31/20	502	01-000-000-0000-1001 Cash	19.75	D	LF Postage - Dec 2020				1
8	12/31/20	502	01-062-000-0000-5831 Miscellaneous	19.75	C	LF Postage - Dec 2020				1
9	12/31/20	502	01-111-000-0000-6320 Fleet Vehicle Maintenance	364.64	D	Enterprise Full Maint Fee				1
10	12/31/20	502	01-111-000-0000-6320 Fleet Vehicle Maintenance	5.00	D	Non Enterprise Maint Fee				1
11	12/31/20	502	01-251-000-0000-6320 Vehicle Maintenance	422.49	D	Enterprise Full Maint Fee				1
12	12/31/20	502	01-251-000-0000-6320 Vehicle Maintenance	5.00	D	Non Enterprise Maint Fee				1
13	12/31/20	502	01-000-000-0000-1001 Cash	797.13	C	Admin-DC Enterprise Dec 20				1
14	12/31/20	502	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	15,536.33	D	Fleet Lease Payments - Dec 20				1
15	12/31/20	502	38-000-000-0000-1001 Cash	15,536.33	C	Fleet Lease Payments - Dec 20				1
16	12/31/20	502	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	12/31/20	502	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	12/31/20	502	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	12/31/20	502	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	12/31/20	502	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Description JW - DEC 2020 EOM JE'S - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/20	502	01-201-000-0106-6320 Squad 7424 Maintenance	25.00	D	Repair Flat				1
22	12/31/20	502	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	12/31/20	502	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	12/31/20	502	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
25	12/31/20	502	01-201-000-0109-6320 Squad 7416 Maintenance	484.00	D	Right Rear Wheel Bearing				1
26	12/31/20	502	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	12/31/20	502	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
28	12/31/20	502	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	12/31/20	502	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	12/31/20	502	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	12/31/20	502	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	12/31/20	502	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	12/31/20	502	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	12/31/20	502	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
35	12/31/20	502	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
36	12/31/20	502	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
37	12/31/20	502	01-201-000-0120-6320 Squad 7402 Maintenance	748.56	D	Tires, balance & disposal				1
38	12/31/20	502	01-201-000-0120-6320 Squad 7402 Maintenance	63.90	D	Oil Change				1
39	12/31/20	502	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
40	12/31/20	502	01-201-000-0123-6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description JW - DEC 2020 EOM JE'S - CASH

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/20	502	01-201-000-0123-6320 Squad 7423 Maintenance	932.00	D	Tires, balance & disposal				1
42	12/31/20	502	01-000-000-0000-1001 Cash	2,358.46	C	Sheriff Enterprise - Nov 20				1
43	12/31/20	502	01-003-000-0000-6354 Misc Insurance Acct	7,960.78	D	Remove Payroll DD Difference				1
44	12/31/20	502	01-000-000-0000-1001 Cash	7,960.78	C	Remove Payroll DD Difference				1
45	12/31/20	502	01-003-000-0000-6357 Bank Charges	4,117.59	D	Bank Charges - Magic #1				1
46	12/31/20	502	01-003-000-0000-6357 Bank Charges	19.83	D	Bank Charges - Magic #2				1
47	12/31/20	502	01-003-000-0000-6357 Bank Charges	120.44	D	Bank Charges - Payroll				1
48	12/31/20	502	01-003-000-0000-5831 Miscellaneous Revenue	0.01	C	Misc Deposit - Magic #2				1
49	12/31/20	502	01-000-000-0000-1001 Cash	4,257.85	C	Dec Bank Fees-Misc Dep				1
50	12/31/20	502	01-000-000-0000-1001 Cash	145,610.15	D	Dec 2020 Interest				1
51	12/31/20	502	01-003-000-0000-5710 Interest From Investments	145,348.15	C	Dec Interest - UBS				1
52	12/31/20	502	01-003-000-0000-5710 Interest From Investments	150.39	C	Dec Interest - Magic #1				1
53	12/31/20	502	01-003-000-0000-5710 Interest From Investments	106.57	C	Dec Interest - Magic #2				1
54	12/31/20	502	01-003-000-0000-5710 Interest From Investments	5.03	C	Dec Interest - Payroll				1
55	12/31/20	502	01-003-000-0000-5710 Interest From Investments	0.01	C	Dec Interest - Acct #6228				1
56	12/31/20	502	38-000-000-0000-1001 Cash	13.05	D	Dec 2020 Interest				1
57	12/31/20	502	38-251-000-0000-5710 Interest	13.05	C	Dec Bond Interest				1
58	12/31/20	502	81-000-000-0000-1001 Cash	4.57	D	Dec 2020 Interest				1
59	12/31/20	502	81-230-000-0000-5710 Interest	4.57	C	Dec Interest - E911				1
Debit Total				176,589.83		Credit Total	176,589.83	Net:		0.00

Steele County

JOURNAL ENTRIES



Descriptor JW - DEC 2020 BMO CASH JE'S

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/20	501	01-000-000-0000-1001 Cash	2,207.57	D	BMO CC Reimbursement				1
2	12/31/20	501	10-000-000-0000-1001 Cash	1,072.26	C	BMO CC Reimbursement - Hwy				1
3	12/31/20	501	81-000-000-0000-1001 Cash	1,135.31	C	BMO CC Reimbursement - JD				1
4	12/31/20	501	01-003-000-0000-6961 Visa One Card Program	25.08	D	Reimbursement check	Square, Inc.			1
5	12/31/20	501	01-003-565-0000-6480 Non-Capitalized Inventory	69.79	D	Speaker Cables - Rm 40 C035	Infinite Electronics Int			1
6	12/31/20	501	01-003-565-0000-6480 Non-Capitalized Inventory	242.00	D	C045 - SCDC Monitors	Hp, Inc.			1
7	12/31/20	501	01-003-565-0000-6480 Non-Capitalized Inventory	4,978.16	D	CRF-ConfRmDesktops	Dell International L.L.C			1
8	12/31/20	501	01-003-565-0000-6480 Non-Capitalized Inventory	27.47	D	C045 - Webcam2	Amazon.Com, Inc.			1
9	12/31/20	501	01-003-565-0000-6480 Non-Capitalized Inventory	41.95	D	C045 - Webcam1	Amazon.Com, Inc.			1
10	12/31/20	501	01-003-565-0000-6480 Non-Capitalized Inventory	442.98	D	C028, C031, C035 - Rally Mount	Amazon.Com, Inc.			1
11	12/31/20	501	01-003-565-0000-6600 Capital Outlay	104.95	D	5/10 pack Earplugs for Radios	Amazon.Com, Inc.			1
12	12/31/20	501	01-003-565-0000-6600 Capital Outlay	340.50	D	50/Earbud audios for Radios	Amazon.Com, Inc.			1
13	12/31/20	501	01-003-565-0000-6801 General Expense - COVID 19	99.16	D	Laptop Power Supplies - ASR	Dell International L.L.C			1
14	12/31/20	501	01-003-565-0000-6801 General Expense - COVID 19	17.18	D	postage for inmate covid tests	United Parcel Service, In			1
15	12/31/20	501	01-003-565-0000-6801 General Expense - COVID 19	17.10	D	postage for inmate covid tests	United Parcel Service, In			1
16	12/31/20	501	01-003-565-0000-6801 General Expense - COVID 19	17.10	D	postage for inmate covid tests	United Parcel Service, In			1
17	12/31/20	501	01-003-565-0000-6801 General Expense - COVID 19	17.14	D	postage for inmate covid tests	United Parcel Service, In			1
18	12/31/20	501	01-003-565-0000-6801 General Expense - COVID 19	17.14	D	postage for inmate covid tests	United Parcel Service, In			1
19	12/31/20	501	01-031-000-0000-6410 Office Supplies	32.74	D	Printing paper & Pens	Amazon.Com, Inc.			1
20	12/31/20	501	01-032-000-0000-6261 Conference & Training	60.00	D	B/G/S Prevent Burnout Training	Cvent Inc			1

Descriptor JW - DEC 2020 BMO CASH JE'S

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/20	501	01-032-000-0000-6261 Conference & Training	450.00	D	Negotiation Boot Camp Training	Paypal			1
22	12/31/20	501	01-032-000-0000-6410 Office Supplies	67.05	D	Printing paper & Pens	Amazon.Com Services, Inc			1
23	12/31/20	501	01-042-000-0000-6410 Office Supplies	41.98	D	#10 envelopes	Amazon.Com, Inc.			1
24	12/31/20	501	01-061-000-0000-6241 Membership Dues	359.00	D	Performance Mgmt SW	Brightgauge Software, In			1
25	12/31/20	501	01-061-000-0000-6241 Membership Dues	189.00	D	IT Document Management	It Glue			1
26	12/31/20	501	01-061-000-0000-6304 Misc Contracts	491.18	D	Novec 1230 Inspection	Nardini Fire Equipment Co			1
27	12/31/20	501	01-061-000-0000-6410 Office Supplies	24.96	D	Copy Paper	Amazon.Com, Inc.			1
28	12/31/20	501	01-061-000-0000-6410 Office Supplies	9.22	D	Tools - File	Arrow Hardware, Inc			1
29	12/31/20	501	01-061-000-0000-6413 Computer Supplies	128.00	D	DP-HDMI Cable resupply	Amazon.Com, Inc.			1
30	12/31/20	501	01-061-000-0000-6413 Computer Supplies	159.98	D	SSL Certificate Renewal	Godaddy.Com Llc			1
31	12/31/20	501	01-061-000-0000-6413 Computer Supplies	111.76	C	Wrong parts - Returned	Amazon.Com, Inc.			1
32	12/31/20	501	01-062-000-0000-6480 Non-Capitalized Inventory	316.90	D	Annex UPS Replacement Battery	Provantage Llc			1
33	12/31/20	501	01-062-000-0000-6480 Non-Capitalized Inventory	398.90	D	C065 - PHN Tablet Cases	Dell International L.L.C			1
34	12/31/20	501	01-062-000-0000-6480 Non-Capitalized Inventory	1,371.30	D	PHN - Tablet Docks	Dell International L.L.C			1
35	12/31/20	501	01-063-000-0000-6410 Office Supplies	13.34	D	Postage-Abstract to SOS	Arrow Hardware, Inc			1
36	12/31/20	501	01-091-000-0000-6410 Office Supplies	40.50	D	Certified copies	Mohave County Superior Co			1
37	12/31/20	501	01-091-000-0000-6410 Office Supplies	23.06	D	Office supplies	Wal-Mart Stores, Inc.			1
38	12/31/20	501	01-091-000-0000-6410 Office Supplies	74.08	C	refund	Amazon.Com, Inc.			1
39	12/31/20	501	01-103-000-0000-6241 Membership Dues	3.75	D	tax	Value Payment Systems Llc			1
40	12/31/20	501	01-103-000-0000-6241 Membership Dues	35.00	D	Certification by DOR	Minnesota Dor - State Tax			1

Descriptor JW - DEC 2020 BMO CASH JE'S

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/20	501	01-103-000-0000-6261 Conference & Training	200.00	D	Brian Anderson Registration	Minnesota Association Of			1
42	12/31/20	501	01-103-000-0000-6301 Equip/Software Maint	31.82	D	Headset for Assessors	Amazon.Com, Inc.			1
43	12/31/20	501	01-103-000-0000-6501 Publications/Manuals	149.00	D	Asst Cty Assessor Job Posting	Paypal			1
44	12/31/20	501	01-103-000-0000-6501 Publications/Manuals	15.25	D	November Subscription	Adams Publishing Group LI			1
45	12/31/20	501	01-111-000-0000-6261 Conference & Training	100.00	D	License Fees	State Of Minnesota			1
46	12/31/20	501	01-111-000-0000-6261 Conference & Training	19.00	D	License Fees	State Of Minnesota			1
47	12/31/20	501	01-111-000-0000-6261 Conference & Training	19.00	D	License Fees	State Of Minnesota			1
48	12/31/20	501	01-111-000-0000-6320 Fleet Vehicle Maintenance	240.00	D	Fleet Car Washes	Kwik Trip Inc			1
49	12/31/20	501	01-111-000-0000-6410 Office Supplies	10.99	D	Retratable Badge Reels	Amazon.Com, Inc.			1
50	12/31/20	501	01-111-000-0000-6561 Small Tools	34.98	D	Clamps	Lowes Companies, Inc.			1
51	12/31/20	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	20.44	D	flag pole repair	Fleet Farm Group, Llc			1
52	12/31/20	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	228.24	D	junction box	Schwab Volhaber Lubratt I			1
53	12/31/20	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	189.02	D	Pump Strainers	State Supply Co., Inc.			1
54	12/31/20	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	72.00	D	Batteries - Stock	Bpb, Llc			1
55	12/31/20	501	01-111-040-0000-6560 Janitorial Supplies	25.20	D	Cleaning Supplies	Fleet Farm Group, Llc			1
56	12/31/20	501	01-111-041-0000-6560 Janitorial Supplies	11.73	D	bleach, detergent	Coborn's Incorporated			1
57	12/31/20	501	01-111-043-0000-6300 Bldg Repairs & Maintenance	21.46	D	tools	Fleet Farm Group, Llc			1
58	12/31/20	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	82.60	D	roof repair	Lowes Companies, Inc.			1
59	12/31/20	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	16.97	D	TV mount	Lowes Companies, Inc.			1
60	12/31/20	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	42.44	D	supplies - appliance repair	Lowes Companies, Inc.			1

Descriptor JW - DEC 2020 BMO CASH JE'S

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	12/31/20	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	10.44	D	Toggle Bolts	Lowes Companies, Inc.			1
62	12/31/20	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	482.36	D	Electronic Key Switch	Digi-Key Corporation			1
63	12/31/20	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	1.02	D	Chair Repair	Lowes Companies, Inc.			1
64	12/31/20	501	01-201-000-0000-6210 Telephone	42.94	D	Adobe Apps	Adobe Systems Inc			1
65	12/31/20	501	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data Storage/GB Plan	Apple, Inc.			1
66	12/31/20	501	01-201-000-0000-6215 Postage	6.95	D	Postage - SC20-000836	United States Postal Serv			1
67	12/31/20	501	01-201-000-0000-6241 Membership Dues	50.00	D	2021 FBI-LEEDA membership dues	Fbi-Leeda Inc			1
68	12/31/20	501	01-201-000-0000-6261 Conference & Training	250.00	D	L. Theile - Winter Conference	Minnesota State Sheriffs			1
69	12/31/20	501	01-201-000-0000-6261 Conference & Training	188.95	D	First Aid / CPR training	Jones & Bartlett Learnin			1
70	12/31/20	501	01-201-000-0000-6287 SWAT Training	508.25	D	Radio Acessories	Csuk Inc			1
71	12/31/20	501	01-201-000-0000-6287 SWAT Training	16.70	D	Batteries for SWAT optics	Bpb, Llc			1
72	12/31/20	501	01-201-000-0000-6293 Gun Permit Expenses	235.44	D	3/200 rolls &2/ 500 cards	Identisys Incorporated			1
73	12/31/20	501	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
74	12/31/20	501	01-201-000-0000-6293 Gun Permit Expenses	253.48	D	KVM for SCSO	Amazon.Com, Inc.			1
75	12/31/20	501	01-201-000-0000-6438 K-9 Expenses	145.26	D	K9 2020 Yearly Exam	Bauer Veterinary Services			1
76	12/31/20	501	01-201-000-0000-6438 K-9 Expenses	59.99	D	Dog Food - K9	Farmers Feed & Pet Sply			1
77	12/31/20	501	01-201-000-0116-6320 Squad 116 Maintenance	115.00	D	Trailer Hitch on truck	G & G Durand, Ltd.			1
78	12/31/20	501	01-251-000-0000-6211 Radio - Computers - Cameras	23.59	D	Camera Accessories	Amazon.Com, Inc.			1
79	12/31/20	501	01-251-000-0000-6211 Radio - Computers - Cameras	340.50	D	Staff Radio Earpieces	Amazon.Com, Inc.			1
80	12/31/20	501	01-251-000-0000-6211 Radio - Computers - Cameras	283.47	D	Replacement Portable Cameras	Walmart.Com Usa Llc			1

Descriptor JW - DEC 2020 BMO CASH JE'S

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	12/31/20	501	01-251-000-0000-6261 Conference & Training	250.00	D	online training	Minnesota State Sheriffs			1
82	12/31/20	501	01-251-000-0000-6406 Program Supplies	17.17	D	inmate programs	Netflix, Inc.			1
83	12/31/20	501	01-251-000-0000-6406 Program Supplies	136.48	D	program supplies	Wal-Mart Stores, Inc			1
84	12/31/20	501	01-251-000-0000-6410 Office Supplies	63.99	D	Kleenex	Amazon.Com, Inc.			1
85	12/31/20	501	01-251-000-0000-6410 Office Supplies	79.20	C	Refund - -Kleenex	Amazon.Com, Inc.			1
86	12/31/20	501	01-251-000-0000-6410 Office Supplies	79.20	D	Kleenex	Amazon.Com, Inc.			1
87	12/31/20	501	01-251-000-0000-6451 Operating Supplies	116.68	D	ZipLock Bags / Dish Detergent	Amazon.Com, Inc.			1
88	12/31/20	501	01-251-000-0000-6451 Operating Supplies	149.73	D	Staff Microwave replacements	Wal-Mart Stores, Inc			1
89	12/31/20	501	01-251-000-0000-6451 Operating Supplies	246.43	D	Holsters - Cut down tool	Paypal			1
90	12/31/20	501	01-251-000-0000-6560 Janitorial Supplies	44.51	D	Intake Laundry Detergent	Amazon.Com, Inc.			1
91	12/31/20	501	01-251-000-0000-6801 Misc Expense	4.03	D	TRANSPORT MEAL	Independent Purchasing Co			1
92	12/31/20	501	01-251-000-0000-6801 Misc Expense	7.11	D	TRANSPORT MEAL	Independent Purchasing Co			1
93	12/31/20	501	01-251-000-0000-6801 Misc Expense	5.22	D	TRANSPORT MEAL	Kum & Go, L.C.			1
94	12/31/20	501	01-251-000-0000-6801 Misc Expense	4.49	D	TRANSPORT MEAL	P&j Foods, Inc			1
95	12/31/20	501	01-252-000-0000-6410 Office Supplies	34.40	D	Clipboards	Amazon.Com Services, Inc			1
96	12/31/20	501	01-252-000-0000-6410 Office Supplies	41.88	D	Power for Staff Conf Room	Amazon.Com, Inc.			1
97	12/31/20	501	01-252-000-0000-6410 Office Supplies	22.93	D	Screen protector, certificates	Amazon.Com, Inc.			1
98	12/31/20	501	01-252-000-0000-6410 Office Supplies	13.99	D	Case for i-phone	Amazon.Com, Inc.			1
99	12/31/20	501	01-252-775-0000-6261 Conference & Training - CCA Subsidy	850.00	D	Facilitator Training	Paypal			1
100	12/31/20	501	01-253-000-0000-6215 Postage	275.00	D	5/Rolls of stamps	United States Postal Serv			1

Descriptor JW - DEC 2020 BMO CASH JE'S

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	12/31/20	501	01-253-000-0000-6300 Bldg Repairs & Maintenance	43.12	D	RTU Belts	Wen-Col Inc			1
102	12/31/20	501	01-253-000-0000-6300 Bldg Repairs & Maintenance	79.96	D	Roof Top Ladder	Lowes Companies, Inc.			1
103	12/31/20	501	01-253-000-0000-6300 Bldg Repairs & Maintenance	5.99	D	RTU Belts	Wen-Col Inc			1
104	12/31/20	501	01-253-000-0000-6300 Bldg Repairs & Maintenance	22.23	D	RTU Belts	Wen-Col Inc			1
105	12/31/20	501	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Campfire Monthly Subscription	Basecamp, Llc			1
106	12/31/20	501	01-481-460-6009-6465 Patient Supplies & Services	3.90	D	QA: Patient Supplies	Amazon.Com, Inc.			1
107	12/31/20	501	01-481-460-6009-6465 Patient Supplies & Services	57.89	D	QA: Patient Supplies	Amazon.Com, Inc.			1
108	12/31/20	501	01-481-460-6009-6465 Patient Supplies & Services	12.25	D	QA: Patient supplies	Amazon.Com, Inc.			1
109	12/31/20	501	01-481-464-6061-6410 Office Supplies	157.40	D	Headsets for PHN	Amazon.Com, Inc.			1
110	12/31/20	501	01-481-464-6061-6464 General Supplies & Outreach	200.29	D	COVID: Essentials Services	Wal-Mart Stores, Inc.			1
111	12/31/20	501	01-481-464-6061-6464 General Supplies & Outreach	155.22	D	COVID: Essentials Services	Wal-Mart Stores, Inc			1
112	12/31/20	501	01-481-465-6057-6410 Office Supplies	7.99	D	LPHG: Yearly Calendar	Amazon.Com, Inc.			1
113	12/31/20	501	01-481-465-6057-6410 Office Supplies	126.81	D	LPHG: Year Calendars	Amazon.Com, Inc.			1
114	12/31/20	501	01-521-000-0000-6261 Conference & Training	19.00	D	Reg UNL Electrician MN	State Of Minnesota			1
115	12/31/20	501	01-521-000-0000-6410 Operating Supplies/Truck Repairs	39.93	D	Parts John Deere F-935	Kibble Equipment Llc			1
116	12/31/20	501	01-521-000-0000-6410 Operating Supplies/Truck Repairs	17.42	D	Hydronic Oil for F-935	Kibble Equipment Llc			1
117	12/31/20	501	01-003-000-0000-6961 Visa One Card Program	20,541.15	C	BMO Allocation - Dec				1
118	12/31/20	501	10-301-000-0000-6241 Membership Dues	275.00	D	Dues - ASCE	American Society Of Civil			1
119	12/31/20	501	10-301-000-0000-6410 Office Supplies	34.99	D	Keyboard/Mouse for HWY	Amazon.Com, Inc.			1
120	12/31/20	501	10-302-000-0000-6534 Supplies - Signing	23.99	D	Sign supplies	Fleet Farm Group, Llc			1

Descriptor JW - DEC 2020 BMO CASH JE'S

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	12/31/20	501	10-303-000-0000-6261 Conference & Training	155.00	D	Construction Recert-Grieman	Regents Of Univ Of Minn			1
122	12/31/20	501	10-303-000-0000-6261 Conference & Training	115.00	D	Construction Install-Grieman	Regents Of Univ Of Minn			1
123	12/31/20	501	10-303-000-0000-6261 Conference & Training	120.00	D	Cons Site Mgr-Grieman	Regents Of Univ Of Minn			1
124	12/31/20	501	10-303-000-0000-6510 Engineering & Surveying Supplies	44.99	D	Hip Waders	Fleet Farm Group, Llc			1
125	12/31/20	501	10-303-000-0000-6510 Engineering & Surveying Supplies	69.99	D	Boots for bridge inspections	Cabela's Wholesale, Llc			1
126	12/31/20	501	10-304-000-0000-6511 Maint Shop Supplies & Materials	22.96	D	Maint Shop supplies	Fleet Farm Group, Llc			1
127	12/31/20	501	10-304-000-0000-6520 Machinery/Vehicle Parts	17.65	D	Parts, unit#2170	Fleet Farm Group, Llc			1
128	12/31/20	501	10-304-000-0000-6520 Machinery/Vehicle Parts	15.62	D	Parts, unit#2162	Fleet Farm Group, Llc			1
129	12/31/20	501	10-304-000-0000-6520 Machinery/Vehicle Parts	39.95	D	Parts, unit#2162	Fleet Farm Group, Llc			1
130	12/31/20	501	10-304-000-0000-6520 Machinery/Vehicle Parts	66.94	D	Parts, unit#2170&9998	Fleet Farm Group, Llc			1
131	12/31/20	501	10-304-000-0000-6520 Machinery/Vehicle Parts	3.78	D	Parts, unit#2170	Fleet Farm Group, Llc			1
132	12/31/20	501	10-304-000-0000-6520 Machinery/Vehicle Parts	66.40	D	Parts, unit#2170	Fleet Farm Group, Llc			1
133	12/31/20	501	81-230-000-0000-6198 Health Promotion	249.99	C	Return Ice Maker	Amazon Payments, Inc.			1
134	12/31/20	501	81-230-000-0000-6198 Health Promotion	249.99	D	Ice Machine Wellness Prize	Amazon Payments, Inc.			1
135	12/31/20	501	81-230-000-0000-6198 Health Promotion	199.95	D	Air Fryer Wellness Prize	Amazon.Com, Inc.			1
136	12/31/20	501	81-230-000-0000-6261 Conference & Training	25.00	D	APCO Training Registration	Association Of Public-Saf			1
137	12/31/20	501	81-230-000-0000-6301 Equip Maint	4.88	D	Charge Cable for Internet Puck	Wal-Mart Stores, Inc			1
138	12/31/20	501	81-230-000-0000-6330 Travel Expenses	402.80	D	Hotel for Conference	Igo Legacy Hotel Group Oa			1
139	12/31/20	501	81-230-000-0000-6330 Travel Expenses	15.53	D	Meal at Training Conference	Rjk Inc			1
140	12/31/20	501	81-230-000-0000-6330 Travel Expenses	19.49	D	Meal at Training Conference	The Little Oven, Inc			1

Steele County

JOURNAL ENTRIES



Description JW - DEC 2020 BMO CASH JE'S

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	12/31/20	501	81-230-000-0000-6330 Travel Expenses	12.84	D	Meal at Training Conference	Minneapolis Hospitality S			1
142	12/31/20	501	81-230-000-0000-6410 Office Supplies	25.59	D	Copy Paper, Disposable Gloves	Amazon Payments, Inc.			1
143	12/31/20	501	81-230-000-0000-6410 Office Supplies	15.95	D	Padded Envelopes	Amazon Payments, Inc.			1
144	12/31/20	501	81-230-000-0000-6410 Office Supplies	41.99	D	Humidifier	Amazon.Com, Inc.			1
145	12/31/20	501	81-230-000-0000-6410 Office Supplies	102.50	D	Air Purifier Filter,Copy Paper	Amazon.Com, Inc.			1
146	12/31/20	501	81-230-000-0000-6410 Office Supplies	92.94	D	Tables for Mobile Workstations	Wal-Mart Stores, Inc			1
147	12/31/20	501	81-230-565-0000-6801 General Expense	35.90	D	Copy Paper, Disposable Gloves	Amazon.Com, Inc.			1
148	12/31/20	501	81-230-565-0000-6801 General Expense	139.95	D	Sanitize Wipes	Amazon.Com, Inc.			1
Debit Total				23,263.75		Credit Total	23,263.75	Net:	0.00	

PERSONNEL REPORT
January 26, 2021 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Matthew Borash	Road Deputy/Sheriff's Office	B25/8	01/14/21
Brock Nelson (promotion)	Assistant Cty Assessor/Assessor	C43/7	01/18/21

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Steve Kasper	Facilities Maintenance Worker II	Buildings & Grounds	03/03/21

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
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STAFFING STATUS (Information Only – No Action Required)
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Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
MN Choices Assessor/RN	Public Health	Backgrounding
Correctional Officers (3)	Det. Ctr./Sheriff's Office	On-hold
Assistant Program Coordinator	Det. Ctr./Sheriff's Office	On-hold

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Appraiser	Assessor	Backfill Nelson
Custodian	Facilities & Grounds	Backfill Crandall



Steele County Agenda Item

Subject: Approve Americans with Disabilities Act (ADA) Transition Plan

Department: Highway

Committee Meeting Date: January 14, 2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for approval on Consent

Recommendation:

Approve the Steele County Highway Department Americans with Disabilities Act Transition Plan

Background (Including Budget Impact):

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. As a provider of public services and programs, the Highway Department must comply with this Act and developed a Transition Plan detailing how the County will ensure that all transportation facilities are accessible to all individuals. To develop the Plan to bring the county in compliance, the County hired SRF Consulting Group. SRF completed an evaluation process, identifying barriers that prevent persons with disabilities from reasonable access.

Based on SRF's inventory, here is a summary of the infrastructure that is currently in compliance with ADA:

Curb Ramps	26%
Sidewalks	45%
Traffic Signals	19%

The total estimated costs associated with providing ADA accessibility within the entire jurisdiction is \$4,419,000. A systematic approach to providing accessibility will be taken in order to minimize the cost impact on the CIP and budget. Generally, these costs will be spread out over numerous projects in the next few decades.

The Highway Department has a website dedicated to the plan and can be found here:

[Steele County Highway Department ADA Transition Plan](#)

The complete document is 196 pages in length and can be found here: [ADA Transition Plan](#)

Attachments:

N/A



Steele County Agenda Item

Subject: Approve Resolution – Prioritized Bridge Replacement List

Department: Highway

Committee Meeting Date: January 14, 2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for approval on consent

Recommendation:

Approve Resolution – Prioritized Bridge Replacement List.

Background (*Including Budget Impact*):

Each year the MNDOT Office of State Aid requests local agencies provide a prioritized bridge replacement list in the form of a resolution. The priority list has grown this year due to a change in the way the State rates bridges eligible for replacement funding.

The resolution satisfies statutory requirements for requesting Bridge Bonding money as well as for State-Aid to release Township Bridge monies.

In addition, it is used at the Legislature to document statewide funding needs for local bridge replacement.

Attachments:

Resolution – Prioritized Bridge Replacement List

RESOLUTION - PRIORITIZED BRIDGE REPLACEMENT LIST

WHEREAS, Steele County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Steele County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years.

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are high priority and Steele County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Old Bridge Number	Bridge Description	Total Project Cost	Township or State Bridge Funds	Federal Funds	Local or State Aid Funds	Proposed Construction Year
N/A	34th Ave SE over Ditch	\$225,000	\$205,000	\$0	\$20,000	2021
92779	CSAH 6 over Ditch	\$225,000	\$100,000	\$0	\$125,000	2022
89080	CSAH 28 over Ditch	\$225,000	\$100,000	\$0	\$125,000	2022
95975	8th St SW over Ditch	\$225,000	\$205,000	\$0	\$20,000	2022
74504	44th Ave SE over Straight River	\$225,000	\$205,000	\$0	\$20,000	2023
74513	CR 162 over Crane Creek	\$850,000	\$720,000	\$0	\$130,000	2023
L3951	34th Ave NE over Medford Cr	\$225,000	\$205,000	\$0	\$20,000	2023
95786	18th St SE over Ditch	\$200,000	\$180,000	\$0	\$20,000	2024
4686	CR 180 over Izaak Walton Cr	\$3,550,000	\$300,000	\$0	\$3,250,000	2024
L5798	76th St NE over Rush Creek	\$200,000	\$180,000	\$0	\$20,000	2024
74524	14th Ave NE over Medford Cr	\$225,000	\$205,000	\$0	\$20,000	2025
L5573	50th St NW over Straight River	\$105,000	\$85,000	\$0	\$20,000	2025
74507	34th Ave NE over Rush Creek	\$225,000	\$205,000	\$0	\$20,000	2025
74519	CSAH 43 over Ditch	\$500,000	\$125,000	\$0	\$375,000	2026
L8592	64th Ave NE over Maple Cr	\$225,000	\$205,000	\$0	\$20,000	2026

BE IT FURTHER RESOLVED, Steele County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED, Steele County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

STEELE COUNTY
BOARD OF COMMISSIONERS

James Brady, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 26th day of January 2021, as shown by the minutes of said meeting in my possession

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Renew Lease of Farmland Adjacent to the New Public Works Facility.

Department: Highway

Committee Meeting Date: January 14, 2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for approval on Consent

Recommendation:

Renew the lease of 18.5 acres of farmland adjacent to the new Public Works facility to Mr. David Janke in the amount of \$303 per acre, for a total of \$5,605.50.

Background (*Including Budget Impact*):

In 2020 the Highway Department advertised for the lease of 18.5 acres of farmland and received one bid. The Bid received was at \$303 per acre. Long term lessor David Janke was the only bidder. The lease contained a clause to allow renewal up to one term upon mutual agreement. The Janke's have agreed to renewal of the lease in 2021 at the \$303 per acre rate.

2020 lease rate was \$303 per acre for 18.5 acres

2019 lease rate was \$317 per acre for 18.5 acres

2018 lease rate was \$317 per acre for 18.5 acres

2017 lease rate was \$317 per acre for 18.5 acres

2016 lease rate was \$317 per acre for 18.5 acres

2015 lease rate was \$431 per acre for 45 acres

Attachments:

Lease Agreement



Farmland Lease

This agreement, made this 26th day of January 2021 by and between Steele County (Lessor), and David Janke of the County of Steele and State of Minnesota, (Lessee).

Witnesseth, That Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the Lessee, and Lessee does hereby hire and take from Lessor, the following described premises situated in the City of Owatonna, County of Steele, and State of Minnesota,

In section number 5, Township Number 107N, Range Number 20W, containing 18.5 acres be the same, more or less, of which described premises Lessee hereby agrees to plow and put in crops not less than 18.5 acres each year during the continuance of this lease. The specific acreage will be staked by the Lessor upon execution of this lease document and request.

To Have and to Hold, the above rented premises unto Lessee, heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the time period from and after the 26th day of January 2021, the term of this Lease ending the 15th day of November 2021 or fifteen days after the crop is harvested, whichever is earlier..

And Lessee agrees to and with the Lessor to pay as rent for the above-mentioned premises, for and during the full term of this Lease, the sum of \$5,605.50 dollars per year payable upon execution of this lease document and no later than April 1st of each year.

And it is Further Agreed, by and between the parties as follows: That should Lessee fail to make the above-mentioned payment as herein specified, or fail to fulfill any of the covenants herein contained, then and in that case Lessor may re-enter and take possession of the above rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by Lessee for the full term of this lease. That if Lessor sells said premises during the life of this lease and before the crop is in ground, and desires to give possession to the purchaser, that Lessee will forthwith surrender possession of said leased premises upon the payment to him of \$240 per acre for each acre of said premises newly plowed by Lessee at the time said possession is demanded if sold after the crop is in, then Lessee shall have the rights to remove such crop when ready to be harvested. That if Lessor sells said premises during the term of lease, the purchaser may at any time enter upon the leased premises for the purpose of plowing, breaking more land, summer-fallowing, cultivating or otherwise improving any part of said premises not in actual cultivation by said Lessee and without such entry working any forfeiture of the rents herein agreed to be paid. That if Lessee remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be renewal of this lease, but to be tenancy at the will of the Lessor, which may be terminated upon ten days' notice, given by the said Lessor in writing, either delivered to Lessee or sent to him in a sealed envelope, duly stamped and directed to him at 4677 Crane



Creek Road, Owatonna, MN 55060 which is hereby declared by Lessee to be his usual Post Office address.

And the Lessee also covenants and agrees to and with Lessor, not to assign this lease or underlet the above rented premises or any part thereof, without first obtaining the written consent of the Lessor and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the Lessor, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Lessee also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to maintain and keep up any fences so as to protect all crops from injury and waste, and to protect any shade trees thereon and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done.

Lessee is also to destroy noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And, Lessor or his agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

And Lessor covenants that Lessee, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said remised premises for the term aforesaid. In the event of any rents due hereon being collected by suit, the Lessee further agrees to pay all expenses which may be incurred thereby.

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

IN TESTIMONY WHEREOF, both parties have hereunto set their hands the day and year hereinbefore written.

County of Steele

By _____
Lessor – County Board Chair

By _____
Lessee – David Janke



Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 201828; SAP 074-618-028

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: January 26, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 201828; SAP 074-618-028 to Midwest Contracting, LLC, in the amount of \$6,371.32.

Background (*Including Budget Impact*):

This project replaced a failing culvert on CSAH 18, just north of CSAH 2 in Meriden Township with a concrete box culvert. The final total contract cost was \$194,106.83.

Attachments:

Resolution – Certificate of Final Acceptance

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

Contract Number: 201828
Contractor: Midwest Contracting, LLC
Date Certified: November 24, 2020
Final Pay Request Number: 2

Whereas; Contract No. 201828 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, _____, County Auditor 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__

At _____

Signed by _____
County Auditor
(SEAL)



Steele County Agenda Item

Subject: Civil Process Fees

Department: Sheriff's Office

Committee Meeting Date: January 14, 2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends adopting recommended Civil Process Fee Schedule.

Recommendation:

The Civil Process fees were reassessed this last year and Steele County should adjust in the deputy time per hour and the Paper service fee.

Background (*Including Budget Impact*):

Increase Deputy time per hour from \$75.00 to \$100.00 with a minimum of two (2) hours.

Increase Paper Service fee from \$75.00 to \$85.00.

Attachments: Civil fees



STEELE COUNTY SHERIFF'S OFFICE

Lon S. Thiele, Sheriff
Scott Hanson, Chief Deputy

204 East Pearl Street

Owatonna, MN 55060

CIVIL PROCESS FEES AND PROCEDURES

The Steele County Board of Commissioners approved the following fee schedule on January 6, 2021 to be effective immediately.

Paper Service:	\$85.00 - Flat Rate per individual served/per case
Copies	\$00.25 - per page side
Foreclosure/Sheriff's Sales:	\$100.00
Fail to Notify/Postpone/Cancel	\$75.00
Intent to Redeem:	\$100.00
Redemptions:	\$250.00
Deputy Fees:	\$100.00/hourly
(evictions, inventories, etc.)	

****** e-Filing with the Court is not our responsibility ******

The Civil Office can no longer forward papers to Court to be filed.

THE FOLLOWING PROCEDURES WILL CONTINUE TO BE ENFORCED WITH NO EXCEPTIONS:

- 1) **Civil Process fees will be pre-paid.** (Government agencies exempt)
- 2) If payment is not received with the papers for service, the papers will be returned.
- 3) Any papers received after 3:00 pm will be processed the following business day.
- 4) All cancellations of Forcible Evictions **must be phoned and faxed** into the Sheriff's Office before 9:00 a.m. the day of the eviction.

Phone: 507-444-3808 or 444-3864 Fax: 507-444-3894
Email: Jane.Christenson@co.steele.mn.us

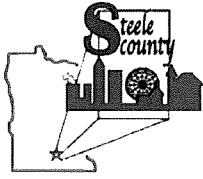
- 5) If the Sheriff's Office does not receive notification by 9:00 a.m. of Eviction cancellations, the Fail to Notify fee of \$75.00 will be charged.

******* FORECLOSURE SALES *******

- 6) All cancellations of Foreclosure Sales **must be phoned and faxed** into the Sheriff's Office before 9:45 a.m. the day of the sale. Use the following contact numbers:

Phone: 507/444-3808 or 444-3864 Fax: 507/444-3894
Email: Jane.Christenson@co.steele.mn.us

- 7) If the Sheriff's Office does not receive cancellations in writing by the 9:45 a.m. deadline, and no one appears (no-show) for the sale – the Fail to Notify fee of \$75.00 will be charged. MS357.09 Subd. 1(6)



Steele County Agenda Item

Subject: 2021 Advanced Correctional Healthcare Service Contract Amendment

Department: Sheriff's Office

Committee Meeting Date: 1/14/2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving Service Contract Agreement

Recommendation:

Approve

Background (*Including Budget Impact*):

The attached contract amendment is for the 2021/2022. Annual contract pricing saw an increase of 3.5% which is in line with the CPI for Professional Medical Services. This is a budgeted item for 2021.

Attachments:

Contract amendment

	Current Program Thru 3/1/2020 – 2/28/2021	Option 1: Renewal with Increased Practitioner Hours 3/1/2021 – 2/28/2022	Option 2: Renewal with Over Hours 3/1/2021 – 2/28/2022
Average Daily Population	County: 60 Non-County: 30	County: 60 Non-County: 30	County: 60 Non-County: 30
Per Diem Rate:	County: \$0.77 Non-County: \$0.17	County: \$0.40 Non-County: \$0.40	County: \$0.40 Non-County: \$0.40
Practitioner	On-site once every week Unlimited 24/7 on-call by phone	On-site once every week Unlimited 24/7 on-call by phone	No Change
Mental Health Services	Qualified Mental Health Professional (Masters Level or above) <u>on-site 6 hours every week</u> to provide screenings, assessments, evaluations, treatment planning, referrals to crisis intervention services.	No Change	No Change
Pharmaceuticals	ACH pays for pharmaceuticals.	Pool money will pay for pharmaceuticals.	Pool money will pay for pharmaceuticals.
Specified Medications	The cap pays for court-ordered and/or fit for trial medications and specified medications Specified medications – medications related to the treatment of AIDs, cancer, cystic fibrosis, hepatitis, HIV, HIV/AIDs related diseases, multiple sclerosis, medications listed as anti-rejection and/or biological drugs.	No Change	No Change
Annual Pharmacy Pool	Not available in this option.	\$6,500 to pay for pharmaceuticals, with 90% of leftover funds returned to the County.	\$6,500 to pay for pharmaceuticals, with 90% of leftover funds returned to the County.

For additional information, please contact:

Sandy Pilger, Program Consultant

 309-648-3559 / Sandy.Pilger@advancedch.com

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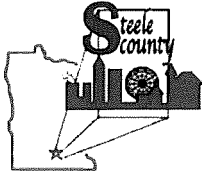
Cap	\$36,000 to pay for specified medications, hospital in-patient and out-patient services, specialty services, dental, lab, x-ray, medical waste, and ambulance services with 0% of leftover funds returned to the county.	No Change	No Change
Medical Claims Re-Pricing	ACH will reprice claims.	No Change	No Change
Medical Supplies (Disposable)	ACH pays for medical supplies.	No Change	No Change
Mobile & Off-Site Services	The Cap pays for mobile and off-site services.	No Change	No Change
Tuberculosis (TB) Skin Tests	For incarcerated patients, ACH pays for TB serum and related supplies.	No Change	No Change
Biomedical Waste Disposal	The Cap pays for waste disposal for the medical unit.	No Change	No Change
Office Supplies	The County pays for office supplies.	No Change	No Change
CIERR (Critical Incident Employee Rapid Response Program)	INCLUDED	INCLUDED	INCLUDED
Annual Price: good for 60 days.	\$110,276.49	\$132,919.39	\$114,136.17
Monthly Price	\$9,189.71	\$11,076.62	\$9,511.35

For additional information, please contact:

Sandy Pilger, Program Consultant

 309-648-3559 / Sandy.Pilger@advancedch.com

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Steele County Agenda Item

Subject: 2021 Summit Food Service Contract Amendment

Department: Sheriff's Office

Committee Meeting Date: 1/14/2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation: Committee Recommends approving the Service Contract Agreement

Recommendation:

Approve

Background (*Including Budget Impact*):

The attached contract amendment is for the 2021/2022. Price per meal and commissions for kitchen rental have both increased by 3.8% which is in line with the CPI for food away from home metrics. This is a budgeted item for 2021.

Attachments:

Contract amendment

AMENDMENT # 16 TO THE FOOD SERVICE MANAGEMENT AGREEMENT

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

WHEREAS, The Parties have entered into a certain Food Service Management Agreement (the "Agreement"), effective February 1, 2007

WHEREAS, The Parties have agreed to extend with pricing adjustment the partnership; and

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

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

1. **Term.** This Agreement shall be extended for an additional year beginning February 1, 2021.
Price. Company shall charge and Client shall pay:

Population	Current Price	New Price
24 and Under	TBN	TBN
25-34	\$4.93	\$5.12
35-44	\$4.42	\$4.59
45-54	\$3.75	\$3.89
55-64	\$3.32	\$3.45
65-74	\$3.00	\$3.11
75-84	\$2.77	\$2.88
85-94	\$2.60	\$2.70
95-104	\$2.43	\$2.52
115-124	\$2.51	\$2.61
125-134	\$2.26	\$2.35
135-144	\$2.19	\$2.27

Summit Shall pay Client at a rate of \$2,450.72 per month for the use of its facilities for service to the Rice County Jail as agreed in Section 1, Terms of the Agreement, Sub-section d.

This Amendment is effective as of February 1, 2021. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

CLIENT Steele County Jail

Signature: _____
Name: _____
Title: _____
Date: _____

COMPANY: Summit Food Service, LLC

Signature: _____
Name: Marlin C. Sejnoha, Jr.
Title: President & CEO
Date: _____



Steele County Agenda Item

Subject: Back fill Appraiser position

Department: Assessor's Office

Committee Meeting Date: January 20, 2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee Recommends approving the back fill of the Appraiser position

Recommendation:

Staff recommends filling the position of Appraiser for the opening that has been created with filling the Assistant County Assessor position.

Background (*Including Budget Impact*):

Tyler Diersen has resigned as Assistant County Assessor in December of 2020. This position has been filled with the promotion of Brock Nelson from an Appraiser position. The request is to back fill the created vacancy. We are looking for an experienced appraiser that can contribute the Departmental success as soon as possible. These two positions would be filled within the current staff budgeting allowances.

Attachments:

2021 Property Appraiser requisition and Job Description.



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Appraiser	Division/Department: Land Use & Records/Assessor
Immediate Supervisor's Position Title: Assistant County Assessor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Assistant County Assessor, the Appraiser is responsible for appraising and classifying all types of real and personal property for tax purposes to determine a fair and equitable estimated market value in accordance with MN statutes and regulations.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs intermediate skilled technical work providing appraisals, maintaining property records, analyzing sales data, communicating with the public, and related work as apparent or assigned. Work is performed under the limited supervision of the County Assessor.

Locates, inspects, measures, photographs and values parcels of new, existing and remodeled property and structures; collects information on condition, quality, age and size to determine market value and classification of property or structure being considered; determine if property qualifies for any special programs.

Provides information to taxpayers and the general public on property values, classification, tax programs, assessment and valuation procedures and standards; acts as a first point of contact for residents.

Provides testimony or information, performs review appraisals upon request by the taxpayer or Boards of Review regarding disputed valuations or classifications; determines if change in value or re-classification is necessary.

Documents, records and maintains various records and files of information on classification, description and valuation of property. Gathers and analyzes sales data by reviewing information on certificates of real estate; contacts sellers and/or buyers on properties with extreme sales ratios to help to determine market trends and qualification of sales; utilizes data to set values in property appraisals.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the County.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			Major field of study or degree emphasis: Real Estate or related fields	
x	High school diploma or GED.				
	1 year college		2 years college		
	3 years college		4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: - Principles, practices, and methods of computers and assessment related software applications, especially mapping, Computer Aided Mass Appraisal (CAMA) systems, and imaging and electronic record storage and retrieval programs. - Principles, practices, and methods of all approaches to value as recognized by the MN DOR (e.g. Cost, Income and sales Approach). - Principles, practices, and methods of the appraisal process. - Knowledge of building construction and materials. - Laws and regulations governing the assessment of property. - Application and interpretation of laws and regulations governing the assessment of property.	
	2nd year graduate level				
	Doctoral Degree				
Required Work Experience in Addition to Formal Education/Training: Work experience directly related experience related to real estate valuing and appraising all types of property.					
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a Certified Minnesota Assessor license within two years, various education opportunities through the Minnesota State Board of Assessors, ability to maintain certification through continuing education and a valid driver's license in the State of Minnesota. High school diploma or GED and moderate experience working in construction, agriculture, appraising, or equivalent combination of education and experience. Associates/Technical degree preferred.			
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: - Oral and written communications. - Interpreting and applying complex tax legislation and statutes pertaining to property valuation and property tax. - Establishing and maintaining effective working relationships with employees, other departments, governmental officials, and the general public. - Using the CAMA system, computer programs and general business productivity software applications. - Time management skills. - Using methods and practices of all approaches to value. - Evaluating property and providing sound judgment in the determination and equalization of property values across the entire County and between neighboring counties. - Responding to the general public on tax and assessment issues in the County. - Communicating and enforcing departmental and County policies and practices. - Analyzing tax and assessment data. - Preparing and presenting numerical and narrative reports, abstracts, or other documents.			

- Conflict resolution
- Mathematics and descriptive statistics.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Duties of the job involve viewing, inspecting, measuring, and appraising property at time in remote locations, construction sites, unsafe buildings, in snow, varying weather conditions, and at time exposed to angry animals and irate citizens that make the job less than desirable. Risks and hazards associated with the job can be minimized to some extent by general risk management procedures, proper equipment, and rescheduling appointments/visits as needed.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 1/2014 by BCC.



Steele County Agenda Item

Subject: Request to hire 4-H/Youth Development Extension Educator

Department: Extension

Committee Meeting Date: January 20, 2021

Board Meeting Date: January 26, 2021

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:

Approval to hire a full time 4-H/Youth Development Extension Educator due to resignation of Melissa Koch effective 2/3/21

Background (*Including Budget Impact*):

Steele County and the University of Minnesota-Extension work in partnership to provide youth development opportunities thru the 4-H program. The Memorandum of Agreement for 2019-2021 (attached) includes a staffing model of 2 full time Youth Development Extension Educators who are responsible for program administrative oversight, hands on programming and volunteer management. Steele County has one of the largest 4-H programs in the state of Minnesota. Due to the number of youth, volunteers and program opportunities, it is requested to rehire the vacated Extension Educator position.

4-H is an out-of-school, hands-on learning program for people age 5-19. Youth choose a project that is interesting to them and explore it with peers and caring adults. Youth who participate in 4-H build self-confidence, begin career development and learn firsthand from community leaders. There are over 500 youth enrolled in the 4-H program in Steele County with almost 175 screened adult volunteers. Additional programming opportunities such as 4-H-on-wheels, day camps and weekly programs have allowed an additional >1200 youth to be served. Our 2 Youth Development Extension Educators have been instrumental in bringing new opportunities and partnerships together for Steele County Youth.

2021 Goals set by Youth Development Extension Educators for 4-H Program

- Explore and reach new audiences in the Latino community by establishing a 4-H Club.
- Work with the established 4-H on Wheels program to redesign the structure, so it is in alliance with MN State 4-H guidelines. This will create 5 new partnerships and one new 4-H club. This new structure will create opportunities for youth of color to participate in the 4-H program in their local housing units.
- Increase the overall Cloverbud (Grade K-3) retention in our Steele County 4-H program from 69% to 74% at the end of 2021 year.
- Increase recruitment efforts for 4-H volunteers

Due to the number of youth reached by the Steele County 4-H program as well as the future opportunities noted above it is recommended to rehire for the vacated position.

Attachments:

2019-21 Memorandum of Agreement with Steele County and University of Minnesota-Extension



Steele County Agenda Item

Subject: Watercraft Inspection Delegation Agreement

Department: Planning & Zoning

Committee Meeting Date: January 19, 2021

Board Meeting Date: January 26, 2021

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

Policy Committee Recommendation:

Committee recommends approval

Staff Recommendation:

Authorize Chair to sign the Aquatic Invasive Species Prevention Inspection of Water-related Equipment Delegation agreement

Background (*Including Budget Impact*):

Steele County has included watercraft inspections as a component of our Aquatic Invasive Species Prevention Plan. The county must enter into a delegation agreement with the MN Department of Natural Resources to assume the authority to perform watercraft inspections. This authority is valid for up to 3 years unless terminated by either party. Our last agreement expired at the end of 2020.

Attachments:

AIS Prevention Inspection of Water-related Equipment Delegation Agreement.

**DELEGATION AGREEMENT
Aquatic Invasive Species (AIS) Prevention
Inspection of Water-related Equipment**

This agreement is made by and between the Department of Natural Resources (referred to as DNR), an administrative agency of the State of Minnesota and

(referred to as Governmental Unit), a local government unit (individually referred to generally as a Party or together as Parties). This agreement is entered into under authority granted to DNR pursuant to Minnesota Statutes section 84D.105.

WHEREAS AQUATIC INVASIVE SPECIES (AIS) are nonnative species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state;

WHEREAS DNR has been authorized and charged with responsibility by the state legislature to establish a statewide program to prevent and manage the spread of AIS in coordination with other governmental entities; DNR has in its employ conservation officers trained and authorized to enforce the state invasive species laws; and DNR has developed AIS inspection protocols;

WHEREAS pursuant to Minnesota Statutes section 84D.105, Subdivision 2(a), Governmental Unit is a Tribal or local government that agrees to assume legal, financial, and administrative responsibilities for inspection programs on some or all public waters within their jurisdiction; and

WHEREAS DNR and Governmental Unit are committed to the following three core principles:

- Coordination of their authority and resources to develop a reasonable and effective water-related equipment inspection requirement to stop the spread of AIS in the state and prevent the introduction of new AIS;
- a collaborative, cooperative approach to AIS management and prevention;
- ensuring continued access to public waters.

NOW, THEREFORE it is mutually agreed by and between the Parties as follows:

1. PURPOSE. The purpose of this agreement is to enhance Minnesota's capacity to prevent the spread of AIS by enabling local governmental entities to perform AIS inspections and manage access to water resources in keeping with the three principles stated above.

2. TASKS AND RESPONSIBILITIES.

A. DNR or its delegatee will provide training of individuals employed by Governmental Unit and/or individuals working for contractors to Governmental Unit as inspectors and, upon successful completion of training and testing requirements, the DNR will certify individuals as authorized inspectors in accordance with Minnesota Statutes section 84D.105, subd. 2(a). DNR will assume all obligation for training to the extent set forth in Minnesota Statutes section 84D.105.

B. When requested by a law enforcement agency, DNR Enforcement will provide AIS training to licensed peace officers

C. Governmental Unit will work with their local city and county law enforcement to ensure that local licensed peace officers are available to support Governmental Unit inspectors. Governmental Unit inspectors shall utilize local city and county law enforcement agencies as their primary law enforcement support when inspection stations are operated. DNR Conservation Officers may assist with support if a local agency officer is unavailable and there is an egregious violation.

D. Governmental Unit will design and implement an AIS inspection program, detailed in a Watercraft Inspection Program Plan, which must be approved by DNR, on some or all public waters within their jurisdiction utilizing existing authorities and the authority granted to inspectors under Minnesota Statutes sections 84D.105, subd. 2(b) and 84D.10, subd. 3(a), clauses 1, 3, and 4 (the Program). The program must comply with all requirements in Minnesota Statutes section 84D.105 and in DNR Watercraft Inspection Program procedures and manuals.

E. Governmental Unit will designate individuals employed by the Governmental Unit and/or individuals working for contractors to Governmental Unit to serve as inspectors for the Program and ensure that these individuals complete the required training and certification in paragraph 2A of this agreement prior to performing inspections. Governmental Unit will help coordinate training of licensed peace officers as provided under paragraph 2B of this agreement.

F. Governmental Unit will provide one or more inspection stations established under the Program with trained and certified inspectors, who will exercise inspection authorities in accordance with current DNR procedures and manuals. General inspection procedures include:

- i. Visually and tactilely inspecting water-related equipment to determine whether aquatic invasive species, aquatic macrophytes, or water is present;
- ii. Instructing persons on how to comply with AIS laws by removing AIS, draining, decontaminating, or treating AIS and water-related equipment to prevent the transportation and spread of aquatic invasive species, aquatic macrophytes, and water;
- iii. Issuing verbal orders to prohibit placing water-related equipment, that has AIS attached or water that has not been drained, into waters of the state;
- iv. With owner's consent, assisting with the removal of AIS and decontamination of water-related equipment; and
- v. Contacting local law enforcement or Conservation Officers if a person transporting watercraft or water-related equipment refuses to take corrective actions to remove AIS or fails to comply with requirements to drain water prior to leaving the water access.

G. Governmental Unit will support education and outreach projects and programs designed to increase public awareness and knowledge of the risks AIS pose to water resources and public capacity to contribute to the effort to prevent and manage the spread of AIS.

H. Governmental Unit assumes legal, financial, and administrative responsibilities for their staff and/or individuals working for contractors and the actions of their staff/contractors and will bear costs incurred in completing the tasks and responsibilities herein, except that DNR will provide, at its sole expense, staff and/or contracted professionals to coordinate and conduct the training described herein.

I. Governmental Unit and DNR will regularly meet or consult with each other to collaboratively develop the above-described elements of Governmental Unit AIS Program and potential models that could be used by other local government entities to help prevent the spread of AIS, guided by the three core principles stated above.

J. Governmental Unit must submit an End-of-Season Watercraft Inspection Report to the DNR summarizing the results and issues related to implementing the inspection program.

3. LIABILITY. Each Party to this agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its agents, volunteers or employees. It is understood and agreed that liability and damages arising from the Parties' acts and omissions are governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, the Minnesota Tort Claims Act, Minnesota Statutes section 3.736, and other applicable laws.

4. TERM AND TERMINATION. The agreement becomes effective on the date of final signature. This agreement expires on December 31; . The agreement may be terminated with or without cause by 30-day written notice to the other Party.

5. ENTIRE AGREEMENT. This agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between DNR and Governmental Unit, and contains the entire agreement with regard to the subject matter herein.

6. AMENDMENTS. This agreement may be amended only by the mutual consent of the Parties in writing, signed by each of the Parties.

7. NOTICE. Any written communication required under this agreement will be addressed to the other Party as follows, except that any Party may change its representative and/or address for notice by so notifying the other Party in writing:

To DNR:

Watercraft Inspection Program Coordinator
Minnesota Department of Natural Resources
500 Lafayette Road, Box 25
St. Paul MN 55155-4025

To Governmental Unit:

Name/Title:

Governmental Unit:

Address:

Address:

8. GOVERNING LAW AND VENUE. This agreement will be governed by and interpreted in accordance with the laws of the State of Minnesota. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. WAIVERS. The waiver by DNR or Governmental Unit of any breach or failure to comply with any provision of this agreement by the other Party will not be construed as nor will it constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this agreement.

10. STATE AUDITS. Under Minnesota Statutes section 16C.05, subd. 5, Governmental Unit books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

11. GOVERNMENT DATA PRACTICES. Governmental Unit and DNR must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, as it applies to all data provided by DNR under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Governmental Unit under this agreement. The civil remedies of Minnesota Statute section 13.08 apply to the release of the data referred to in this clause by either Governmental Unit or DNR.

If Governmental Unit receives a request to release the data referred to in this Clause, Governmental Unit must immediately notify the DNR's Data Practices Compliance Official. The Governmental Unit's response to the request shall comply with applicable law.

The state complies with Minnesota Government Data Practices Act regarding the released of any data created, collected, received, stored, used, maintained, or disseminated by the respective party under this agreement. The state and the Governmental Unit shall let each other know when a data request has been received.

IN WITNESS WHEREOF, intending to be legally bound, the Parties hereto execute and deliver this agreement.

DEPARTMENT OF NATURAL RESOURCES

By: _____

Steve Colvin

Title: Director, Division of Ecological and Water Resources

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Title: _____

Date: _____

GOVERNMENTAL UNIT:

By: _____

Title: _____

Date: _____

STEELE COUNTY PERSONNEL AGENDA ITEM

January 26, 2021 at 5:00 pm

JANUARY EMPLOYEE ANNIVERSARIES*(Information Only – No Action Required)***Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Mike Johnson	Emergency Management Director	01/01/21	19
Julia Forbes	Assistant County Attorney II	01/02/21	8
Lyudmila Danilyuk	Custodian – Bldg & Grounds	01/02/21	3
Erin Cahoon	Nurse – Public Health	01/03/21	4
Bruce Holland	Landfill Supervisor	01/05/21	12
Laura Isenor	Asst. County Attorney II	01/05/21	6
Linda Skala	Corporal – Det. Ctr.	01/05/21	6
Alicyn Hinze	Correctional Officer – Det. Ctr.	01/06/21	6
Kaiya Martin	Probation Officer I – Comm. Corrections	01/07/21	2
Madison Tebay (.5 FTE)	Office Support Specialist – Extension	01/07/21	1
Stacie Peterson	Correctional Officer – Det. Ctr.	01/08/21	3
Jerry Wencil	Maintenance Foreperson – Highway	01/10/21	16
Andrew Seifert	Licensed Sergeant – Sheriff's Office	01/12/21	6
Brian Rinehart	Correctional Officer – Det. Ctr.	01/17/21	4
Josh Johnson	Maintenance Technician – Highway	01/17/21	3
Brenda Blood	Chief Deputy Auditor – Auditor	01/20/21	23
Nicholas Golbuff	Correctional Officer – Det. Ctr.	01/21/21	5
Dale Oolman	Planning & Zoning Director	01/22/21	20
David Hoffman	Corporal – Det. Ctr.	01/22/21	2
Gabe Kasper	Mechanic – Highway	01/22/21	3
Greg Born	Maintenance Technician – Highway	01/22/21	3
Julie Johnson	Human Resources Director	01/23/21	7
Christy Hormann Ayers	Chief Deputy – County Attorney	01/23/21	15
Steve Kasper	Facilities Maint. Worker II – Bldg& Grds.	01/23/21	32
Joyce Hartle	Chief Deputy – Treasurer	01/27/21	21
Steven Gjerald	Correctional Officer – Det. Ctr.	01/31/21	16



Steele County Agenda Item

Subject: Renewal of IUP 2014-02 (Medford Sand & Gravel LLC – Hill Pit)

Department: Planning & Zoning

Committee Meeting Date: January 4, 2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 17 conditions.

Background (*Including Budget Impact*):

This request is from Medford Sand & Gravel for the renewal of IUP #2014-02 allowing the mining of sand and gravel in the SW $\frac{1}{4}$ of NW $\frac{1}{4}$, the SE $\frac{1}{4}$ of NW $\frac{1}{4}$, the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$, & NE $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 16, Medford Township.

Attachments:

Findings of Fact

Location Map

Survey

Site Map

Staff Report

Supplemental Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2014-02

Medford Sand & Gravel – Hill Pit

Applicant:

Medford Sand and Gravel LLC

Land Owner:

Don Redman

Project Description:

The applicant is requesting the renewal of IUP 2014-02 allowing the mining and processing of sand and gravel material and the stockpiling and processing of recyclable aggregate material in Section 16 Medford Township. The permit originally covered 28 acres. Mining and reclamation have been completed on 8 acres and 14 acres are no longer planned to be mined. This leaves 6 acres that contain either active mining or stockpiles. The applicant has requested to confine the permit to these 6 acres.

Zoning District:

Interim Agricultural District in the NW ¼ of Section 16.

Agricultural District in the SW ¼ of Section 16

Ordinance Section:

Section 703.2 of the Steele County Zoning Ordinance allows mining and gravel extraction as an Interim Use in the Agricultural District.

Section 703.3 of the Steele County Zoning Ordinance allows temporary storage, crushing / recycling and processing of concrete and/or bituminous material as an Interim Use in the Agricultural District.

Property Description:

All that part of the SW ¼ NW ¼, SE ¼ NW ¼, NW ¼ SW ¼, & NE ¼ SW ¼, Section 16-T 106N-R20W, Steele County, Minnesota; described as follows:

Commencing at the southeast corner of said SW ¼ NW ¼; thence South 89°00'58" East a distance of 104.87 feet on an assumed bearing on the north line of the SW ¼ of said Section 16, to the west right-of-way line of the Union Pacific Railroad which is the point of beginning;
thence South 00°05'09" East a distance of 398.07 feet on said west right-of-way line;
thence North 89°00'51" West a distance of 278.86 feet to the northeasterly right-of-way line of Canadian Pacific Railroad;
thence North 16°29'29" West a distance of 518.61 feet, on said northeasterly right-of-way line;
thence South 89°00'51" East a distance of 425.36 feet, to said west right-of-way line;
thence South 00°05'09" East a distance of 96.68 feet on said west right-of-way line, to the point of beginning.

AND

The east 452.24 feet of the south 481.38 feet of the NE ¼ SW ¼ Section 16-T106N-R20W, Steele County.

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 CSAH 45. This is a 10 ton per axel weight limit road and adequate to hand the expected traffic.

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 gravel pits. This project should not affect nearby agricultural operations or the other gravel pits. A limit on the hours of operations shall be imposed to mitigate potential effects on neighboring residences. There have been no issues 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 and is screened from the road by vegetation along the railroad.

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 cropland, areas of active mining and stockpiling and areas of reclaimed 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 of aggregate material and the temporary storage, crushing and processing of recyclable aggregate material is consistent with the Zoning Ordinance if approved as an Interim Use.

6) The use will not creation a traffic hazards or congestion:

The planning commission find the site will access onto County Road 45. There have been no reported issues with traffic from this site.

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 is adequate.

Wetland: There are no jurisdictional wetlands on the site.

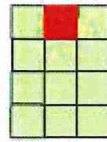
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of IUP 2014-02 with the following conditions.

(~~Strikethrough~~ is deleted, underlined is added.)

1. Mining is limited to the areas identified in the revised application. The boundary of the revised area shall be clearly marked onsite at the corners. Mining and reclamation shall be substantially completed on the phase 1 and phase 2 before a new phase can begin.
2. Mining is limited to a bottom elevation of 1064 feet. (Approximately 40 feet deep)
3. Signage warning of truck traffic shall be located along the County Road 45. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
4. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
5. Trucks shall not track material from the pit onto the public road.
6. Trucks hauling material to and from this site shall not use "jake brakes"
7. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
8. A 30 feet unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant.
9. No hazardous material may be stored in the floodplain areas.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
11. 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.
12. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.
13. Water from the pit shall not be discharged into the county road right-of-way unless a permit is acquired from the Steele County Highway Department.
14. 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.
15. 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.
16. Applicant is responsible to initiate renewal proceeding on or before October 1st, ~~2019~~ 2025 or this permit becomes invalid.
17. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre for 6 acres for a total amount of \$30,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

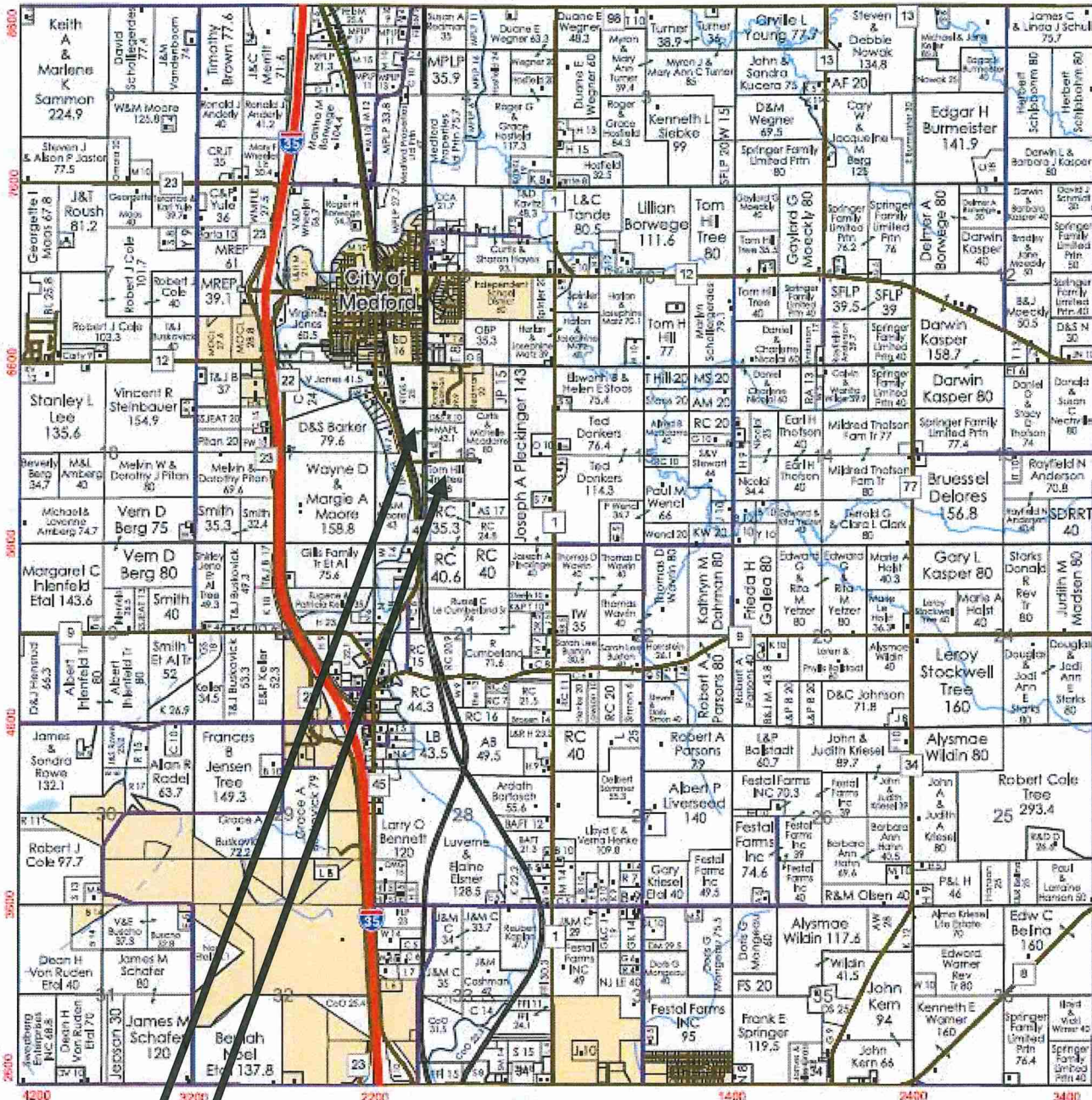
MEDFORD AND CLINTON FALLS



Rice Co.



T.108N. - R.20W.



See Page 22

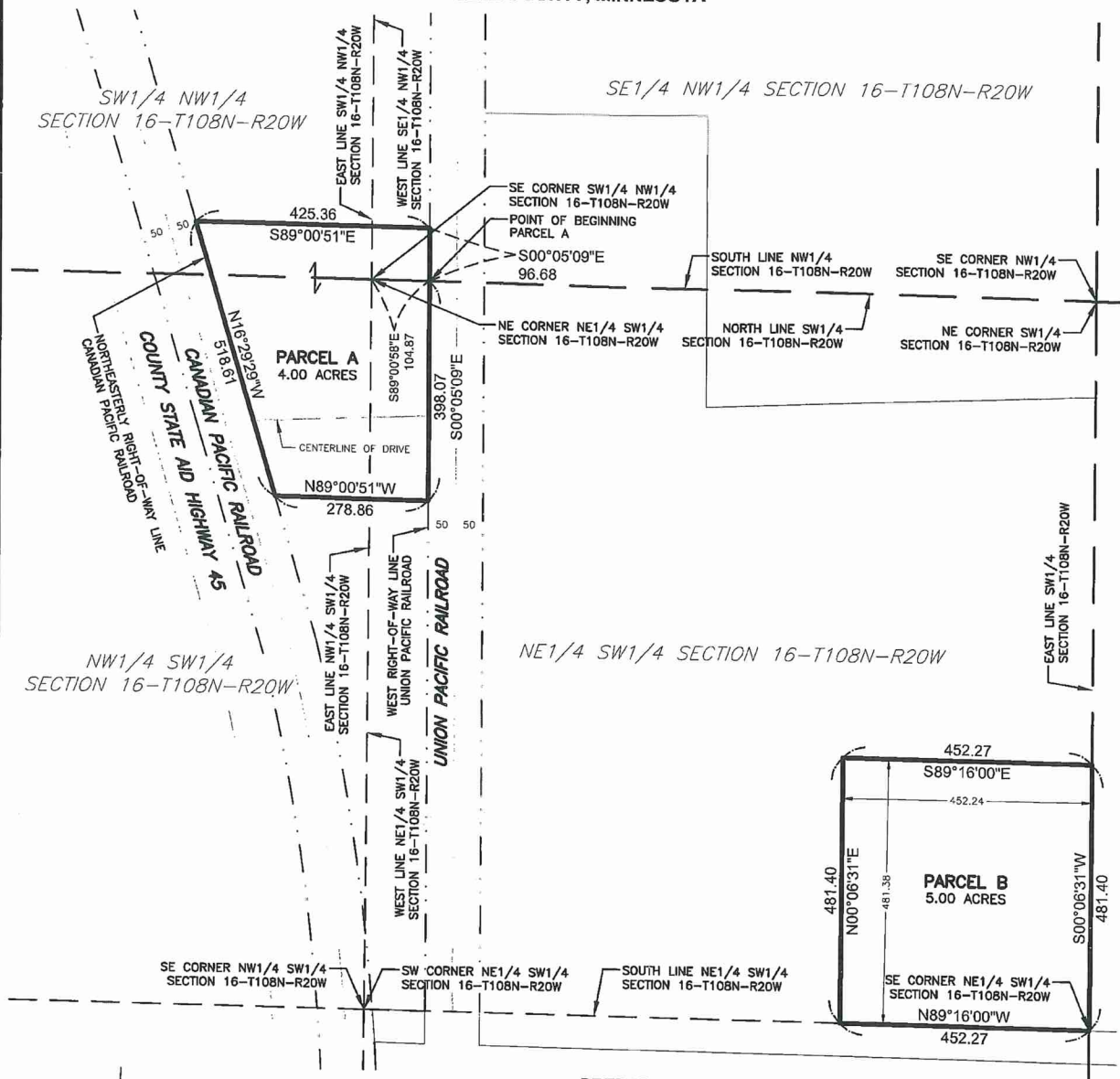
See Page 30

IUP 2014-02 Pit Site

IUP 2010-06 Pit Site

CERTIFICATE OF SURVEY

IN SW1/4 NW1/4, SE1/4 NW1/4, NW1/4 SW1/4 & NE1/4 SW1/4 SECTION 16-T108N-R20W
STEELE COUNTY, MINNESOTA



PREPARED LEGAL DESCRIPTION

PARCEL A:

All that part of the SW1/4 NW1/4, SE1/4 NW1/4, NW1/4 SW1/4 & NE1/4 SW1/4 Section 16-T106N-R20W, Steele County, Minnesota; described as follows:

Commencing at the southeast corner of said SW1/4 NW1/4; thence South 89°00'58" East a distance of 104.87 feet on an assumed bearing on the north line of the SW1/4 of said Section 16, to the west right-of-way line of the Union Pacific Railroad which is the point of beginning;

thence South 00°05'09" East a distance of 398.07 feet on said west right-of-way line;

thence North 89°00'51" West a distance of 278.86 feet to the northeasterly right-of-way line of Canadian Pacific Railroad;

thence North 16°29'29" West a distance of 518.61 feet, on said northeasterly right-of-way line;

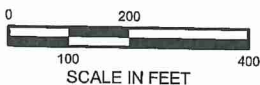
thence South 89°00'51" East a distance of 425.36 feet, to said west right-of-way line;

thence South 00°05'09" East a distance of 96.68 feet on said west right-of-way line, to the point of beginning.

PARCEL B:

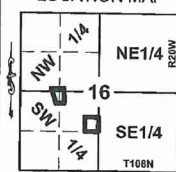
The east 452.24 feet of the south 481.38 of the NE1/4 SW1/4 Section 16-T106N-R20W, Steele County.

SCALE: 1" = 200



FOR: REDMAN

LOCATION MAP



Date: 12/28/2020
Revised date: -
Drawn by: ADM
Survey: SAT
Coord-System: RECORD
Page 1 of 1
Job No: 20-1255.DWG
File No: 916

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I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Scott A. Tuchtenhagen
L.S. No. 52646

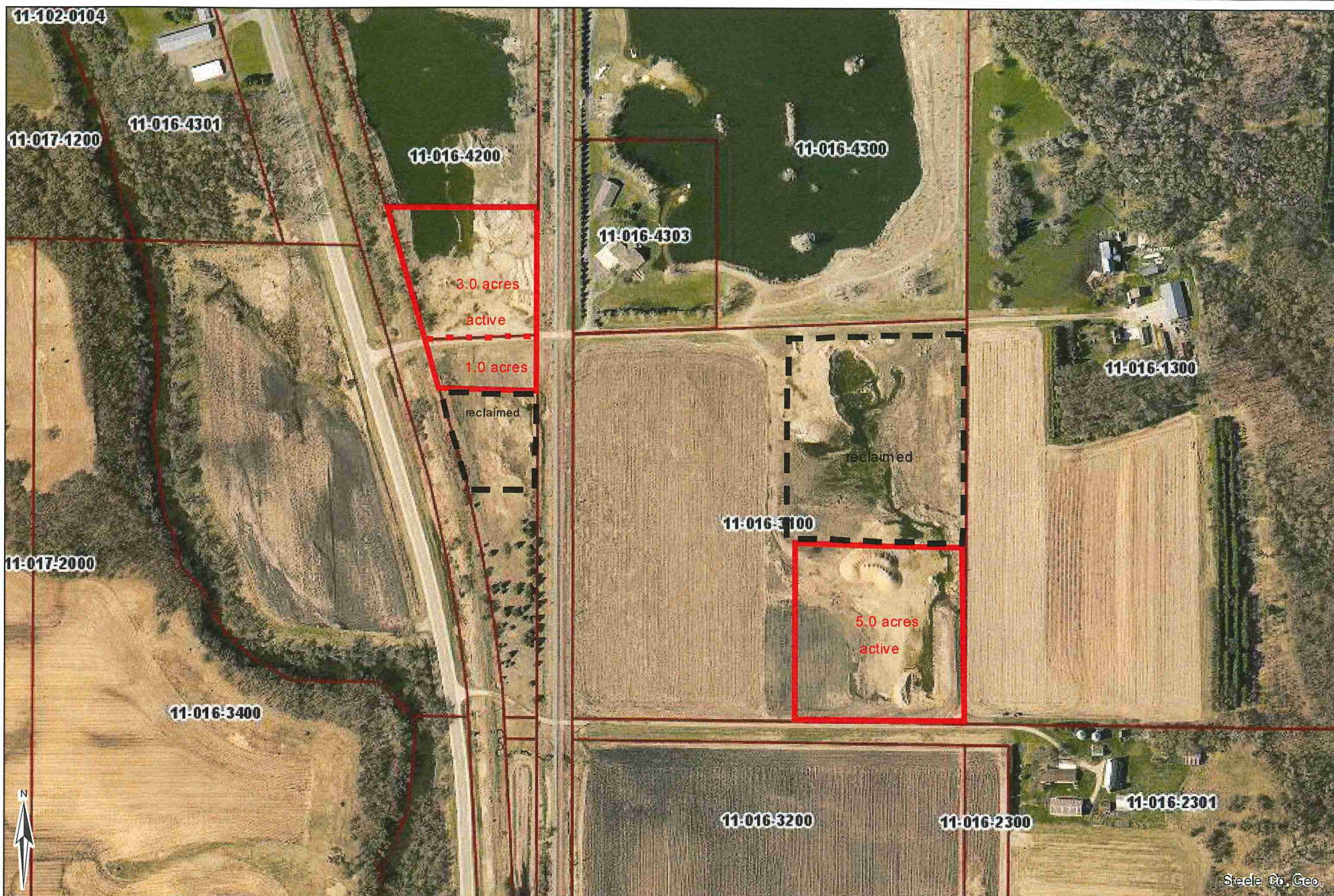
12/28/2020
Date



**JONES
HAUGH
SMITH**
Engineers + Surveyors

515 South Washington Ave.
Albert Lea, MN 56007
507-373-4876

415 West North Street
Owatonna, MN 55060
507-451-4598



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0 112.5 225 450
ft

Current Areas

December 29, 2020



Supplemental Staff Report
for
2020 Review of Interim Use Permit 2014-02
Medford Sand & Gravel – Hill Pit
(Section 16, Medford Township)

Operator: Medford Sand and Gravel LLC

Owner(s): Don and Susan Redman

Legal Description: All that part of the N 1/2 of the SW 1/4, Section 16, T 108 N, R 20 W, Steele County MN., which lies East of County Road No. 45 and which lies South of the centerline of the driveway which runs in and Easterly direction from County Road 45 to the East boundary of the property approximately paralleling but a short distance South of the East-West Quarter line of said Section 16.
EXCEPT: All that part of said premises which have been deeded and conveyed to said railroads.

Zoning District: Agricultural District

Permitted Uses: Mining of sand and gravel including crushing, wash plant, the stockpiling of aggregate material and the stockpiling and processing of recyclable aggregate material.

Permit History: April 2014 - IUP 2014-02 Issued.

- Conditions:**
1. Mining is limited to the areas identified in the application. Mining and reclamation shall be substantially completed on the phase 1 and phase 2 before a new phase can begin.
 2. Mining is limited to a bottom elevation of 1064 feet. (Approximately 40 feet deep)
 3. Signage warning of truck traffic shall be located along the County Road 45. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
 4. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
 5. Trucks shall not track material from the pit onto the public road.
 6. Trucks hauling material to and from this site shall not use “jake brakes”
 7. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
 8. A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant.
 9. No hazardous material may be stored in the floodplain areas.
 10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
 11. 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.
 12. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.
 13. Water from the pit shall not be discharged into the county road right-of-way unless a permit is acquired from the Steele County Highway Department.
 14. 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.

15. 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.
16. Applicant is responsible to initiate renewal proceeding on or before October 1st, 2019 or this permit becomes invalid.

Additional Info:

IUP 2014-02 was originally permitted for 28 acres to be completed in five phases. At our October meeting, Don Redman indicated that mining was completed on most of phase 2 and phase 3 even though all reclamation was not completed. He also indicated they were not going to mine in phase 4 and phase 5. He asked that he not have to bond to cover those area. The planning commission then tabled any action on this permit until December to give Mr. Redman time to complete reclamation on those areas and define where future mining may take place.

Original Permt:

Total Area: 28 acres
Minable Acres: 25 acres
Reclaimed Areas: 0 acres
Active Areas: 10 acres of mining and stockpiling.

Revised Permt Request:

Total Area: 28 acres
Revised Mineable: 14 acres
Not to be Mined: 14 acres
Reclaimed Areas: 8 acres.
Active Areas: 6 acres. (amount to be bonded for)

Natural Elev: 1092 - 1104.
Permitted Elev: 1064 feet
Mining Elev: Estimated to be at 1080 feet.

Recyclable Amt: None
Road Access: County Road 45 North (10 ton per axel weight limit road.)

Material Removed: Records indicated the following amount of material was removed the past 5 years between this permit and the Hillside Pit located directly south of this.

2019 – 95,084 tons
2018 – 66,932 tons
2017 – 85,042 tons
2016 – 61,541 tons
2015 – 58,630 tons

Other Permits: Nation Pollution Disposal Elimination System (NPDES): Permit MNG490064
Allows for the discharge of pumping water into the Straight River

Comments: Mining did not follow the phasing plan that was submitted in 2014. Mining initially started on Phase 2 and commenced into Phases 3 and 1 before anything was reclaimed. There are also small areas dug in the corners of Phase of 4 and 5 that have now been reclaimed. The applicant has indicated that no additional mining will be done in phase 4 and 5. Most of the currently mining and stockpiling is occurring in phase 1.
Gravel Tax have been paid.
No complaints have been registered regarding this site.

Reason for Interim Use Permit Application:

IUP 2014-02 originally covered Section 703.2 of the Zoning Ordinance requires an Interim Use Permit for the mining of sand and gravel in the Agricultural District.

Condition #15 requires the operator to renew the permit.

General Criteria for Issuing Conditional Use Permit:**a) Burden on Existing Public Facilities and Utilities:**

No utilities or public facilities are used other than CSAH 45. This is a 10 ton per axel weight limit road and adequate to hand the expected traffic.

b) Compatible, Separated, or Screened from Adjacent Agricultural or Residential Properties:

A limit on hours of operation have been imposed to mitigate noise on neighboring residential properties. There have been no reported issues from neighboring residential properties concerning this pit.

c) Appearance of Structures and Site and Effect on Adjacent Properties:

The appearance is similar to other gravel pits in the area and screened from the road by vegetation along the railroad.

d) Relationship of Proposed Project to Existing Land Use:

The existing land use is an existing permitted gravel pit. A portion of phase 1 has been reclaimed.

e) Consistency with Zoning Ordinance and Zoning District:

Gravel mining, crushing and the processing of aggregate materials is consistent with the Zoning Ordinance if approved as an Interim Use.

f) Creation of Traffic Hazards or Congestion:

There have been no reported issues with truck traffic from this pit.

g) Nuisance Effects on Nearby Business:

Several businesses are located directly west of the pit on both sides of County Road 45. There have been no reported issues concerning effects on this business.

h) Adequacy of Utilities, Access Roads, Drainage and Other Facilities:

The site will use no utilities. This site does not require a gate as it is also the entrance to two residences.

Staff Comments:

Since this permit is an Interim Use Permit and has an ending date, we are able to add conditions if we wish including the requirement for a bond. If the Planning Commission finds that this site meets the criteria to renew the permit, they may want to consider amending the following conditions. ~~Strikethrough~~ is deleted, underlined is added.

1. Mining is limited to the areas identified in the revised application. The boundary of the revised area shall be clearly marked onsite at the corners. ~~Mining and reclamation shall be substantially completed on the phase 1 and phase 2 before a new phase can begin.~~
16. Applicant is responsible to initiate renewal proceeding on or before October 1, ~~2019~~ 2025 or this permit becomes invalid.
17. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre for 6 acres for a total amount of \$30,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

Staff Report
for
2020 Review of Interim Use Permit 2014-02
Medford Sand & Gravel – Hill Pit
(Section 16, Medford Township)

Operator: Medford Sand and Gravel LLC

Owner(s): Don and Susan Redman

Legal Description: All that part of the N 1/2 of the SW 1/4, Section 16, T 108 N, R 20 W, Steele County MN., which lies East of County Road No. 45 and which lies South of the centerline of the driveway which runs in and Easterly direction from County Road 45 to the East boundary of the property approximately paralleling but a short distance South of the East-West Quarter line of said Section 16.
EXCEPT: All that part of said premises which have been deeded and conveyed to said railroads.

Zoning District: Agricultural District

Permitted Uses: Mining of sand and gravel including crushing, wash plant, the stockpiling of aggregate material and the stockpiling and processing of recyclable aggregate material.

Permit History: April 2014 - IUP 2014-02 Issued.

Conditions:

1. Mining is limited to the areas identified in the application. Mining and reclamation shall be substantially completed on the phase 1 and phase 2 before a new phase can begin.
2. Mining is limited to a bottom elevation of 1064 feet. (Approximately 40 feet deep)
3. Signage warning of truck traffic shall be located along the County Road 45. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
4. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
5. Trucks shall not track material from the pit onto the public road.
6. Trucks hauling material to and from this site shall not use “jake brakes”
7. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
8. A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant.
9. No hazardous material may be stored in the floodplain areas.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
11. 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.
12. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.
13. Water from the pit shall not be discharged into the county road right-of-way unless a permit is acquired from the Steele County Highway Department.
14. 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.

15. 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.
16. Applicant is responsible to initiate renewal proceeding on or before October 1st, 2019 or this permit becomes invalid.

Total Area: 28 acres
Minable Acres: 25 acres
Reclaimed Areas: 0 acres
Active Areas: 10 acres of mining and stockpiling.

Natural Elev: 1092 - 1104.
Permitted Elev: 1064 feet
Mining Elev: Estimated to be at 1080 feet.

Recyclable Amt: None
Road Access: County Road 45 North (10 ton per axel weight limit road.)

Material Removed: Records indicated the following amount of material was removed the past 5 years between this permit and the Hillside Pit located directly south of this.

2019 – 95,084 tons
2018 – 66,932 tons
2017 – 85,042 tons
2016 – 61,541 tons
2015 – 58,630 tons

Other Permits: Nation Pollution Disposal Elimination System (NPDES): Permit MNG490064
Allows for the discharge of pumping water into the Straight River

Comments: Mining did not follow the phasing plan that was submitted in 2014. Mining initially started on Phase 2 and commenced into Phases 3 and 1 before anything was reclaimed. There are also small areas dug in the corners of Phase of 4 and 5. It doesn't appear any of the areas have been completely reclaimed. Most of the currently mining and stockpiling is occurring in phase 1.
Gravel Tax appears to have been paid.
No complaints have been registered regarding this site.

Reason for Interim Use Permit Application:

Section 703.2 of the Zoning Ordinance requires an Interim Use Permit for the mining of sand and gravel in the Agricultural District.

Condition #15 requires the operator to renew the permit.

General Criteria for Issuing Conditional Use Permit:

a) Burden on Existing Public Facilities and Utilities:

No utilities or public facilities are used other than CSAH 45. This is a 10 ton per axel weight limit road and adequate to hand the expected traffic.

b) Compatible, Separated, or Screened from Adjacent Agricultural or Residential Properties:

A limit on hours of operation have been imposed to mitigate noise on neighboring residential properties. There have been no reported issues from neighboring residential properties concerning this pit.

c) Appearance of Structures and Site and Effect on Adjacent Properties:

The appearance is similar to other gravel pits in the area and screened from the road by vegetation along the railroad.

d) Relationship of Proposed Project to Existing Land Use:

The existing land use is an existing permitted gravel pit. A portion of phase 1 has been reclaimed.

e) Consistency with Zoning Ordinance and Zoning District:

Gravel mining, crushing and the processing of aggregate materials is consistent with the Zoning Ordinance if approved as an Interim Use.

f) Creation of Traffic Hazards or Congestion:

There have been no reported issues with truck traffic from this pit.

g) Nuisance Effects on Nearby Business:

Several businesses are located directly west of the pit on both sides of County Road 45. There have been no reported issues concerning effects on this business.

h) Adequacy of Utilities, Access Roads, Drainage and Other Facilities:

The site will use no utilities. This site does not require a gate as it is also the entrance to two residences.

Staff Comments:

Since this permit is an Interim Use Permit and has an ending date, we are able to add conditions if we wish including the requirement for a bond. If the Planning Commission finds that this site meets the criteria to renew the permit, they may want to consider amending the following conditions. ~~Strikethrough~~ is deleted, underlined is added.

1. Mining is limited to the areas identified in the application. Mining and reclamation shall be substantially completed on the phase 1 ~~and~~ ,phase 2 and phase 3 before additional mining on phase 4 or 5 ~~a new phase~~ can ~~begin~~ occur.
16. Applicant is responsible to initiate renewal proceeding on or before October 1, ~~2019~~ 2025 or this permit becomes invalid.
17. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre for a total amount of \$140,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

INTERIM USE PERMIT**2014-02**
Permit # renewal

PARCEL #:	<u>11-016-3100</u>	HEARING DATE:	<u>04/06/20</u>
DISTRICT:	<u>Interim Agricultural</u>	DECISION DATE:	<u>01/26/21</u>

APPLICANT:	<u>Medford Sand and Gravel</u>	LANDOWNER:	<u>Don and Susan Redman</u>
ADDRESS:	<u>P.O. Box 60</u>	ADDRESS:	<u>P.O. Box 60</u>
	<u>Medford MN 55049</u>		<u>Medford, MN 55060</u>

LEGAL DESCRIPTION OF PROPERTY:

All that part of the SW ¼ NW ¼, SE ¼ NW ¼, NW ¼ SW 1/4, & NE 1/4 SW 1/4, Section 16-T 106N-R20W, Steele County, Minnesota; described as follows:

Commencing at the southeast corner of said SW ¼ NW ¼; thence South 89°00'58" East a distance of 104.87 feet on an assumed bearing on the north line of the SW ¼ of said Section 16, to the west right-of-way line of the Union Pacific Railroad which is the point of beginning;

thence North 89°00'51" West a distance of 278.86 feet to the northeasterly right-of-way line of Canadian Pacific Railroad;

thence North 16°29'29" West a distance of 518.61 feet, on said northeasterly right-of-way line;

thence South 89°00'51" East a distance of 425.36 feet, to said west right-of-way line;

thence South 00°05'09" East a distance of 96.68 feet on said west right-of-way line, to the point of beginning.

AND

The east 452.24 feet of the south 481.38 feet of the NE ¼ SW ¼ Section 16-T106N-R20W, Steele County.

REFERENCE ORDINANCE FOR CUP:

Section 703.2 of the Steele County Zoning Ordinance allows Mining and Gravel Extraction as an Interim Use in the Agricultural District.

PROPOSED USE(S):

Mining of sand and gravel, including crushing, wash plant, the stockpiling of aggregate material and the stockpiling and processing of recyclable aggregate material.

INTERIM USE PERMIT

Permit # 2014-02
renewal

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 17 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 Mining is limited to the areas identified in the revised application. The boundary of the revised area shall be clearly marked onsite at the corners.
- 2 Mining is limited to a bottom elevation of 1064 feet. (Approximately 40 feet deep)
- 3 Signage warning of truck traffic shall be located along the County Road 45. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
- 4 Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
- 5 Trucks shall not track material from the pit onto the public road.
- 6 Trucks hauling material to and from this site shall not use "jake brakes"
- 7 Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
- 8 A 30 foot unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected
- 9 No hazardous material may be stored in the floodplain areas.
- 10 Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
- 11 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.
- 12 The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.

- 13 Water from the pit shall not be discharged into the county road right-of-way unless a permit is acquired from the Steele County Highway Department.
- 14 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.
- 15 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.
- 16 Applicant is responsible to initiate renewal proceeding on or before October 1st, 2025 or this permit becomes invalid.
- 17 The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre for 6 acres for a total amount of \$30,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

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 _____, 2021.

Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: Award Publication Bid for 2021

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Rescind the motion to Award the publication bid for printing of the Financial Statement for 2020; Commissioner proceedings for 2021, Delinquent Tax List for 2020 and all other legal publications as required.

Background (*Including Budget Impact*):

Annually the county Board sends out bids for the Publication of the Financial Statement, the Delinquent Tax List and the Commissioner Proceedings and all other legal publications as required by 331A.01 and 375.12.

Attachments:



Steele County Agenda Item

Subject: Award 2nd Publication Bid

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Rescind the motion to Award the 2nd Publication bid for the 2020 Financial Statement to another paper located in the County.

Background (*Including Budget Impact*):

Annually the County Board awards the bid for the 2nd Publication of the Financial Statement to another paper located in the County.

Attachments:



Steele County Agenda Item

Subject: Award Publication Bid for 2021

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the publication bid for printing of the Commissioner proceedings for 2021, Delinquent Tax List for 2020 and all other legal publications as required.

Background (*Including Budget Impact*):

Annually the county Board sends out bids for the Publication of the Financial Statement, the Delinquent Tax List and the Commissioner Proceedings and all other legal publications as required by 331A.01 and 375.12.

Attachments:



Steele County Agenda Item

Subject: Award Publication Bid for 2021

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the publication for printing of the 2020 Financial Statement.

Background (*Including Budget Impact*):

Annually the county Board sends out bids for the Publication of the Financial Statement, the Delinquent Tax List and the Commissioner Proceedings and all other legal publications as required by 331A.01 and 375.12.

Attachments:



Steele County Agenda Item

Subject: Award 2nd Publication Bid

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the 2nd Publication bid for the 2020 Financial Statement to another paper located in another part of the County.

Background (*Including Budget Impact*):

Annually the County Board awards the bid for the 2nd Publication of the Financial Statement to another paper located in the County.

Attachments:



Steele County Agenda Item

Subject: Memorial Tree Program

Department: Administrator's Office

Committee Meeting Date: January 14, 2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends the donation amount to change from \$50 to \$100, giving authority to the Facilities Director to determine the type of tree to plant and its location.

Recommendation:

Recommend the donation fee and program be changed from \$50 to \$100 to reflect a donation fee increase, limit the quantity of trees left to plant in the program and give authority to the Facilities Director to determine which tree to plant and the location it shall be planted.

Background (*Including Budget Impact*):

Since the inception of the program, the cost of trees has continued to increase. Currently a donation fee of \$50.00 is requested. The cost of a tree ranges from \$69 to \$115 per tree at 2020 contractor pricing. There is an engraved brass leaf placed on the memorial tree in the lobby area. This is an additional cost of \$10.00.

Recommend changing the Memorial Tree Program. Today, if a person donates twice the amount of the donation, they would be able to order two trees. We recommend each person may request one tree per donation, even if they choose to donate above the set amount.

Currently some people are requesting specific trees and locations. We are exhausting the space available for planting of these trees and the locations remaining limit us to the types of trees. When planting trees we need to consider locations which the trees will be able to remain without being disturbed. This limits the available space we currently have left, and which trees can be planted. We recommend the Facilities Director have authority to determine which trees shall be ordered and the location in which the trees will be planted. We also recommend the facilities Director be able to limit the number of trees based on available space.



Steele County Agenda Item

Subject: Establish Pollinator Habitat and Seed Bank at the Public Works Facility

Department: Highway

Committee Meeting Date: January 14, 2021

Board Meeting Date: January 26, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend bringing to the full Board on the Regular Agenda

Recommendation:

Support the establishment of pollinator habitat and seed bank at the Public Works Facility

Background (*Including Budget Impact*):

Commissioner Gnemi was approached by a constituent about using some County property to establish pollinator habitat and a seed bank to produce seed for establishing additional habitat in County Highway rights-of-way.

While the initial thought was to use the County owned parcel in the SE corner of CSAH 45 & CSAH 18 (Snorek property), through discussion it seemed to make more sense to establish this at the Public Works Facility which has the space and would be easier to access and establish a plot for this purpose.

The Public Works Policy Committee discussed this informally and thought it would be a positive project that should be presented to the full Board.

Attachments:

Letter Proposal from Mr. Josh Gommels

Steele County Commissioners,

My name is Josh Gommels. I have been a resident of Steele County for five years. I am originally from Rochester, MN and when I moved here, I was impressed with the amount of open grassland spaces in the area. I saw more pheasants while driving around Steele County in my first year living here than in the last twenty years living in Rochester. The amount of open grassland in the county is a great resource with a lot of potential. With the decline of pollinators who make one third of all food possible, including many species of bees and butterflies, Steele County is in a position to not only change that, but perhaps create a niche for tourism. The North American Monarch butterfly is the only species of butterfly in the world to migrate thousands of miles every year. It travels from overwintering in Mexico to its summer breeding ground in North America and back. We are in the heart of that breeding ground. Monarchs are dependent on only milkweed for reproduction and depend heavily on a few other species of native flowers as adults for fuel for the migration to Mexico. If Steele County were to invest in the heavy reintroduction of several species of milkweed and other species of beneficial native flowers on a large scale, it could potentially create a tourism niche for butterfly enthusiasts. People pay thousands of dollars to travel to remote corners of the world such as the Amazon rainforest to see butterflies. I have heard stories that decades ago in this very area monarchs would take a rest on trees in numbers so thick it looked like the trees were orange with fall color from so many wings. People will travel here to see that again. They will need to stay in hotels, eat food, buy gas, and will go shopping while here.

Bringing back pollinators in large numbers may seem like a large task and it is, but it's not impossible. I have an Associate's Degree in Ornamental Horticulture with 15 years of experience in the industry. I bring with that a passion for native plants and a passion for propagation. As with any wildlife habitat restoration, a large diversity of species is key. However, some species are much more effective than others and those are the ones that will be the most useful to focus resources on for establishment. The common milkweed *Asclepias syriaca* for example, is important simply because of its large numbers, does not attract as many monarchs as people think. The swamp milkweed *Asclepias incarnata* is much more attractive for females to lay eggs on. I have counted up to a dozen caterpillars on one swamp milkweed plant in a summer in my own yard and perhaps only one on a common milkweed only a few feet away. This is something I have noticed year after year and I have heard reports of others noticing the same. A large enemy of the monarch is mowing grasses too early in the summer when the eggs and caterpillars are trying to reproduce, as well as spraying chemicals in adjacent farm fields. Waiting until late summer for the first mowing of ditches is one solution, but can be challenging given the number of public and private entities involved. The swamp milkweed is a built-in solution. It doesn't just grow in swamps as the name suggests but thrives in wet areas as well as average soils. Nobody wants to mow in the mud. It is also prohibited for most chemicals to be sprayed near water. These areas combined with swamp milkweed's ability to attract egg laying females in greater than usual numbers make it a powerhouse for monarch reproduction.

Another key plant for monarchs is the blazing star of which there are several species. All adult butterflies love blazing star for a food source. The Rocky Mountain Blazing Star *Liatris ligulistylis* is touted by many to be a butterfly magnet. Butterflies love all blazing stars but this one is particularly attractive to the monarch because its flowering is late summer to coincide with the timing for the south bound migration.

All experienced gardeners know that for the most part perennial flowers, and especially natives, only flower for a few weeks out of the year. They understand the value of planting many flowers that will have overlapping bloom periods throughout the season. There is however one native species of flower that is largely unknown and boasts an impressive bloom period. It is the Anise Hyssop *Agastache foeniculum*. It will begin flowering in June and it will not stop until frost. It is usually covered in multiple bumble bees at any given time and is often visited by any near-by butterflies. Given its impressive bloom period this is a one stop food shop for nearly every flying insect for most of the growing season.

If Steele County were to invest resources into the heavy reintroduction of these key species as well as a few others, there is a large potential for many future benefits. This includes not only the increased pollination of crops but the eco-tourism of people who will travel to see the butterflies and the added

beauty of the landscape. I have the knowledge and experience to grow these species from seed on an industrial scale for the County that would cost pennies on the dollar compared to purchasing plants from a third party. I would love to have the opportunity to prove myself by turning a small parcel of land into a habitat that will attract bees and butterflies in heavy numbers and in turn people. It will show noticeable results in one to two years and be near fully established in three years. This area can serve as a small example of what can be done in other areas on a much larger scale. Some plants grow quite quickly from seed and will mature and flower in one year, while others are more slow growing and take a few years to mature. A separate area to serve as a nursery would allow seedlings to mature before transplanting. It would serve as a seed bank for plants to produce seeds for direct sowing, and it would be a valuable asset for the production of plants on a large scale right here in Steele County.

Thank you,
Josh Gommels

**Minutes of the
Steele County Planning Commission
January 04, 2020**

Call to Order:

The meeting was called to order by B. Schmidt at 7 pm. Present were B. Schmidt, Lammers, Esplan, Jaster, Spatenka, Queen, Ingvaldson, County Board member Brady, and staff member Oolman.

Agenda:

Motion by Esplan, second by Spatenka to approve the agenda as submitted. Roll call taken. Motion passed unanimously.

Election of Officers

Unanimous vote for B. Schmidt for Chair. Motion passed.

Unanimous vote for Jaster for Vice Chair. Motion passed.

Appointment of the planning and zoning staff as secretary. Motion passed.

Building Permits:

The building permits for December were reviewed.

Minutes:

Motion by Esplan second by Jaster to approve the November 2nd, 2020 minutes as submitted. Roll call taken. Motion passed unanimously.

County Board Action

Oolman reported the County Board approved the following as recommended by the Planning Commission:

Review of CUP #299 (Loken – Dietz Pit)

Review of IUP #2015-02 (Loken – Hafstad Pit)

Review of IUP #2010-02 (Loken – Schultz Pit)

Renewal of IUP 2014-02 (Medford Sand & Gravel – Hill Pit)

This request is from Medford Sand and Gravel LLC to renew Interim Use Permit 2014-02 allowing the mining and processing of sand and gravel on property owned by Don and Susan Redman and located all that part of the N 1/2 of the SW 1/4, Section 16, T 108 N, R 20 W, Steele County MN. This item was tabled at the applicants request in October to give him time to reclaim part of the pit.

Motion by Jaster second by Queen to remove IUP 2014-02 from the table. Roll call was taken. Motion passed unanimously.

Questions and comments of the commission.

- Schmidt – On condition #1, should add legal from the survey.
Oolman replied, we can add “legal from the survey”.

- Ingvaldson – Does all the material get hauled thru the north access?
Oolman replied, yes, to County road 45.
- Schmidt – Was the work finished that we talked about last session?
Oolman answered, Yes.
- Spatenka – Is there a stockpile on Parcel A?
Oolman replied, Yes
- Spatenka – Is he going to dig on Parcel A or just stockpile
Oolman responded the permit will allow him to dig there as well as stockpile.
Schmidt added, I think he stated that there would be little to no digging there & that it would be just to stockpile.
Ben Hanson, from Medford Sand and Gravel clarified the Intent of Parcel A is to stockpile & sell off the stockpile material.

The public hearing was opened. As there were no questions or comments, the public hearing was closed.

Motion by Esplan, second by Lammers to approve the renewal of IUP 2014-02 with the following conditions: (~~strike through~~ is deleted, underlined is added)

1. Mining is limited to the areas identified in the revised application. The boundary of the revised area shall be clearly marked onsite at the corners. ~~Mining and reclamation shall be substantially completed on the phase 1 and phase 2 before a new phase can begin.~~
2. Mining is limited to a bottom elevation of 1064 feet. (Approximately 40 feet deep)
3. Signage warning of truck traffic shall be located along the County Road 45. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
4. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
5. Trucks shall not track material from the pit onto the public road.
6. Trucks hauling material to and from this site shall not use “jake brakes”
7. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
8. A 30 feet unexcavated buffer shall remain adjacent to all property lines and road right of ways. Any erosion to neighboring properties as a result of this mine shall be corrected immediately by the applicant.
9. No hazardous material may be stored in the floodplain areas.
10. Operator shall maintain the viability of any existing private drainage system at all times during the operation of the pit.
11. 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.
12. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter. A consistent slope must be maintained below the final waterline to a depth of 6 feet. Topsoil must be replaced on upland areas and re-vegetated if not used for cropland.
13. Water from the pit shall not be discharged into the county road right-of-way unless a permit is acquired from the Steele County Highway Department.
14. 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.
15. 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.

16. Applicant is responsible to initiate renewal proceeding on or before October 1st, ~~2019~~ 2025 or this permit becomes invalid.
17. The permittee shall furnish bond or other financial surety as approved by the county, for potential site restoration. The bond or other financial surety shall be in an amount of \$5,000 per acre for 6 acres for a total amount of \$30,000 and remain in place for 6 years from the date this permit is issued or until the total site is reclaimed and the reclamation is approved by Steele County.

Roll call taken. Motion passed unanimously.

Adjournment:

Motion by Spatenka, second by Esplan to adjourn at 7:26. 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 for Steele County in a respectful and fiscally responsible way (draft)

Thursday, January 14, 2020 at 7:30 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Gnemi, Assistant Engineer Paul Sponholz, Engineer Greg Ilkka, Four Seasons Director Steve Schroht, Facilities and Fleet Director Jake Rysavy, and Administrator Scott Golberg.

Consent:

1. Approve Americans with Disabilities Act (ADA) Transition Plan
2. Approve the Prioritized Bridge Replacement List Resolution
3. Approve renewal of Lease of Farmland Adjacent to the New Public Works Facility

General:

1. Memorial Tree Program

Department Head Reports:

Facilities: Courthouse shingles were damaged during the acid wash cleaning. Jake is working towards a resolution. Space study continues, looking at options. Community Correction trying to do a short term lease extension.

Four Seasons: Opened up on January 4th for ice. Working with shows on upcoming dates.

Landfill: Working on out-of-county waste notice to haulers (letter).

Highway: Review, discussions and/or updates on the following items:

- Monarchs/pollinators, wildflowers/natives project: A resident is looking for 10' x 100' for pollination and seed growing to help save the Monarchs.
- Engineering pickup out for quotes House Chev & Owatonna Ford
- CSAH 2 – looking at a Cooperative Agreement with Waseca County.
- Traffic signal at Main & Lincoln update with discussion.
- Local Road Improvement Program
- RFP out for railroad bridges study, joint with City.
- Bixby Road & 18th St. roundabout update
- Rose & Grove Mini-Roundabout Update – an uptick in crashes since it opened. Staff and the City are reviewing issues and solutions to mitigate. May just be drivers' unfamiliarity with roundabouts.
- Medford CSAH 45 Project – New Council wants to re-visit the continuous left turn lane and made a proposal, staff is evaluating.

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



STEELE COUNTY
PUBLIC SAFETY COMMITTEE AGENDA
Public Works Building – 630 Florence - Owatonna, MN 55060

Steele County's Mission – Driven to deliver quality services for Steele County in a respectful and fiscally responsible way (draft)

Thursday, January 14, 2021 at 9:00 a.m. – Board Room

Attendees: Commissioner John Glynn, Commissioner Jim Abbe, Attorney Dan McIntosh, Sheriff Lon Thiele, EM Tom Karnauskas, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, and Administrator Scott Golberg.

Consent Agenda

1. Recommend Approving the Steele County Sheriff Fee Schedule
2. Recommend renewal of 2021 Summit Food Service Contract Amendment with change
3. Recommend renewal of the 2021 Advanced Correctional Healthcare Service Contract Amendment with change

Information

- Move Public Safety Meetings to the 2nd Wednesday of every month at 8 a.m. in the Board Room

Department Head Reports

- County Attorney – Planning for post COVID. Discussion of the Court Calendar and how EO affected the schedule.
- County Sheriff – EOC Trailer has been offered to Public Health to use. Old EOC trailer is going to Emergency Management after the Sheriff removes any of their items. The K-9 unit was dispatched and the unit did find an illegal substance. The UV lights for disinfection purposes is in use. Discussion on upcoming shared cost items and repairs associated with the LEC.
- Emergency Management – Supporting Public Health when possible.
- Community Corrections – Planning for post COVID. Virtual visits have increased. Continue with field visits using social distancing. Walk throughs and inside searches have been reduced due to COVID. Discussion on how the processes work currently on site due to COVID. Discussions on the Re-entry programs and processes that are being reviewed to create a better transition program from jail to Community Corrections for success. Staff is Unionizing.
- Detention Center: Update on “Pay for Stay Policy”, Julia will speak to this at the Board Meeting. There have been efficiencies with the upgraded electronics. HVAC update; they are working on controls, almost complete. Implemented new programs using Zoom. Working with WDI for job training. Discussion of data transfer.



STEELE COUNTY
LAND USE & RECORDS COMMITTEE AGENDA
Public Works Building – 630 Florence - Owatonna, MN 55060

Steele County's Mission – Driven to deliver quality services for Steele County in a respectful and fiscally responsible way (draft)

Tuesday, January 19, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Abbe, Commissioner Brady, Dale Oolman, Rick Kvien, Cathy Piepho, Laura Ihrke and Administrator Scott Golberg.

Consent Agenda

1. Recommend renewing the Watercraft Inspection Delegation Agreement

Information

- 2020 Planning & Zoning Department Review- More hearings than in the past. Variances had 13 requests. Two were denied. There is normally two or three. Septic requests were a little larger than normal. Feed lot and Ag. requests were down. Complaints came from the spreading of manure. Permits mainly came from hail damage. Discussion on Agriculture permits as they were less than half compared to average.

Department Head Reports

Recorder: Passports are higher than normal. Rice County is not doing passports. No Wait inside software is working great. Recorder's Office would like to continue to use this software after COVID. Document Counts were up over 40% from October to January.

Planning & Zoning: This is report month. Hearings keep coming in. Software is still in the first stage. Discussion on reviewing the Comp Plan; would take a consultant which is normally done every 10 years. Last one was done in 2008.

Treasurer: This time of year is a little slower. Madison was just hired and is working with Joyce who is retiring next Friday. Just released budget book. Preparing for audits which is happening sooner than in the past.

Administration: There is about 35 applications for the ERG Program. Discussion on the Public ERG Meeting that was held virtually.

Auditor: Waiting for state to come down for election audit. Working on taxes and ditches. Christine has started in the Auditors Office.



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 for Steele County in a respectful and fiscally responsible way (draft)

Wednesday, January 20, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Glynn, Commissioner Brady, IT Director Dave Purscell, Assessor William Effertz, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Extension Lisa Dierks, Auditor Laura Ihrke and Administrator Scott Golberg.

Consent Agenda

1. Recommend approving back-fill Appraiser position
2. Recommend approving back-fill of the 4-H/Youth Development Extension Educator

Information

- Discussion of implementation of Duo MFA is in final testing. This provides GEO fencing which provides a higher level of security. Steele County has been working with testing for the last month and is looking at expanding users.
- Update on 2020 computer refresh: MNPrairie is complete. All remaining Surfaces will be replaced in 2021 with XPS Dell computer due to problems with the units.
- Discussion on data received from MDH through Carbon Black.
- Working with PHN to explore enhanced communications related to COVID-19 vaccine. Granicus solution is communication cloud. Allows people to receive text communication and posts to email, text and social media. More information to follow.
- Blooming Prairie Police Department is looking for assistance in the IT area. Currently in the information gathering stage.

Department Head Reports

Assessors: They are seeing growth in the area of Ag and residential properties. Discussion on retail businesses.

Treasurer/Finance: Joyce Hartle retirement gathering next Friday from 1 to 4 p.m. New Hire Madison.

Extension Office: Two people going on leave.

Human Resources: Working on forms, contracts and starting to work on the Probation Officers Union Contract.