



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

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

TUESDAY, March 23, 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.

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.*

4. Approve March 9, 2021 Board Minutes (pg. 3)
5. Approve March 17, 2021 Board Work Session Minutes (pg. 6)
6. Approve Bills and Journal Entries (pg. 7)
7. Approve Personnel Report (pg. 45)
8. Accept cash donation for Sheriff's Office for Project Lifesaver (pg. 46)

9. Approve Agreement with Clinton Falls Township for Replacement of Bridge No. L3951 (pg. 47)
10. Approve Agreement with Meriden Township for Replacement of Bridge No. 95975 (pg. 52)
11. Approve Resolution and authorize sale of Tax Forfeited Properties (pg. 56)
12. Approve four Fujitsu scanners for the Auditor's office using funds from the Compliance fund. (pg. 65)
13. Authorize the chair to sign the 2020 Feedlot Officer Annual Report (pg. 66)
14. Approve extension of Families First Coronavirus Response Act Emergency Sick Leave through June 30, 2021. (pg. 70)

County Board Work Session – March 17, 2021

15. 2021-2025 Draft Strategic Plan, Mission Statement, Core Values, and Vision Statement (pg. 71)
16. Policy for requested Resolutions and Proclamations (pg. 83)
17. American Rescue Plan Act Committee Appointment (pg. 85)

Information Items

18. Steele County Economic Relief Grant Awards (pg. 86)
19. Public Works Committee Meeting Minutes – March 11, 2021 (pg. 89)
20. Land Use and Records Committee Meeting Minutes – March 16, 2021 (pg. 90)

Commissioner Reports:

Next Meeting Notices:

Community Services Committee – March 25, 2021 at 8:00 a.m. in the Boardroom

Internal Central Services – April 7, 2021 at 8:00 a.m. in the Boardroom

Public Works Committee – April 8, 2021 at 7:30 a.m., Public Works Facility

County Board Meeting – April 13, 2021 at 5:00 p.m. in the Boardroom

Adjourn

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

of recyclable aggregate material on 199 acres located in Sections 1, 2, 11 and 12 of Lemond Township, Milestone Materials/Spinler Quarry with 16 conditions and to approve the Findings of Facts. Ayes all.

Motion by Glynn, seconded by Commissioner Gnemi to approve Interim Use Permit #2021-01, Crane Creek Asphalt, requesting a temporary hot mix plant in the Spinler Quarry located in the West ½ of the SW ¼, Section 1, Lemond Township with 4 conditions and Findings of Facts. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the repair on Public Tile Ditch #11 in Section 24 of Berlin Township and to award the quote from H & H Excavating Inc for \$13,300, and to reach out to the ditch attorney to address the right of way. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to schedule a Work Session for March 17th at 3:00 p.m. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve backfilling an Emergency and Risk Management Director position as a 1.0 FTE with additional duties for the county safety program and property/casual insurance oversight to replace Mike Johnson who will be retiring on May 28, 2021. Upon the vote being taken, 4 Commissioners voted in favor thereof, Commissioner Abbe voting against.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi authorizing the Administrator to disburse the Economic Relief Grants as per committee recommendations in the amount of \$715,024.46. Ayes all. Upon the vote being taken, 4 Commissioners voted in favor thereof, Commissioner Krueger abstaining.

Commissioner Reports:
Commissioner Krueger reported his attendance at Highway 14 Partnership, Criminal Justice meeting and Economic Relief Grant Committee meeting.

Commissioner Abbe reported his attendance at Rice/Steele 911 Joint Powers meeting, Economic Relief Grant Committee meeting and Jail meeting.

Commissioner Gnemi reported his attendance at Drug Court meetings, Emergency Medical meeting, Work Force meeting and Semcac.

Commissioner Glynn reported his attendance at Internal Central Services meeting.

Commissioner Brady reported his attendance at Internal Central Services meeting, Rice/Steele 911 Joint Powers meeting, Planning & Zoning meeting and MnPrairie meeting.

LISTING OF BILLS
3/9/2021

ArchKey Technologies	4,283.00
Bolton & Menk Inc	7,916.50
Central Farm Services	5,237.69
Erickson Engineering Co LLC	3,510.00
EVERFI INC	2,200.00
ICS Consulting Inc	44,190.35
Karpel Solutions	15,557.01
Midstates Equipment Supply	3,269.59
Minnesota Valley Testing Labs	3,363.60
OpenGov Inc	29,181.00
Owatonna Groundmasters Inc	9,507.83
Short Elliott Hendrickson Inc	13,276.08
SRF Consulting Group Inc	12,951.05
Steele County Highway Dept	8,077.28
Summit Food Services LLC	3,722.73
The Transportation Alliance	2,642.00
Waste Management Of Wi-Mn	52,302.59
101 Payments less than \$2,000	<u>33,475.14</u>
Final Total:	\$264,663.44

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to adjourn to the call of the chair at 5:35 p.m. Ayes all.

CHAIRMAN _____

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

March 17, 2021

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 3:00 p.m. on March 17, 2021 with Commissioners Gnemi, Abbe, Krueger, Glynn and Brady present. Also present were County Attorney Dan McIntosh, Human Resources Director Julie Johnson, County Administrator Scott Golberg and County Auditor Laura Ihrke.

The Detention Center Population Analysis & Forecast was presented by Alan Richardson and Patrick Jablonski from Justice Planners.

Julie brought forward a request to extend the FFCRA Emergency Sick Leave Provision through June 30, 2021 due to the roll-out and availability of vaccine to staff has taken longer than anticipated.

Scott gave update on the Minnesota's Stay Safe Plan and he will bring forward an updated Steele County Preparedness Plan.

Scott then discussed the Strategic Plan update and discussed if it was ready to be brought forward.

Scott updated the Board on the disposition of the Old Highway Shop properties. Discussed lots on 26th Street also.

Scott updated the Board regarding the Master Planning/Space study. Scott met with owner of Community Corrections building regarding lease.

Scott shared with the Board the American Rescue Plan Act. The county would be eligible for approximately 7.1 million.

Meeting was adjourned at 5:16 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

NGRITZ
3/17/21

2:51PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
3/17/21 2:51PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
301	DEPT			Administration			
	37025 Innovative Office Solutions LLC						
10	10-301-000-0000-6410		23.76	3 pckt organizer	IN3278521	Office Supplies	N
	37025 Innovative Office Solutions LLC		23.76	1 Transactions			
	4879 Shred Right						
20	10-301-000-0000-6410		40.00	Security console	547282	Office Supplies	N
	4879 Shred Right		40.00	1 Transactions			
301	DEPT Total:		63.76	Administration	2 Vendors	2 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	2505 Andersen Inc/Earl F						
8	10-302-000-0000-6534		226.95	Sign - CSAH 19	0125703-IN	Supplies - Signing	N
	2505 Andersen Inc/Earl F		226.95	1 Transactions			
	3738 Arrow Ace Hardware						
5	10-302-000-0000-6534		50.98	Sign shop supplies	265216/2	Supplies - Signing	N
	3738 Arrow Ace Hardware		50.98	1 Transactions			
	8430 AWT LLC						
6	10-302-000-0000-6534		1,430.00	Sign supplies	5177	Supplies - Signing	N
	8430 AWT LLC		1,430.00	1 Transactions			
	48700 M-R Sign Company, Inc						
11	10-302-000-0000-6534		2,410.00	Barr panels - (100)	2111682	Supplies - Signing	N
	48700 M-R Sign Company, Inc		2,410.00	1 Transactions			
302	DEPT Total:		4,117.93	Road & Bridge Maintenance Expense	4 Vendors	4 Transactions	
303	DEPT			Construction Expense			
	3738 Arrow Ace Hardware						
4	10-303-000-0000-6510		19.27	Engineering lockers	265206/2	Engineering & Surveying Supplies	N
	3738 Arrow Ace Hardware		19.27	1 Transactions			
	22460 Erickson Engineering Co LLC						
9	10-303-000-0000-6260		2,705.00	Professional services	14070	Consultants/Admin Fee	N

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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	22460 Erickson Engineering Co LLC		2,705.00	1 Transactions			
19	77570 Short Elliott Hendrickson Inc 10-303-000-0000-6260		2,760.42	Professional services	402020	Consultants/Admin Fee	N
	77570 Short Elliott Hendrickson Inc		2,760.42	1 Transactions			
21	1667 SRF Consulting Group Inc 10-303-000-0000-6260		20,641.91	Professional services	13417.00-11	Consultants/Admin Fee	N
	1667 SRF Consulting Group Inc		20,641.91	1 Transactions			
303	DEPT Total:		26,126.60	Construction Expense	4 Vendors	4 Transactions	
304	DEPT			Equipment Maintenance & Shops			
	150 Alexander Lumber Company						
1	10-304-000-0000-6512		92.69	Lumber for Covid table	186281/1	Bldg Repair & Maintenance	N
2	10-304-000-0000-6512		59.48	Supplies for Covid table	186282/1	Bldg Repair & Maintenance	N
	150 Alexander Lumber Company		152.17	2 Transactions			
	3738 Arrow Ace Hardware						
3	10-304-000-0000-6512		11.90	Supplies for Covid table	265196/2	Bldg Repair & Maintenance	N
	3738 Arrow Ace Hardware		11.90	1 Transactions			
	11215 Central Farm Services						
7	10-304-000-0000-6540		672.16	Superlube	2612197	Fuel & Lubricants	N
	11215 Central Farm Services		672.16	1 Transactions			
	5096 Matheson Tri-Gas Inc						
12	10-304-000-0000-6511		159.71	Welding supplies	23188087	Maint Shop Supplies & Materials	N
	5096 Matheson Tri-Gas Inc		159.71	1 Transactions			
	50510 McNeilus Steel Inc						
13	10-304-000-0000-6520		167.15	Parts, unit#2122	01641428	Machinery/Vehicle Parts	N
	50510 McNeilus Steel Inc		167.15	1 Transactions			
	51630 Mike's Repair						
14	10-304-000-0000-6520		1,759.00	Tires, unit#2062	091327	Machinery/Vehicle Parts	N
	51630 Mike's Repair		1,759.00	1 Transactions			
	4097 Nuss Truck & Equipment						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
15	10-304-000-0000-6520		Parts, unit#2131	1201178P	Machinery/Vehicle Parts	N
16	10-304-000-0000-6520		Parts, unit#2131	2212942P	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment		2 Transactions			
65100	Paape Companies Inc					
17	10-304-000-0000-6512	4,129.00	Washbay sensor replacement	101984	Bldg Repair & Maintenance	N
65100	Paape Companies Inc	4,129.00	1 Transactions			
68420	Plunkett's Pest Control, Inc.					
18	10-304-000-0000-6512	98.50	Pest control March	6976094	Bldg Repair & Maintenance	N
68420	Plunkett's Pest Control, Inc.	98.50	1 Transactions			
85167	Stewart Sanitation					
22	10-304-000-0000-6514	107.63	February garbage	000643637	Utility Services	N
85167	Stewart Sanitation	107.63	1 Transactions			
86520	Terminal Supply Company					
23	10-304-000-0000-6511	640.16	Shop supplies	22630-00	Maint Shop Supplies & Materials	N
24	10-304-000-0000-6511	71.55	Shop supplies	22630-01	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company	711.71	2 Transactions			
7787	Tri-State Bobcat					
25	10-304-000-0000-6520	1,122.81	Parts, unit#2146	P51301	Machinery/Vehicle Parts	N
26	10-304-000-0000-6520	406.16	Parts, unit#2146	P51702	Machinery/Vehicle Parts	N
7787	Tri-State Bobcat	1,528.97	2 Transactions			
99250	Zep Sales & Service					
27	10-304-000-0000-6511	367.01	Shop supplies	9006050321	Maint Shop Supplies & Materials	N
99250	Zep Sales & Service	367.01	1 Transactions			
304	DEPT Total:	11,618.86	Equipment Maintenance & Shops	13 Vendors	17 Transactions	
10	Fund Total:	41,927.15	Road & Bridge Fund		27 Transactions	
	Final Total:	41,927.15	23 Vendors	27 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	41,927.15	Road & Bridge Fund	
	All Funds	41,927.15	Total	Approved by,
				
				

NGRITZ
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3:51PM

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NGRITZ
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1 General Revenue Fund

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	No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT		County Wide			
	5763 Barna Guzy & Steffen Ltd					
47	01-003-000-0000-6194	117.00	Return to work ISS/Exempt hrs	228411	Personnel Policy	Y
	5763 Barna Guzy & Steffen Ltd	117.00	1 Transactions			
	8925 Ehlers					
82	01-003-565-0000-6260	15,000.00	ERG Consulting fees	86326	Consultants/Admin Fee	N
	8925 Ehlers	15,000.00	1 Transactions			
	41040 KOWZ-KRUE Radio					
87	01-003-565-0000-6480	172.00	ERG Program Radio Ads	6166-2	Non-Capitalized Inventory	N
	41040 KOWZ-KRUE Radio	172.00	1 Transactions			
3	DEPT Total:	15,289.00	County Wide	3 Vendors	3 Transactions	
5	DEPT		Board Of Commissioners			
	4212 Bussler Publishing Inc					
10	01-005-000-0000-6242	27.97	Synopsis Comm Brd - 2/9/21	30991	Publishing	N
	4212 Bussler Publishing Inc	27.97	1 Transactions			
5	DEPT Total:	27.97	Board Of Commissioners	1 Vendors	1 Transactions	
13	DEPT		Law Library			
	70550 Thomson Reuters - West					
36	01-013-000-0000-6501	958.60	West Info Charges - February	843928214	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					
28	01-031-000-0000-6801	5.00	Shredding service	546073	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			

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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
15	8310 FSSolutions						
	01-032-000-0000-6801		56.38	DOT Quarterly DT	FL00428934	General Expense	N
	8310 FSSolutions		56.38	1 Transactions			
29	4879 Shred Right						
	01-032-000-0000-6801		5.00	Shredding service	546073	General Expense	Y
	4879 Shred Right		5.00	1 Transactions			
32	DEPT Total:		61.38	Human Resources	2 Vendors	2 Transactions	
41	DEPT			Auditor			
	37025 Innovative Office Solutions LLC						
184	01-041-000-0000-6410		5.27	Scanned - Stamp	3295045	Office Supplies	N
185	01-041-000-0000-6410		8.09	Adding machine tape - 1 pk	3295045	Office Supplies	N
186	01-041-000-0000-6410		4.95	Small post-it notes	3295045	Office Supplies	N
187	01-041-000-0000-6410		36.20	Copy paper - 1 case	3295045	Office Supplies	N
86	01-041-000-0000-6410		45.37-	Credit-Double payment 3238017	CPAY-1911070	Office Supplies	N
	37025 Innovative Office Solutions LLC		9.14	5 Transactions			
41	DEPT Total:		9.14	Auditor	1 Vendors	5 Transactions	
42	DEPT			Treasurer			
	8815 Amazon Capital Services Inc						
3	01-042-000-0000-6410		24.97	Headset	1619DXMFLKJJ	Office Supplies	N
	8815 Amazon Capital Services Inc		24.97	1 Transactions			
	37025 Innovative Office Solutions LLC						
188	01-042-000-0000-6410		36.20	Copy paper - 1 case	3295045	Office Supplies	N
	37025 Innovative Office Solutions LLC		36.20	1 Transactions			
42	DEPT Total:		61.17	Treasurer	2 Vendors	2 Transactions	
61	DEPT			Information Technology			
	18450 Office of MN IT Services						
68	01-061-000-0000-6212		1,057.45	Monthly Internet fee	DV21020408	M-Net Expenses	N
	18450 Office of MN IT Services		1,057.45	1 Transactions			

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
61	DEPT Total:		1,057.45	Information Technology	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	8499 Counties Providing Technology						
48	01-062-000-0000-6301		4,222.00	General Tech Assist/Support	March	Equip/Software Maint	Y
49	01-062-000-0000-6301		160.00	Laser check signature	March	Equip/Software Maint	Y
	8499 Counties Providing Technology		4,382.00	2 Transactions			
	16282 Crosstown Cartage Inc						
79	01-062-000-0000-6801		297.00	Scheduled service - Wk end 3/5		General Expense	N
80	01-062-000-0000-6802		130.00	MNPrairie Scheduled service	Wk end 3/5/21	Internal Chargeback	N
	16282 Crosstown Cartage Inc		427.00	2 Transactions			
	572 Kronos Incorporated						
57	01-062-000-0000-6301		3,529.59	HRIS Operating cost - February	11735652	Equip/Software Maint	N
	572 Kronos Incorporated		3,529.59	1 Transactions			
	4419 Matrix Communications Inc						
65	01-062-000-0000-6210		753.46	Monthly phone system Mtc - Mar	M002565	Telephone	N
	4419 Matrix Communications Inc		753.46	1 Transactions			
62	DEPT Total:		9,092.05	Central Services	4 Vendors	6 Transactions	
63	DEPT			Auditor Elections			
	21920 Election Systems & Software Inc						
50	01-063-000-0000-6410		1,852.20	Unity ERM Software license	1181914	Office Supplies	N
	21920 Election Systems & Software Inc		1,852.20	1 Transactions			
63	DEPT Total:		1,852.20	Auditor Elections	1 Vendors	1 Transactions	
91	DEPT			County Attorney			
	37025 Innovative Office Solutions LLC						
56	01-091-000-0000-6410		143.83	Copy paper/Pens/Photo paper	3289228	Office Supplies	N
	37025 Innovative Office Solutions LLC		143.83	1 Transactions			
	70550 Thomson Reuters - West						
73	01-091-000-0000-6410		1,172.41	Westlaw - February	843920309	Office Supplies	N
74	01-091-000-0000-6410		77.93	Library charge	844004233	Office Supplies	N

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	70550 Thomson Reuters - West		1,250.34	2 Transactions		
	97402 Xerox Corporation					
76	01-091-000-0000-6410		207.49	Monthly charges	012746158	Office Supplies N
	97402 Xerox Corporation		207.49	1 Transactions		
91	DEPT Total:		1,601.66	County Attorney	3 Vendors	4 Transactions
101	DEPT			County Recorder		
	5655 High Point Networks					
52	01-101-000-9305-6600		21,056.00	SCAC VMware Host Servers - 2	176407	Capital Outlay - Technology Fund N
	5655 High Point Networks		21,056.00	1 Transactions		
101	DEPT Total:		21,056.00	County Recorder	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
	13000 City Of Blooming Prairie					
136	01-105-000-0000-6805		115.49	Bldg permit reimb - February		Bl Pr Reimb-Bldg Permit N
	13000 City Of Blooming Prairie		115.49	1 Transactions		
	51300 Metro Sales Inc					
147	01-105-000-0000-6410		245.43	Copier contract	1772536	Office Supplies N
	51300 Metro Sales Inc		245.43	1 Transactions		
	9073 MOWA					
148	01-105-000-0000-6241		240.00	2021 Membership renewal	Barden - 90	Membership Dues N
	9073 MOWA		240.00	1 Transactions		
105	DEPT Total:		600.92	Planning & Zoning	3 Vendors	3 Transactions
111	DEPT			Buildings & Grounds		
	9075 Access Tonna Lock Service					
178	01-111-041-0000-6300		93.00	Lock service call - SCAC	1144	Bldg Repairs & Maintenance Y
	9075 Access Tonna Lock Service		93.00	1 Transactions		
	3738 Arrow Ace Hardware					
6	01-111-043-0000-6300		1.10-	Return - Bolts/builders	264955	Bldg Repairs & Maintenance N
5	01-111-043-0000-6300		14.99	Feed tube cutter	265054	Bldg Repairs & Maintenance N

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1 General Revenue Fund

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
7	01-111-043-0000-6300	0.30	Nozzles - Balance	C21312	Bldg Repairs & Maintenance	N
3738	Arrow Ace Hardware	14.19	3 Transactions			
6980	Block Plumbing & Heating Inc					
134	01-111-040-0000-6300	23.27	Faucet repair - Admin	57843	Bldg Repairs & Maintenance	N
135	01-111-042-0000-6300	4,095.00	Replace water heater - CH	57845	Bldg Repairs & Maintenance	N
6980	Block Plumbing & Heating Inc	4,118.27	2 Transactions			
14420	Culligan Inc					
138	01-111-041-0000-6300	30.45	Filter - Annex	15215657	Bldg Repairs & Maintenance	N
137	01-111-042-0000-6300	30.45	Filter - CH	15215749	Bldg Repairs & Maintenance	N
139	01-111-044-0000-6300	535.50	Salt - Detention Center	15345876	Bldg Repairs & Maintenance	N
14420	Culligan Inc	596.40	3 Transactions			
8125	Faribo Plumbing & Heating Inc					
140	01-111-040-0000-6300	6,998.22	Repair heating leaks - SCAC	23275	Bldg Repairs & Maintenance	N
8125	Faribo Plumbing & Heating Inc	6,998.22	1 Transactions			
8288	Four Seasons Electric					
141	01-111-042-0000-6300	210.00	Replace bulb/LED lamp - CH	9903	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	210.00	1 Transactions			
33550	Hillyard-Hutchinson					
142	01-111-040-0000-6560	94.00	Vacuum motor	604266849	Janitorial Supplies	N
33550	Hillyard-Hutchinson	94.00	1 Transactions			
32300	Honeywell Inc					
143	01-111-042-0000-6300	1,384.65	Repair water heater - CH	5255113930	Bldg Repairs & Maintenance	N
144	01-111-040-0000-6300	1,178.55	Repair hot water coil - Admin	5255127505	Bldg Repairs & Maintenance	N
145	01-111-042-0000-6300	2,200.55	Controls contract - CH	5255177747	Bldg Repairs & Maintenance	N
32300	Honeywell Inc	4,763.75	3 Transactions			
7906	Mark's					
146	01-111-044-0000-6300	255.23	Pump cap & body - Det Center	1930174	Bldg Repairs & Maintenance	Y
7906	Mark's	255.23	1 Transactions			
585	Olympic Fire Protection Corp					
149	01-111-040-0000-6300	1,605.00	Replace 2 faulty valves-SCAC	68041	Bldg Repairs & Maintenance	N

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585	Olympic Fire Protection Corp		1 Transactions			
8253	Owatonna Filters					
151	01-111-044-0000-6300	2,925.78	180 Filters - Det Center	3077	Bldg Repairs & Maintenance	N
8253	Owatonna Filters	2,925.78	1 Transactions			
61520	Owatonna Motor Company					
152	01-111-000-0000-6320	561.64	Repair rodent damage	658945	Fleet Vehicle Maintenance	N
61520	Owatonna Motor Company	561.64	1 Transactions			
61560	Owatonna Public Utilities					
155	01-111-043-0000-6250	177.55	Utilities - COB 115 Mill	705296	Utilities	N
153	01-111-043-0000-6250	626.90	Utilities - COB 303 Cedar	718546	Utilities	N
154	01-111-043-0000-6250	253.33	Utilities - COB 109 Mill	718547	Utilities	N
61560	Owatonna Public Utilities	1,057.78	3 Transactions			
2825	Stanley Security Solutions Inc					
156	01-111-044-0000-6300	664.62	Security Monitoring - January	6000867484	Bldg Repairs & Maintenance	N
2825	Stanley Security Solutions Inc	664.62	1 Transactions			
85167	Stewart Sanitation					
157	01-111-041-0000-6300	81.70	Trash/Recycling - Annex	643635	Bldg Repairs & Maintenance	N
159	01-111-042-0000-6300	74.72	Trash/Recycling - CH	643638	Bldg Repairs & Maintenance	N
158	01-111-043-0000-6300	51.97	Trash/Recycling - COB	643638	Bldg Repairs & Maintenance	N
160	01-111-040-0000-6300	188.09	Trash/Recycling - Admin	644155	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	396.48	4 Transactions			
3452	Temple Electric Motor Service Inc					
35	01-111-042-0000-6300	140.00	Inlet wheel repair	113875	Bldg Repairs & Maintenance	N
3452	Temple Electric Motor Service Inc	140.00	1 Transactions			
99250	Zep Sales & Service					
162	01-111-040-0000-6560	231.22	Cleaner/Air Freshner - SCAC	9006026142	Janitorial Supplies	N
99250	Zep Sales & Service	231.22	1 Transactions			
111	DEPT Total:	24,725.58	Buildings & Grounds	17 Vendors	29 Transactions	
121	DEPT		Veteran Service			
6032	APG Media of Southern Minnesota LLC					

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4	01-121-000-0000-6242		Memoral Flags - February	13476-0221	Publishing	N
6032	APG Media of Southern Minnesota LLC		1 Transactions			
9071	Eagle Foundry of Utah Inc					
81	01-121-751-0000-6820	265.00	Mediallions for Vets	106716	Grant Expense	N
9071	Eagle Foundry of Utah Inc	265.00	1 Transactions			
121	DEPT Total:	379.00	Veteran Service	2 Vendors	2 Transactions	
201	DEPT		Sheriff			
8864	Cellebrite Inc					
11	01-201-000-0000-6304	4,300.00	2021 UFED Touch ULT SW renal	INVUS225910	Contracts	Y
8864	Cellebrite Inc	4,300.00	1 Transactions			
7956	Galls LLC					
16	01-201-000-0000-6480	500.00	Riot Helmets - 4	017710352	Non-Capitalized Inventory	N
17	01-201-000-0000-6480	625.00	Riot Helmets - 5	017710353	Non-Capitalized Inventory	N
51	01-201-000-0000-6480	125.00	Riot Helmet - 1	017745059	Non-Capitalized Inventory	N
7956	Galls LLC	1,250.00	3 Transactions			
1064	Kappy's Collision Center					
19	01-201-000-0123-6320	3,197.12	7423 - Squad damage	2189	Squad 7423 Maintenance	Y
1064	Kappy's Collision Center	3,197.12	1 Transactions			
3298	Kwik Trip Inc					
58	01-201-000-0000-6562	102.56	Squad gas - February	00221259	Gas & Oil Squads	N
59	01-201-000-0000-6562	2.40-	Adj Federal excise tax 10E	00221259	Gas & Oil Squads	N
60	01-201-000-0000-6562	1.06-	Adj Fuel volume discount	00221259	Gas & Oil Squads	N
61	01-201-000-0000-6562	4.08-	Adj Federal Excise tax unleade	00221259	Gas & Oil Squads	N
3298	Kwik Trip Inc	95.02	4 Transactions			
4877	L & L Street Rods & Sport Trucks					
20	01-201-000-0000-6480	350.00	7424-Remove old squad equip	3140	Non-Capitalized Inventory	N
62	01-201-000-0000-6480	2,583.90	New squad equip - 7424	3145	Non-Capitalized Inventory	N
4877	L & L Street Rods & Sport Trucks	2,933.90	2 Transactions			
5487	LexisNexis Risk Data Management					
64	01-201-000-0000-6425	150.00	Searches/Reports - February	1035910-202102	Investigation Expense	N

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5487	LexisNexis Risk Data Management		150.00	1 Transactions			
56125	NAPA Auto Parts						
24	01-201-000-0000-6320		5.99	Spare squad - Battery key FOB	885388	Vehicle Maintenance	N
56125	NAPA Auto Parts		5.99	1 Transactions			
68350	Pitney Bowes Inc						
25	01-201-000-0000-6293		128.97	Postage meter/Records	1017491793	Gun Permit Expenses	N
68350	Pitney Bowes Inc		128.97	1 Transactions			
1761	Prehn/Tony						
26	01-201-000-0115-6320		100.00	Interior cleaning - 7405	1016	Squad 7405 Maintenance	N
1761	Prehn/Tony		100.00	1 Transactions			
85300	Streichers Inc						
71	01-201-000-0000-6285		228.45	Reloadable training round kit	11488798	Firearms/Ammo Training	N
85300	Streichers Inc		228.45	1 Transactions			
21215	Strohschein Properties LLC						
32	01-201-000-0000-6346		750.00	Rent - March		Eds Rent Account	1
33	01-201-000-0000-6346		39.79	Utilities - February		Eds Rent Account	N
21215	Strohschein Properties LLC		789.79	2 Transactions			
5594	Water Systems Company						
44	01-201-000-0000-6410		8.70	1/5 gal refill	863332	Office Supplies	N
43	01-201-000-0000-6410		8.95	Monthly fee - March	870407	Office Supplies	N
5594	Water Systems Company		17.65	2 Transactions			
201	DEPT Total:		13,196.89	Sheriff	12 Vendors	20 Transactions	
208	DEPT			Coroner			
49916	Mayo Clinic						
89	01-208-000-0000-6801	AP 1	200.00	Autopsy-Balance due-March 2020	218137	General Expense	Y
88	01-208-000-0000-6801		1,800.00	Autopsy-Feb - Mohamed	229346	General Expense	Y
49916	Mayo Clinic		2,000.00	2 Transactions			
4229	Moore Md/Kellyanna J						
23	01-208-000-0000-6801		3,536.33	Coroner service - March		General Expense	Y

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4229 Moore Md/Kellyanna J		3,536.33	1 Transactions		
208 DEPT Total:		5,536.33	Coroner	2 Vendors	3 Transactions
251 DEPT			Jail		
4346 Advanced Correctional Healthcare Inc					
2 01-251-000-0000-6269		1,557.37	Onsite Mental Health Serv	104512	Site Mental Health Services Y
1 01-251-000-0000-6270		7,632.34	Onsite Medical Services	104512	Medical Services Y
179 01-251-000-0000-6432		279.69	Epenephhrine pens - 2	105085	Medical Payments Y
180 01-251-000-0000-6432		29.44	Pharmacy - Dodge County	105087	Medical Payments Y
4346 Advanced Correctional Healthcare Inc		9,498.84	4 Transactions		
5750 Bob Barker Company Inc					
9 01-251-000-0000-6418		332.49	Hygeine/Inmate shirts/Boxers	WEB000708906	Lock-Up Supplies N
8 01-251-000-0000-6418		56.70	Inmate socks	WEB000709111	Lock-Up Supplies N
5750 Bob Barker Company Inc		389.19	2 Transactions		
2222 Charter Communications					
181 01-251-000-0000-6304		202.78	TV service	0391586031021	Contract Serv./Bldg Maint N
2222 Charter Communications		202.78	1 Transactions		
3134 Dash Medical Gloves					
182 01-251-000-0000-6451		435.80	Latex gloves - 2 cases	1228648	Operating Supplies N
3134 Dash Medical Gloves		435.80	1 Transactions		
37025 Innovative Office Solutions LLC					
18 01-251-000-0000-6410		239.65	Copy paper/Office supplies	3282014	Office Supplies N
189 01-251-000-0000-6410		19.13	Custom stamp	3288412	Office Supplies N
37025 Innovative Office Solutions LLC		258.78	2 Transactions		
18450 Office of MN IT Services					
69 01-251-000-0000-6211		42.50	Fiber Management fee	DV21020408	Radio - Computers - Cameras N
18450 Office of MN IT Services		42.50	1 Transactions		
85167 Stewart Sanitation					
30 01-251-000-0000-6254		299.58	Garbage service - March	644152	Garbage Disposal N
85167 Stewart Sanitation		299.58	1 Transactions		
8247 Summit Food Services LLC					

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34	01-251-000-0000-6441	3,819.98	Inmate meals - February	2000105179	Prisoner Meals	N
190	01-251-000-0000-6441	4,055.15	Inmate meals 2/27-3/5/21	2000105815	Prisoner Meals	N
191	01-251-000-0000-6441	4,100.49	Inmate meals 3/6-12/2021	2000106416	Prisoner Meals	N
192	01-251-000-0000-6451	634.61	Kitchen supplies	N673411	Operating Supplies	N
8247	Summit Food Services LLC	12,610.23	4 Transactions			
618	Turnkey Corrections					
38	01-251-000-0000-6418	44.86	Inmate indigent items	10016811	Lock-Up Supplies	N
37	01-251-000-0000-6418	314.00	Inmate Cups - 2 cases	19747	Lock-Up Supplies	N
39	01-251-000-0000-6418	13.00	Inmate	19794	Lock-Up Supplies	N
618	Turnkey Corrections	371.86	3 Transactions			
8070	U N X Inc					
42	01-251-000-0000-6560	803.32	Laundry detergents	2021-35347-00	Janitorial Supplies	N
8070	U N X Inc	803.32	1 Transactions			
4035	Uline Inc					
40	01-251-000-0000-6451	214.32	Jail supplies	130457147	Operating Supplies	N
41	01-251-000-0000-6451	168.24	Jail supplies	130457148	Operating Supplies	N
4035	Uline Inc	382.56	2 Transactions			
8030	US Prisoner Transport					
193	01-251-000-0000-6307	2,312.50	Prisoner transport - Farless	205696	Outside Transportation	Y
8030	US Prisoner Transport	2,312.50	1 Transactions			
251	DEPT Total:	27,607.94	Jail	12 Vendors	23 Transactions	
252	DEPT		Community Corrections			
4064	Alcohol Monitoring System Inc					
45	01-252-000-0000-6274	1,439.70	SCRAM - Monitoring fee	221497	Scram Monitoring	N
4064	Alcohol Monitoring System Inc	1,439.70	1 Transactions			
8263	CRK Properties LLC					
12	01-252-000-0000-6341	5,794.00	Rent - April		Office Rent	1
13	01-252-000-0000-6341	846.06	Utilities		Office Rent	N
8263	CRK Properties LLC	6,640.06	2 Transactions			
37025	Innovative Office Solutions LLC					
183	01-252-000-0000-6410	20.05	Posit-ts/Clips/Index	3293170	Office Supplies	N

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	37025 Innovative Office Solutions LLC		20.05	1 Transactions			
	6884 Language Line Services Inc						
63	01-252-000-0000-6284		56.89	Jaquar communication charges	10176416	Interpreter Services	N
	6884 Language Line Services Inc		56.89	1 Transactions			
	51300 Metro Sales Inc						
66	01-252-000-0000-6410		129.75	Copier charges	1770889	Office Supplies	N
	51300 Metro Sales Inc		129.75	1 Transactions			
	5830 Midwest Monitoring & Surveillance						
21	01-252-000-0000-6270		282.84	Lab service - February	DT0221105	Chemical Testing	Y
	5830 Midwest Monitoring & Surveillance		282.84	1 Transactions			
252	DEPT Total:		8,569.29	Community Corrections	6 Vendors	7 Transactions	
253	DEPT			Law Enforcement Center			
	8288 Four Seasons Electric						
14	01-253-000-0000-6300		541.38	Sewage pump repair	9869	Bldg Repairs & Maintenance	N
	8288 Four Seasons Electric		541.38	1 Transactions			
	37025 Innovative Office Solutions LLC						
55	01-253-000-0000-6410		541.29	Wipes/Batteries/Tape/Clips etc	3284329	Office Supplies	N
	37025 Innovative Office Solutions LLC		541.29	1 Transactions			
	52550 MEI Total Elevator Solutions						
22	01-253-000-0000-6304		384.22	Monthly service - March	897337	Contract Services/Bldg Mtce	N
	52550 MEI Total Elevator Solutions		384.22	1 Transactions			
	4879 Shred Right						
27	01-253-000-0000-6254		40.50	Shredding service	546100	Garbage Disposal	Y
	4879 Shred Right		40.50	1 Transactions			
	85167 Stewart Sanitation						
31	01-253-000-0000-6254		81.64	Garbage service - March	644154	Garbage Disposal	N
	85167 Stewart Sanitation		81.64	1 Transactions			

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253	DEPT Total:	1,589.03	Law Enforcement Center	5 Vendors	5 Transactions	
391	DEPT		Environmental Services			
	36550 IFACS					
54	01-391-000-0000-6550	174.31	Stretch wrap	5263884	Household Hazardous Waste	N
	36550 IFACS	174.31		1 Transactions		
	435 OSI Environmental Inc					
150	01-391-000-0000-6550	100.00	Used filters	2090560	Household Hazardous Waste	N
	435 OSI Environmental Inc	100.00		1 Transactions		
391	DEPT Total:	274.31	Environmental Services	2 Vendors	2 Transactions	
481	DEPT		Public Health Nursing			
	8783 Availity LLC					
77	01-481-460-6009-6383	20.00	Medicare billing care	00644818	Contract Services	N
	8783 Availity LLC	20.00		1 Transactions		
	8800 EKF Diagnostaics					
83	01-481-461-6030-6434	57.77	Pregnancy test	STA-13009427	Medical Supplies	N
	8800 EKF Diagnostaics	57.77		1 Transactions		
	8389 Healthcarefirst					
84	01-481-460-6009-6383	104.74	HHCAHPS fee - March	51817673	Contract Services	N
	8389 Healthcarefirst	104.74		1 Transactions		
	52975 Minnesota Valley Testing Labs					
90	01-481-463-6049-6322	37.80	Lab water testing charges	1076585	Well Water Service Agreements	N
91	01-481-463-6049-6322	54.00	Lab water testing charges	1077005	Well Water Service Agreements	N
	52975 Minnesota Valley Testing Labs	91.80		2 Transactions		
	5424 Northstar Calibration Inc					
92	01-481-462-6047-6563	160.00	Termometer Temp Calibration	636204	Maintenance And Repair	N
93	01-481-464-6061-6383	80.00	Termometer Temp Calibration	636204 - COVID	Contract Services	N
	5424 Northstar Calibration Inc	240.00		2 Transactions		
	9072 Recovery Services					
96	01-481-462-6047-6466	34.70	Overpayment Flu	89518960	Flu Vaccine	N

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9072 Recovery Services		34.70	1 Transactions		
7944 Red Oxygen					
98 01-481-461-6040-6210	9.93	Texting service	517636	Telephone	N
97 01-481-460-6011-6210	15.71	Texting service	CI002122190	Telephone	N
7944 Red Oxygen	25.64	2 Transactions			
4879 Shred Right					
99 01-481-460-6009-6322	3.51	Shredding service	546074	Service Agreements	Y
99 01-481-460-6011-6322	0.20	Shredding service	546074	Service Agreements	Y
99 01-481-461-6025-6322	0.34	Shredding service	546074	Service Agreements	Y
99 01-481-461-6030-6322	0.20	Shredding service	546074	Service Agreements	Y
99 01-481-461-6032-6322	0.20	Shredding service	546074	Service Agreements	Y
99 01-481-461-6034-6322	0.14	Shredding service	546074	Service Agreements	Y
99 01-481-461-6040-6322	0.61	Shredding service	546074	Service Agreements	Y
99 01-481-461-6059-6322	0.20	Shredding service	546074	Service Agreements	Y
99 01-481-462-6047-6322	0.20	Shredding service	546074	Service Agreements	Y
99 01-481-464-6052-6322	0.07	Shredding service	546074	Service Agreements	Y
99 01-481-465-6057-6322	1.08	Shredding service	546074	Service Agreements	Y
4879 Shred Right	6.75	11 Transactions			
81597 Spee Dee Delivery Service Inc					
100 01-481-463-6049-6322	95.79	Well water sample	4187566	Well Water Service Agreements	N
81597 Spee Dee Delivery Service Inc	95.79	1 Transactions			
75500 Steele County Treasurer					
109 01-481-460-6009-6171	730.08	Workers Comp - March		Workers Comp	N
110 01-481-460-6009-6350	484.34	Property/Liability Insur-March		Property & Liability Insurance	N
108 01-481-460-6009-6381	791.96	CPU/Network Support-March		Cpu Usage & Network Support	N
109 01-481-460-6011-6171	42.12	Workers Comp - March		Workers Comp	N
101 01-481-460-6011-6341	299.97	Rent - March		Office Rent	N
110 01-481-460-6011-6350	27.95	Property/Liability Insur-March		Property & Liability Insurance	N
108 01-481-460-6011-6381	45.69	CPU/Network Support-March		Cpu Usage & Network Support	N
109 01-481-461-6025-6171	70.20	Workers Comp - March		Workers Comp	N
110 01-481-461-6025-6350	46.58	Property/Liability Insur-March		Property & Liability Insurance	N
108 01-481-461-6025-6381	76.15	CPU/Network Support-March		Cpu Usage & Network Support	N
109 01-481-461-6030-6171	42.12	Workers Comp - March		Workers Comp	N
102 01-481-461-6030-6341	249.98	Rent - March		Office Rent	N
110 01-481-461-6030-6350	27.95	Property/Liability Insur-March		Property & Liability Insurance	N

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108	01-481-461-6030-6381		CPU/Network Support-March		Cpu Usage & Network Support	N
109	01-481-461-6032-6171		Workers Comp - March		Workers Comp	N
103	01-481-461-6032-6341		Rent - March		Office Rent	N
110	01-481-461-6032-6350		Property/Liability Insur-March		Property & Liability Insurance	N
108	01-481-461-6032-6381		CPU/Network Support-March		Cpu Usage & Network Support	N
109	01-481-461-6034-6171		Workers Comp - March		Workers Comp	N
104	01-481-461-6034-6341		Rent - March		Office Rent	N
110	01-481-461-6034-6350		Property/Liability Insur-March		Property & Liability Insurance	N
108	01-481-461-6034-6381		CPU/Network Support-March		Cpu Usage & Network Support	N
109	01-481-461-6040-6171		Workers Comp - March		Workers Comp	N
105	01-481-461-6040-6341		Rent - March		Office Rent	N
110	01-481-461-6040-6350		Property/Liability Insur-March		Property & Liability Insurance	N
108	01-481-461-6040-6381		CPU/Network Support-March		Cpu Usage & Network Support	N
109	01-481-461-6059-6171		Workers Comp - March		Workers Comp Ins	N
106	01-481-461-6059-6341		Rent - March		Office Rent	N
110	01-481-461-6059-6350		Property/Liability Insur-March		Property & Liability Insurance	N
108	01-481-461-6059-6381		CPU/Network Support-March		Cpu Usage & Network Support	N
109	01-481-462-6047-6171		Workers Comp - March		Workers Comp	N
110	01-481-462-6047-6350		Property/Liability Insur-March		Property & Liability Insurance	N
108	01-481-462-6047-6381		CPU/Network Support-March		Cpu Usage & Network Support	N
109	01-481-464-6052-6171		Workers Comp - March		Workers Comp	N
110	01-481-464-6052-6350		Property/Liability Insur-March		Property & Liability Insurance	N
108	01-481-464-6052-6381		CPU/Network Support-March		Cpu Usage & Network Support	N
109	01-481-465-6057-6171		Workers Comp - March		Workers Comp	N
107	01-481-465-6057-6341		Rent - March		Office Rent	N
110	01-481-465-6057-6350		Property/Liability Insur-March		Property & Liability Insurance	N
108	01-481-465-6057-6381		CPU/Network Support-March		Cpu Usage & Network Support	N
75500	Steele County Treasurer		6,358.25	40 Transactions		
481	DEPT Total:		7,035.44	Public Health Nursing	10 Vendors	62 Transactions
502	DEPT			Steele Co Community Ctr		
61560	Owatonna Public Utilities					
94	01-502-000-0000-6250		860.17	Utilities - February	718550	Utilities N
61560	Owatonna Public Utilities		860.17	1 Transactions		
85167	Stewart Sanitation					
161	01-502-000-0000-6300		35.80	Trash/Recycling - Comm	643636	Bldg Repairs & Maintenance N

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1 General Revenue Fund

Steele County



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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	85167 Stewart Sanitation		35.80	1 Transactions			
502	DEPT Total:		895.97	Steele Co Community Ctr	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
46	1960 Amerigas - Owatonna Mn						
	01-550-000-0000-6258		304.64	Monthly propane	804973578	LP Gas	N
	1960 Amerigas - Owatonna Mn		304.64	1 Transactions			
78	5992 Becker Arena Products Inc						
	01-550-000-0000-6410		466.68	Board cleaning supplies	600598	Operating Supplies - Contracts	N
	5992 Becker Arena Products Inc		466.68	1 Transactions			
53	33550 Hillyard-Hutchinson						
	01-550-000-0000-6410		48.50	Scrubber pads	604262770	Operating Supplies - Contracts	N
	33550 Hillyard-Hutchinson		48.50	1 Transactions			
67	2001 Metro Sound & Lighting Inc						
	01-550-000-0000-6410		2,170.00	New Amp - Sound System	313077	Operating Supplies - Contracts	N
	2001 Metro Sound & Lighting Inc		2,170.00	1 Transactions			
95	71075 R & R Specialties Of Wisconsin Inc						
	01-550-000-0000-6314		92.50	Zam blade sharpening	72458	Zamboni Repairs	N
	71075 R & R Specialties Of Wisconsin Inc		92.50	1 Transactions			
70	5123 SCR						
	01-550-000-0000-6410		2,417.78	Side valve replacement -E Rink	W28069	Operating Supplies - Contracts	N
	5123 SCR		2,417.78	1 Transactions			
72	85167 Stewart Sanitation						
	01-550-000-0000-6254		131.89	Garbage service	644124	Garbage Disposal	N
	85167 Stewart Sanitation		131.89	1 Transactions			
75	87915 Thyssenkrupp Elevator Corp						
	01-550-000-0000-6410		141.94	Elevator phone monitoring	3005786501	Operating Supplies - Contracts	N
	87915 Thyssenkrupp Elevator Corp		141.94	1 Transactions			

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1 General Revenue Fund

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
550	DEPT Total:		5,773.93	Four Seasons	8 Vendors	8 Transactions
602	DEPT			Co-Op Extension		
	37025 Innovative Office Solutions LLC					
85	01-602-000-0000-6410		19.95	Mailing envelopes- 2 boxes	3282141	Office Supplies N
	37025 Innovative Office Solutions LLC		19.95	1 Transactions		
602	DEPT Total:		19.95	Co-Op Extension	1 Vendors	1 Transactions
1	Fund Total:		147,276.20	General Revenue Fund		195 Transactions

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21 County Ditch Fund

Steele County



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Vendor No.	Name	Account/Formula	Rpt	Accr	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							
133		21-631-000-0000-6273			6.68	Ditch Atty Monthly Retainer	324456	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	
632	DEPT					Judicial Ditch 2			
	4212	Bussler Publishing Inc							
132		21-632-000-0000-6242			7.14	Steele/Rice Ditch Notice - JD6	30990	Publishing	N
	4212	Bussler Publishing Inc			7.14	1 Transactions			
632	DEPT Total:				7.14	Judicial Ditch 2	1 Vendors	1 Transactions	
633	DEPT					Judicial Ditch 10			
	73300	Rinke-Noonan Attorney at Law							
133		21-633-000-0000-6273			6.68	Ditch Atty Monthly Retainer	324456	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							
133		21-634-000-0000-6273			6.68	Ditch Atty Monthly Retainer	324456	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							
133		21-635-000-0000-6273			6.68	Ditch Atty Monthly Retainer	324456	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							

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
133	21-636-000-0000-6273		Ditch Atty Monthly Retainer	324456	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		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					
133	21-637-000-0000-6273	6.68	Ditch Atty Monthly Retainer	324456	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					
133	21-638-000-0000-6273	6.68	Ditch Atty Monthly Retainer	324456	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					
133	21-639-000-0000-6273	6.68	Ditch Atty Monthly Retainer	324456	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					
133	21-640-000-0000-6273	6.68	Ditch Atty Monthly Retainer	324456	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					
133	21-641-000-0000-6273	6.68	Ditch Atty Monthly Retainer	324456	Attorney Fees	Y

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21 County Ditch Fund

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
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						
133	21-642-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	Attorney Fees	Y
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						
133	21-643-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	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						
133	21-644-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	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						
133	21-645-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	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						
133	21-646-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	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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	<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
	73300 Rinke-Noonan Attorney at Law						
133	21-647-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	73300 Rinke-Noonan Attorney at Law						
133	21-648-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	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						
133	21-649-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	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						
133	21-650-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	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						
133	21-651-000-0000-6273		6.66	Ditch Atty Monthly Retainer	324456	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	

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21 County Ditch Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
652	DEPT		County Ditch 25			
73300	Rinke-Noonan Attorney at Law					
133	21-652-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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	
653	DEPT		County Ditch 27			
73300	Rinke-Noonan Attorney at Law					
133	21-653-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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					
133	21-654-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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					
133	21-655-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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					
133	21-656-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
133	21-657-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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					
133	21-658-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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					
133	21-659-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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					
133	21-660-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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					
133	21-665-000-0000-6273	6.66	Ditch Atty Monthly Retainer	324456	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:	207.14	County Ditch Fund		31 Transactions	

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 38 Capital Outlay Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
251	DEPT			Jail			
	8756 ICS Consulting Inc						
177	38-251-000-0000-6600		32,205.68	Security Upgrades - Det Center	7050	Capital Outlay - Detention Center	Y
	8756 ICS Consulting Inc		32,205.68	1 Transactions			
251	DEPT Total:		32,205.68	Jail	1 Vendors	1 Transactions	
38	Fund Total:		32,205.68	Capital Outlay Fund		1 Transactions	

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53 Landfill Fund

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
398	DEPT			Landfill			
5465	B To Z Hardware						
163	53-398-000-0000-6301		36.46	Cable ties hose ends	A147684	Equip Repairs	N
164	53-398-000-0000-6301		15.40	Windshield washer	A147685	Equip Repairs	N
5465	B To Z Hardware		51.86	2 Transactions			
8424	Cintas						
165	53-398-000-0000-6304		84.84	Rugs	4075109569	Contract Services	Y
166	53-398-000-0000-6304		84.84	Rugs	4075803922	Contract Services	Y
167	53-398-000-0000-6304		84.84	Rugs	4076437031	Contract Services	Y
168	53-398-000-0000-6304		84.84	Rugs	4077091576	Contract Services	Y
8424	Cintas		339.36	4 Transactions			
37025	Innovative Office Solutions LLC						
169	53-398-000-0000-6410		264.23	Thermal & Computer paper etc	3280207	Office Supplies	N
170	53-398-000-0000-6410		70.23-	Credit Double payment - #3195066	CPAY-1911069	Office Supplies	N
37025	Innovative Office Solutions LLC		194.00	2 Transactions			
51295	Metal Services Of Blooming Prairie Inc						
171	53-398-000-0000-6301		92.34	Steel	105832	Equip Repairs	N
51295	Metal Services Of Blooming Prairie Inc		92.34	1 Transactions			
51630	Mike's Repair						
172	53-398-000-0000-6301		135.50	Tire repair - #5301	091222	Equip Repairs	Y
173	53-398-000-0000-6301		172.00	Tire repair - #5326	091243	Equip Repairs	Y
174	53-398-000-0000-6301		64.50	Tire repair - #5318	091273	Equip Repairs	Y
51630	Mike's Repair		372.00	3 Transactions			
4097	Nuss Truck & Equipment						
175	53-398-000-0000-6301		6,195.00	Repair to Bomag	736989	Equip Repairs	N
4097	Nuss Truck & Equipment		6,195.00	1 Transactions			
85167	Stewart Sanitation						
176	53-398-000-0000-6544		878.34	Waste treatment plant	643682	Leachate Treatment	N
85167	Stewart Sanitation		878.34	1 Transactions			
398	DEPT Total:		8,122.90	Landfill	7 Vendors	14 Transactions	
53	Fund Total:		8,122.90	Landfill Fund		14 Transactions	

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81 Consolidated Dispatch Fur

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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
230 DEPT		Consolidated Dispatch			
3615 Ancom Technical Center Inc					
111 81-230-000-0000-6301		16,131.00	Maintenance contract	100597	Equip Maint Y
3615 Ancom Technical Center Inc		16,131.00	1 Transactions		
3259 Local Government Information Systems					
117 81-230-000-0000-6301		37,090.00	RSC AP Support - March	50056	Equip Maint N
118 81-230-000-0000-6301		93.75	#239461 Rice County	50101	Equip Maint N
119 81-230-000-0000-6301		156.25	#2350377 Rice County	50101	Equip Maint N
120 81-230-000-0000-6301		62.50	#250411 Blooming Prairie Fire	50101	Equip Maint N
121 81-230-000-0000-6301		125.00	RSC Time Server	50101	Equip Maint N
122 81-230-000-0000-6301		62.50	RSC Connectivity Issues	50101	Equip Maint N
123 81-230-000-0000-6301		812.50	#256991 Nerstrand Fire	50101	Equip Maint N
124 81-230-000-0000-6301		625.00	#256992 Medford Fire	50101	Equip Maint N
125 81-230-000-0000-6301		250.00	#258520 Medford Fire	50101	Equip Maint N
126 81-230-000-0000-6301		31.25	#254813 Owatonna PD	50101	Equip Maint N
127 81-230-000-0000-6301		31.25	#256606 Owatonna PD	50101	Equip Maint N
128 81-230-000-0000-6301		62.50	#256674 Owatonna PD	50101	Equip Maint N
129 81-230-000-0000-6301		31.25	#257161 Owatonna PD	50101	Equip Maint N
130 81-230-000-0000-6301		62.50	#257167 Owatonna PD	50101	Equip Maint N
112 81-230-000-0000-6301		211.93	RSC SHI License	50124	Equip Maint N
113 81-230-000-0000-6301		479.67	Nerstrand Fire ASA Rplc	50124	Equip Maint N
114 81-230-000-0000-6301		479.67	Medford Fire ASA Rplc	50124	Equip Maint N
115 81-230-000-0000-6301		7,835.04	RSC CAD Laptop/Display	50124	Equip Maint N
116 81-230-000-0000-6301		479.67	Ellendale Fire ASA Rplc	50124	Equip Maint N
3259 Local Government Information Systems		48,982.23	19 Transactions		
3167 TDS Metrocom - Mn					
131 81-230-000-0000-6210		773.89	RSC Telephone Charges - March	5074440341	Telephone N
3167 TDS Metrocom - Mn		773.89	1 Transactions		
230 DEPT Total:		65,887.12	Consolidated Dispatch	3 Vendors	21 Transactions
81 Fund Total:		65,887.12	Consolidated Dispatch Fund		21 Transactions
Final Total:		253,699.04	145 Vendors	262 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	147,276.20	General Revenue Fund	
	21	207.14	County Ditch Fund	
	38	32,205.68	Capital Outlay Fund	
	53	8,122.90	Landfill Fund	
	81	65,887.12	Consolidated Dispatch Fund	
	All Funds	253,699.04	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description MH - FEB 2021 ENTERPRISE JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/21	901	01-111-000-0000-6320 Fleet Vehicle Maintenance	364.64	D	Enterprise Full Maint Fee				1
2	2/28/21	901	01-111-000-0000-6320 Fleet Vehicle Maintenance	5.00	D	Non Enterprise Maint Fee				1
3	2/28/21	901	01-111-000-0000-6320 Fleet Vehicle Maintenance	369.95	D	Unit 19106- Electrical & Wire				1
4	2/28/21	901	01-251-000-0000-6320 Vehicle Maintenance	422.49	D	Enterprise Full Maint Fee				1
5	2/28/21	901	01-251-000-0000-6320 Vehicle Maintenance	5.00	D	Non Enterprise Maint Fee				1
6	2/28/21	901	01-000-000-0000-1001 Cash	1,167.08	C	Admin-DC Enterprise Feb 2021				1
7	2/28/21	901	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	19,243.30	D	Fleet Lease Payments - Feb 21				1
8	2/28/21	901	38-000-000-0000-1001 Cash	19,243.30	C	Fleet Lease Payments - Feb 21				1
9	2/28/21	901	01-201-000-0102-6320 Squad 7414 Maintenance	916.00	D	Tire Replacement & Balance				1
10	2/28/21	901	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	2/28/21	901	01-201-000-0103-6320 Squad 7410 Maintenance	22.50	D	Replace wiper blade				1
12	2/28/21	901	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
13	2/28/21	901	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	2/28/21	901	01-201-000-0105-6320 Squad 7408 Maintenance	228.96	D	Tire, balance & valve replacem				1
15	2/28/21	901	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	2/28/21	901	01-201-000-0106-6320 Squad 7424 Maintenance	37.00	D	Title- New Squad- 21 Ford 7514				1
17	2/28/21	901	01-201-000-0106-6320 Squad 7424 Maintenance	42.94	D	Oil Change - 2016 Taurus				1
18	2/28/21	901	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	2/28/21	901	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	2/28/21	901	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description MH - FEB 2021 ENTERPRISE JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/28/21	901	01-201-000-0109-6320 Squad 7416 Maintenance	228.96	D	Tire Replacement & Balance				1
22	2/28/21	901	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	2/28/21	901	01-201-000-0110-6320 Squad 7403 Maintenance	439.35	D	Replace Rotor Disc & Brake Pad				1
24	2/28/21	901	01-201-000-0110-6320 Squad 7403 Maintenance	756.56	D	Tire replacemnt/Disposal & bal				1
25	2/28/21	901	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	2/28/21	901	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
27	2/28/21	901	01-201-000-0112-6320 Squad 7406 Maintenance	42.94	D	Oil Change				1
28	2/28/21	901	01-201-000-0112-6320 Squad 7406 Maintenance	42.94	D	Oil Change				1
29	2/28/21	901	01-201-000-0112-6320 Squad 7406 Maintenance	45.89	D	Oil Change				1
30	2/28/21	901	01-201-000-0112-6320 Squad 7406 Maintenance	42.94	D	Oil Change				1
31	2/28/21	901	01-201-000-0112-6320 Squad 7406 Maintenance	42.94	D	Oil Change				1
32	2/28/21	901	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	2/28/21	901	01-201-000-0113-6320 Squad 7411 Maintenance	233.00	D	Tire, balance & valve replacem				1
34	2/28/21	901	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
35	2/28/21	901	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
36	2/28/21	901	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM- 22VH58 - unassigned				1
37	2/28/21	901	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
38	2/28/21	901	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
39	2/28/21	901	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
40	2/28/21	901	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description MH - FEB 2021 ENTERPRISE JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	2/28/21	901	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
42	2/28/21	901	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
43	2/28/21	901	01-201-000-0123-6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
44	2/28/21	901	01-201-000-0000-6320 Vehicle Maintenance	21.94	D	FVM-NewSquadUA-21Intercept7515				1
45	2/28/21	901	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	Title-NewSquadUA-21Interce7513				1
46	2/28/21	901	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM-NewSquadUA-21Intercep7513				1
47	2/28/21	901	01-000-000-0000-1001 Cash	3,291.86	C	Sheriff Enterprise - Feb 21				1
Debit Total				23,702.24		Credit Total	23,702.24	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MH - FEB 2021 JE C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/21	903	10-301-000-0000-6215 Postage	1.53	D	Feb Highway Postage				1
2	2/28/21	903	10-000-000-0000-1001 Cash	1.53	C	Feb Highway Postage				1
3	2/28/21	903	01-000-000-0000-1001 Cash	1.53	D	Feb Highway Postage				1
4	2/28/21	903	01-062-000-0000-5831 Miscellaneous	1.53	C	Feb Highway Postage				1
5	2/28/21	903	21-635-000-0000-6801 Miscellaneous	33.66	D	Feb Ditch Postage - JD 6				1
6	2/28/21	903	21-000-000-0000-1001 Cash	33.66	C	Feb Ditch Postage - JD 6				1
7	2/28/21	903	01-000-000-0000-1001 Cash	33.66	D	Feb Ditch Postage - JD 6				1
8	2/28/21	903	01-062-000-0000-5831 Miscellaneous	33.66	C	Feb Ditch Postage - JD 6				1
9	2/28/21	903	53-398-000-0000-6215 Postage	16.96	D	Feb Landfill Postage				1
10	2/28/21	903	53-000-000-0000-1001 Cash	16.96	C	Feb Landfill Postage				1
11	2/28/21	903	01-000-000-0000-1001 Cash	16.96	D	Feb Landfill Postage				1
12	2/28/21	903	01-062-000-0000-5831 Miscellaneous	16.96	C	Feb Landfill Postage				1
13	2/28/21	903	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	58,401.99	D	Mortgage Tax				1
14	2/28/21	903	72-000-000-0000-1001 Cash	1,752.06	C	Mortgage Tax				1
15	2/28/21	903	72-000-000-0000-1001 Cash	56,649.93	C	Mortgage Tax				1
16	2/28/21	903	01-000-000-0000-1001 Cash	1,752.06	D	Mortgage Tax				1
17	2/28/21	903	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,752.06	C	Mortgage Tax				1
18	2/28/21	903	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	43,896.35	D	State Deed Tax				1
19	2/28/21	903	72-000-000-0000-1001 Cash	1,316.89	C	State Deed Tax				1
20	2/28/21	903	72-000-000-0000-1001 Cash	42,579.46	C	State Deed Tax				1

Steele County

JOURNAL ENTRIES



Description MH - FEB 2021 JE C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/28/21	903	01-000-000-0000-1001 Cash	1,316.89	D	State Deed Tax				1
22	2/28/21	903	01-003-000-0000-5014 State Deed Tax Revenue	1,316.89	C	State Deed Tax				1
23	2/28/21	903	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	3,150.00	D	Sales Tax				1
24	2/28/21	903	72-000-000-0000-1001 Cash	3,150.00	C	Sales Tax				1
25	2/28/21	903	53-398-000-0000-6540 Machine Fuel	159.00	D	Diesel Tax				1
26	2/28/21	903	53-000-000-0000-1001 Cash	159.00	C	Diesel Tax				1
27	2/28/21	903	53-398-000-0000-6540 Machine Fuel	103.32	D	Usage Diesel Tax				1
28	2/28/21	903	53-000-000-0000-1001 Cash	103.32	C	Usage Diesel Tax				1
29	2/28/21	903	10-304-000-0000-6522 Diesel Fuel Tax	1,115.34	D	Diesel Tax				1
30	2/28/21	903	10-000-000-0000-1001 Cash	1,115.34	C	Diesel Tax				1
31	2/28/21	903	01-003-000-0000-6354 Misc Insurance Acct	269,248.50	D	Payment to BCBS				1
32	2/28/21	903	01-000-000-0000-1001 Cash	269,248.50	C	Payment to BCBS				1
33	2/28/21	903	01-003-000-0000-6961 Visa One Card Program	93,143.34	D	BMO One Card Payment				1
34	2/28/21	903	01-000-000-0000-1001 Cash	93,143.34	C	BMO One Card Payment				1
35	2/28/21	903	01-254-000-0000-6801 Misc. Expense	227,901.29	D	Steele Cty Q1 JD Payment				1
36	2/28/21	903	01-000-000-0000-1001 Cash	227,901.29	C	Steele Cty Q1 JD Payment				1
37	2/28/21	903	81-000-000-0000-1001 Cash	227,901.29	D	Steele Cty Q1 JD Payment				1
38	2/28/21	903	81-230-000-0000-5251 Revenue From Other Counties	227,901.29	C	Steele Cty Q1 JD Payment				1
39	2/28/21	903	01-003-000-0000-6160 Pera	191,304.48	D	Payment to PERA				1
40	2/28/21	903	01-000-000-0000-1001 Cash	191,304.48	C	Payment to PERA				1

Steele County

JOURNAL ENTRIES



Description MH - FEB 2021 JE C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	2/28/21	903	23-609-000-0000-6700 Bond And Interest	126.56	D	MPFA Bixby Loan Payment				1
42	2/28/21	903	23-609-000-0000-6701 Loan Principal Disb	4,168.44	D	MPFA Bixby Loan Payment				1
43	2/28/21	903	23-000-000-0000-1001 Cash	4,295.00	C	MPFA Bixby Loan Payment				1
44	2/28/21	903	23-609-000-0000-6701 Loan Principal Disb	1,575.24	D	MPFA Bixby Loan PrePayment				1
45	2/28/21	903	23-000-000-0000-1001 Cash	1,575.24	C	MPFA Bixby Loan PrePayment				1
46	2/28/21	903	01-000-000-0000-1001 Cash	5,734.12	D	Jail Ending Balance				1
47	2/28/21	903	01-000-000-2510-2270 Security Deposit - Inmates	5,734.12	C	Jail Ending Balance				1
48	2/28/21	903	01-003-000-0000-6353 Deferred Comp	12,370.31	D	HCS Payout - Hartle				1
49	2/28/21	903	01-000-000-0000-1001 Cash	12,370.31	C	HCS Payout - Hartle				1
50	2/28/21	903	53-398-000-0000-6801 General Expense	357.34	D	Landfill CC Fees in February				1
51	2/28/21	903	53-000-000-0000-1001 Cash	357.34	C	Landfill CC Fees in February				1
52	2/28/21	903	53-398-000-0000-6801 General Expense	185.02	D	Landfill CC Adjustment in Feb				1
53	2/28/21	903	53-000-000-0000-1001 Cash	185.02	C	Landfill CC Adjustment in Feb				1
54	2/28/21	903	01-003-000-0000-6354 Misc Insurance Acct	4,059.61	D	Deferred Payroll Taxes				1
55	2/28/21	903	01-000-000-0000-1001 Cash	4,059.61	C	Deferred Payroll Taxes				1
56	2/28/21	903	70-000-000-0000-2163 Unapportioned Other State Revenue	28,173.36	D	State General Property Tax				1
57	2/28/21	903	70-000-000-0000-1001 Cash	28,173.36	C	State General Property Tax				1
Debit Total				1,176,248.15		Credit Total	1,176,248.15	Net:		0.00

PERSONNEL REPORT
March 23, 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>
Benjamin Hager	Appraiser/Assessor's Office	C41/6	03/29/21

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
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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>
Emergency & Risk Management Director	Emergency Management	Recruiting
Maintenance Worker	Bldgs & Grounds	Recruiting
HR Generalist	Human Resources	Recruiting
Correctional Officers (4)	Det. Ctr./Sheriff's Office	On-hold/Assessing Needs
Assistant Program Coordinator	Det. Ctr./Sheriff's Office	On-hold

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Custodian	Facilities & Grounds	On-hold

RESOLUTION

**ACCEPTANCE OF CASH DONATION
FOR SHERIFF'S OFFICE PROJECT LIFESAVER**

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

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

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

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

V.F.W. #3723 \$ 400.00

Dated this 23rd day of March 2021.

STEELE COUNTY
BOARD OF COMMISSIONERS

James Brady, Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 23rd day of March 2021.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Approve Agreement with Clinton Falls Township for Replacement of Bridge No. L3951.

Department: Highway

Committee Meeting Date: March 11, 2021

Board Meeting Date: March 23, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval

Recommendation:

Approve Agreement with Clinton Falls Township for the replacement of Bridge No. L3951 and authorize the Chair and Administrator to sign the agreement.

Background (*Including Budget Impact*):

Bridge No. L3951 is a steel pipe arch culvert, classified as a bridge, in Clinton Falls Township on NE 34th Ave and has been identified as deficient. The project will be funded through local Township levy funds in the amount of \$20,000 and the remainder will be funded by State-Aid Township Bridge funds.

The Agreement assigns roles and responsibilities, addresses funding, appoints the County as the Township's agent relating to this bridge replacement and indemnifies the County.

The MnDOT Office of State-Aid has indicated there is a healthy balance in the Township Bridge Fund and if townships want to move projects ahead this would be a good year to do so. This is one of several town bridge projects we are moving ahead with this year.

The Clinton Falls Township Board approved this Agreement at their March 15th meeting.

Attachments:

Agreement

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Clinton Falls, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant for bridge or culvert design to prepare plans and specifications for the replacement of Bridge No. L3951 (New Br. No. 74J31), NE 34th Ave over Medford Creek (0.9 miles N of CSAH 8). Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation. The County will *not* provide bridge design or hydraulic recommendations.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the

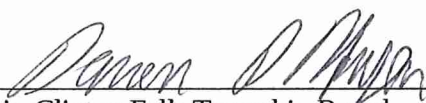
Contractor for the performance of any extra work or work occasioned by any necessary advantages, or desirable change in plans or construction, if unforeseen circumstances require said action on the part of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from the MnDOT State-Aid Town Bridge Account to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be

executed.

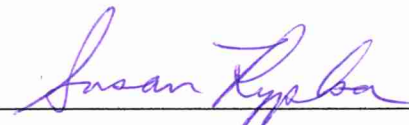
**TOWNSHIP OF CLINTON FALLS,
MINNESOTA**



Chair, Clinton Falls Township Board

Date: 3-15-21

Attest:



Township Clerk

Date: March 15, 2021

COUNTY OF STEELE, MINNESOTA

Steele County Board Chair

Date: _____

S.A.P. 074-599-039
Clinton Falls Twp Bridge
Old Br. No. L3951
New Br. No. 74J31

County Administrator

Date: _____

RESOLUTION

TOWN BOARD OF CLINTON FALLS TOWNSHIP

BE IT RESOLVED by the Clinton Falls Town Board of Supervisors that the County of Steele be and hereby is authorized and requested to take such steps and perform such acts on behalf of the Township of Clinton Falls, Steele County, as may be necessary to have the construction and improvement of the bridge and road, hereinafter described, properly approved by the Minnesota Department of Transportation as a Township bridge replacement project eligible for the expenditure of Township Bridge Funds and/or State Bond Funds thereon and eligible for present construction and the letting of a contract therefor.

Existing Bridge No. L3951

New Bridge No. 74J31

Location: NE 34th Ave over Medford Creek (0.9 miles N of CSAH 8)
Section 25, Township 108N, Range 20W

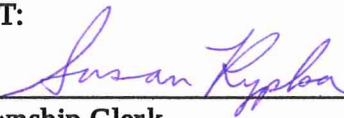
BE IT FURTHER RESOLVED That the Town Board of Clinton Falls Township agrees to reimburse the County of Steele for all engineering services performed in the project design, plan, specification preparation, project supervision, and all other costs related to the bridge replacement upon receipt of verified claims from the County Highway Engineer.

ADOPTED March 15, 2021.

CLINTON FALLS TOWNSHIP BOARD
Steele County, Minnesota

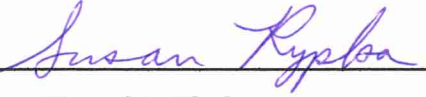
By: 
Chairman

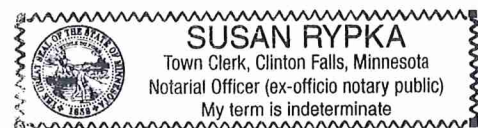
ATTEST:

By: 
Township Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the Clinton Falls Township Board on the day of March 15, 2021.


Township Clerk





Steele County Agenda Item

Subject: Approve Agreement with Meriden Township for Replacement of Bridge No. 95975.

Department: Highway

Committee Meeting Date: March 11, 2021

Board Meeting Date: March 23, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval

Recommendation:

Approve Agreement with Meriden Township for the replacement of Bridge No. 95975 and authorize the Chair and Administrator to sign the agreement.

Background (*Including Budget Impact*):

Bridge No. 95975 is a steel pipe arch culvert, classified as a bridge, in Meriden Township on SW 8th Street and has been identified as deficient. The project will be funded through local Township levy funds in the amount of \$20,000 and the remainder will be funded by State-Aid Township Bridge funds.

The Agreement assigns roles and responsibilities, addresses funding, appoints the County as the Township's agent relating to this bridge replacement and indemnifies the County.

The MnDOT Office of State-Aid has indicated there is a healthy balance in the Township Bridge Fund and if townships want to move projects ahead this would be a good year to do so. This is one of several town bridge projects we are moving ahead with this year.

The Meriden Township Board approved this Agreement at their March 9th meeting.

Attachments:

Agreement

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Meriden, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant for bridge or culvert design to prepare plans and specifications for the replacement of Bridge No. 95975 (New Br. No. 74J30). Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation. The County will *not* provide bridge design or hydraulic recommendations.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the Contractor for the performance of any extra work or work occasioned by any necessary advantages, or

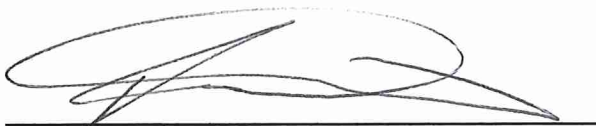
desirable change in plans or construction, if unforeseen circumstances require said action on the part of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from MnDOT State-Aid to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

TOWNSHIP OF MERIDEN, MINNESOTA

COUNTY OF STEELE, MINNESOTA



Chair, Meriden Township Board

Steele County Board Chair

Date: 3-9-21

Date: _____

Attest:



Township Clerk

County Administrator

Date: 3-10-2021

Date: _____

RESOLUTION 2021-1

TOWN BOARD OF MERIDEN TOWNSHIP

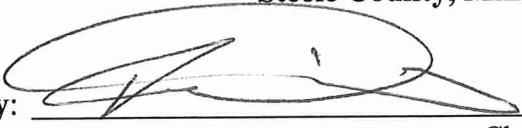
BE IT RESOLVED by the Meriden Town Board of Supervisors that the County of Steele be and hereby is authorized and requested to take such steps and perform such acts on behalf of the Township of Meriden, Steele County, as may be necessary to have the construction and improvement of the bridge and road, hereinafter described, properly approved by the Minnesota Department of Transportation as a Township bridge replacement project eligible for the expenditure of Township Bridge Funds and/or State Bond Funds thereon and eligible for present construction and the letting of a contract therefor.

Bridge No. 95975
Town Road No: 29 (SW 8th St.)
Section 14, Township 107N, Range 21W

BE IT FURTHER RESOLVED That the Town Board of Meriden Township agrees to reimburse the County of Steele for all engineering services performed in the project design, plan, specification preparation, project supervision, and all other costs related to the bridge replacement upon receipt of verified claims from the County Highway Engineer.

ADOPTED March 9, 2021.

MERIDEN TOWN BOARD
Steele County, Minnesota

By: 
Chairman

ATTEST:

By: 
Township Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the Meriden Township Board on the 9 day of March, 2021.


Township Clerk



Steele County Agenda Item

Subject: Tax Forfeited Properties

Department: Auditor's Office

Committee Meeting Date: March 16, 2021

Board Meeting Date: March 23, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Approve Resolution and authorize sale of Tax Forfeited Properties.

Recommendation:

Approve Resolution and authorize sale of Tax Forfeited Properties

Background (*Including Budget Impact*):

SUBJECT: Approval of basic sale prices and authorization of public sale of tax-forfeited land listed on List of Tax-Forfeited Land on April 19, 2021.

BACKGROUND: M.S. 282.01 provides for the classification, appraisal, and sale of land becoming the property of the State of Minnesota for nonpayment of real property taxes. The parcels on List of Tax-Forfeited Land either forfeited to the State for nonpayment of taxes or were cancelled contracts or repurchases or confessions of judgment. All parcels were released by the Cities and Townships for public sale.

Notice of sale will be published once a week for two consecutive weeks, with the last publication not less than 10 days before the sale of tax-forfeited land by public auction. In addition, notice of sale will be mailed to all owners of land adjoining each parcel to be sold. Appraisals were made by the Steele County Assessor. All parcels listed on the List of Tax-Forfeited Land are non-waterfront land.

The sale is scheduled for 10:00 a.m. on Monday the 19th day of April 2021. The sale will be held in the Steele County Auditor's office at the Steele County Administration Center, 630 Florence Avenue, Owatonna, Minnesota.

Attachments:

Resolution & Notice of sale

NOTICE OF PUBLIC SALE OF TAX-FORFEITED LANDS

NOTICE IS HEREBY GIVEN that on April 19, 2021 at 10:00 a.m. in the office of the Steele County Auditor in Owatonna, I shall sell to the highest bidder those parcels of land described in the list contained herein, which have been classified as non-conservation lands and appraised as provided by law. This sale will be governed by the provisions of Sections 282.221 to 282.226 of the Minnesota Statutes and by the Resolution of the Steele County Board of Commissioners authorizing such sale, which Resolution reads as follows:

BE IT RESOLVED, that the parcels of tax forfeited land listed on the List of Tax-Forfeited Land be classified as non-conservation land; that the basic sale price of each parcel on the List of Tax Forfeited Land, which is on file with the Clerk of the County Board, be approved and authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Monday, April 19, 2021 by the Steele County Auditor at the Steele County Auditor's Office in the Steele County Administration Center, for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth on the List of Tax-Forfeited Lands.

BE IT FURTHER RESOLVED that the terms of the sale shall be for CASH OR APPROVED CHECK.

Information about buying tax-forfeited land can be obtained at www.co.steele.mn.us or at the office of the County Auditor, Steele County Administration Center, 630 Florence Avenue, Owatonna, MN 55060. Telephone (507) 444-7410.

Lands to be sold are as follows:

Township or City	Description of Property for Sale	Basic Sale Price	Assessment Before Forfeiture
10242 Bixby Place Blooming Prairie, MN 55917	04-103-0007 Lot Seven (7), T.H. Kelly's Addition to the Village of Bixby	\$1,000.00	\$2,252.00
221 SW 2 nd St Blooming Prairie, MN 55917	14-107-0803 Lot 3 and E5' of Lot 4, Block 8, Virtues Addition to the Village, now City, of Blooming Prairie, Minnesota, Steele County, Minnesota	\$15,000.00	\$1,343.76

Given under my hand and official seal at Steele County, Minnesota this 23rd day of March, 2021.

Laura Ihrke
Steele County Auditor
Steele County Administration Center
630 Florence Avenue
Owatonna, MN 55060
Telephone: (507) 444-7410

(County Seal)

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

BE IT RESOLVED, that the parcels of tax forfeited land listed below be classified as non-conservation land; that the basic sale price of each parcel, which is on file with the Clerk of the County Board, be approved and authorization for a public sale of this land be granted, pursuant to Minn. Stat. §282.01; that the sale will be held at 10:00 a.m. on Monday, April 19, 2021, by the Steele County Auditor at the Steele County Auditor's Office in the Steele County Administration Center, for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth herein.

BE IT FURTHER RESOLVED that the terms of the public sale shall be for CASH OR APPROVED CHECK and has been approved by the Steele County Board of Commissioners.

Township or City	Description of Property for Sale	Basic Sale Price	Assessment Before Forfeiture
10242 Bixby Place Blooming Prairie, MN 55917	04-103-0007 Lot Seven (7), T.H. Kelly's Addition to the Village of Bixby	\$1,000.00	\$2,252.00
221 SW 2 nd St Blooming Prairie, MN 55917	14-107-0803 Lot 3 and E5' of Lot 4, Block 8, Virtues Addition to the Village, now City, of Blooming Prairie, Minnesota, Steele County, Minnesota	\$15,000.00	\$1,343.76

Upon the vote being taken _____ Commissioners voted in favor thereof, and _____ Commissioners voted against.

Dated this _____ day of March, 2021

STEELE COUNTY BOARD OF COMMISSIONERS

By: _____
Chairman

ATTEST: _____
Steele County Auditor

221 SW 2nd St., Blooming Prairie, MN









10242 Bixby Place







Steele County Agenda Item

Subject: Scanners

Department: Auditor's Office

Committee Meeting Date: March 16, 2021

Board Meeting Date: March 23, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve purchase of 4 Fujitsu document scanners with funds to purchase to come from the Compliance Fund. Approximate cost of \$3,520.

Recommendation:

Approve up to 4 Fujitsu scanners in the Auditor's office with funds to purchase to come from the Compliance fund.

Background (*Including Budget Impact*):

We have numerous scanning projects that have been put on hold for an extended period of time and the scanners would help facilitate these projects by allowing more than one person to work on them. The goal is to be able to make requested information more accessible internally & externally.

Attachments:



Steele County Agenda Item

Subject: Feedlot Officer Annual Report

Department: Planning & Zoning

Committee Meeting Date: March 16, 2021

Board Meeting Date: March 23, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Policy committee recommends authorizing the chair to sign the 2020 Feedlot Annual Report.

Staff Request:

Authorize the chair to sign the 2020 Feedlot Officer Annual Report.

Background (*Including Budget Impact*):

The delegation agreement between Steele County and the MN Pollution Control Agency requires the submittal of an annual report detailing the activities performed by the county the previous year. This report must be signed by the Board chair.

Attachments:

2020 County Feedlot Annual Report

2020 County Feedlot Officer (CFO) Annual Report

(Data for the Period: January 1, 2020 - December 31, 2020)

Revised November 2020

County: Steele
Phone: 507-444-7488

Contact Person: Dan Kuhns
E-Mail Address: dan.kuhns@co.steele.mn.us

Signature: _____ (Signature of County Board Commissioner) _____ (Date)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report only addresses non-CAFO/NPDES/SDS sites required by 7020 to be registered.

STAFFING LEVEL						
1	FTEs - (Full Time Equivalents) supplied by the CFO(s):	0.75				
2	FTEs supplied by other county staff, including administrative and support staff assigned to the feedlot program:	0.05				
3	FTEs supplied through contract with other local government units:	0				
4	Total Number of FTE positions that supported county program:	0.8				
REGISTRATION (Report your current numbers - base grant numbers are displayed for reference)		Base	Current			
5	Feedlots in shoreland with 10 - 49 AU:	11	11			
6	Feedlots with 50 - 299 AU:	145	145			
7	Non-CAFO/NPDES/SDS ≥ 300 AU:	50	51			
8	CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")	0	0			
9	Feedlots with NPDES or SDS permits:	25	26			
10	Total - Feedlots required to be registered:	231	233			
11	Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD NUMBER)		239			
Feedlot Sites Inspected		Minimum number of FEEDLOT SITES required to register that must be inspected (7%): 17				
12	Number of FEEDLOT SITES that received a compliance, construction, desktop N&P, or in-field land app inspection (count in-field land app inspections as 1/2 of an inspection)	18				
INSPECTION REPORTING						
Types of Inspections (at sites required to be registered)		10 - 49 AU (in shoreland)	50 - 299 AU (except where noted)	300 or more AU (Non-CAFO/NPDES/SDS)		
Only count first instance of each type of inspection per feedlot						
13	Compliance inspections	0	3	15		
	13.1) How many included the optional P review			0		
14	Construction inspections	0	0	0		
	14.1) How many received a 2nd construction inspection	0	0	0		
15	Desktop N&P records inspection (P review as part of a compliance inspection should be reported in 13.1)		0	2		
16	In-field land application inspection	0	0	2		
17	Complaint initiated inspections (any non-CAFO/NPDES/SDS)	0	0	0		
18	Routine or follow-up stockpile only inspection	0	0	0		
Other Inspection Related Info						
19	CAFO/NPDES/SDS sites inspected at the MPCA's request	0				
20	Number of feedlots inspected within shoreland, a DWSMA, or a TMDL area.	0				
21	Number of sites inspected found to be non-compliant with water quality discharge standards.	0				
22	Number of sites inspected with 100+ AU found to be non-compliant with N and/or P requirements.	0				
INSPECTION Performance Credits (Summarized from entries above)		Total	Not PC eligible	PC eligible	PC	PC Total
NOTE: Inspections assumed to satisfy the 7% minimum are not PC eligible						
23	Compliance inspections <i>min. # of compliance inspections: 9</i>	18	17	1	1.5	1.5
24	Construction inspections	0	0	0	1	0
25	Desktop N&P records inspections	2	0	2	1.5	3
26	In-field land application inspections	2	0	2	0.5	1
27	Compliance inspections that include optional P review			0	0.5	0
28	Number of facilities that received 2 or more construction inspections.			0	0.5	0
29	CAFO/NPDES/SDS sites inspected at the MPCA's request			0	0.5	0
30	Complaint initiated inspections (any non-CAFO/NPDES/SDS) (only count 1 per feedlot):			0	0.5	0
31	Routine or follow-up stockpile only inspection. (only count 1 per feedlot)			0	0.25	0

Additional Performance Credit Calculations and Supplemental Information

Describe below the progress made in meeting your program year work plan inspection goals. You must provide quantitative results for each compliance inspection and land application goal listed in your work plan.

PERMITTING		Number	PC	PC Total
32	30-day construction or expansion notifications received:	0	---	---
33	Interim Permits Issued or Modified:	0	2	0
34	Construction Short-Form Permits Issued or Modified at Sites $\geq$ 300 AU:	0	1	0
35	Public meetings held for construction or expansion to $\geq$ 500 AU:	0	---	---
ENVIRONMENTAL REVIEW (EAW)		Number	PC	PC Total
36	EAW petitions received:	0	---	---
37	EAWs prepared by county:	0	4	0
EMERGENCY RESPONSE		Number	PC	PC Total
38	Events where emergency response was conducted: (on-site visit)	0	2	0
ENFORCEMENT ACTIONS		Number	PC	PC Total
39	Letters of Warning (LOW) issued:	0	---	---
40	Notices of Violation (NOV) issued:	0	---	---
41	Court actions commenced:	0	---	---
FEEDLOT SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
42	Feedlots where a partial environmental upgrade was achieved:	0	---	---
43	Feedlots where a complete environmental upgrade was achieved:	0	6	0
LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
44	Feedlots 100+ AU where N records requirements were returned to compliance:	0	---	---
45	Feedlots 300+ AU (or 100+ DWSMA) where N&P requirements were returned to compliance:	3	---	---
46	Feedlots 100+ AU where in-field inspection non-compliance was resolved:	0	---	---

OWNER ASSISTANCE AND OUTREACH		Number	PC	PC Total
47	Sites visited to provide assistance	2	---	---
48	Workshops/trainings hosted/sponsored by the CFO:	2	2	4
	48.1) Total number of feedlot owners attending these events	35	---	---
49	CFO presentations at informational or producer group events: (per event)	0	1	0
50	Number of mailings to feedlot owners:	0	---	---
51	Feedlot articles placed in newspapers:	0	---	---
Describe your workshops, trainings, newsletters, mailings, articles, or other assistance and outreach activities.				
Date	Description			
1-Apr	Dan V. Hosted Event			
2/2/2020	Dan V. Hosted Event			
CFO TRAINING AND MENTORING		Number	PC	PC Total
52	CFO - training CEUs: (Enter total training hours earned - list events below)	39.5	---	---
53	Hours mentoring New CFOs (describe on a separate sheet):		0.25	0
List the training events attended.				
Date	Description	Hours		
7/15/2020	CFO Webex	1.5		
8/19/2020	CFO Webex	1.5		
1-Sep	Regional Mtg	2		
9/14-18/20	Navagating Tough Conversations in Ag	2.5		
21-Oct	CFO Webex	1		
11/18/2020	CFO Webex	1.5		
12/16/2020	CFO Webex	1.5		
	Tempo Training with Sara (Amber)	6		
	MPCA Training with Michelle	1		
	UofM Manure Manangement Online	15		
	Tempo Training with Sara (Dan)	6		
OTHER PROGRAM ACTIVITIES		Number	PC	PC Total
54	Feedlots where a MinnFARM was conducted (list sites below):	0	1	0
55	Notifications received claiming air quality exemptions:	0	---	---
56	Meetings with other local government and producer groups:	0	---	---
57	Feedlot ordinance revisions likely, in progress, or completed? ☐ Yes ☒ No If Yes describe below			
MinnFARM completed by CFO		Describe other county program activities not identified elsewhere.		
registration no.	Site Name			
TEMPO DATA ENTRY - completed by MPCA staff via TEMPO review		Max Eligible PC	PC Earned	
58	Both registration files have ALL documentation uploaded to TEMPO	2	2	
59	All four inspection files have ALL documentation uploaded to TEMPO	2	0	
60	Both permit files have ALL documentation uploaded to TEMPO	4	0	
TOTAL PERFORMANCE CREDITS			11.50	

You did not meet the minimum inspection requirements



Steele County Agenda Item

Subject: Extension of Families First Coronavirus Response Act Emergency Sick Leave

Department: Human Resources

Committee Meeting Date: March 17, 2021

Board Meeting Date: March 23, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Board Work Session Recommendation:

Extend the FFCRA Emergency Sick Leave Provision Through June 30, 2021.

Recommendation:

Extend the FFCRA Emergency Sick Leave Provision Through June 30, 2021.

Background (*Including Budget Impact*):

The Federal government enacted the Families First Coronavirus Response Act, effective from April 2 through December 31, 2020. The FFCRA required the county to provide 80 hours of paid Emergency Sick Leave in order to address employee absences due to COVID-19 illness, quarantine orders, care for household members with COVID-19 or to care for children under 18 when their school and/or childcare provider is closed due to COVID-19 related issues.

The FFCRA expired on December 31, 2020 but the Steele County Board of Commissioners authorized the extension of the E-Sick leave portion of the FFCRA in December 2020, effective through March 31, 2021 in order to support a healthy and available workforce and provide assurances to employees who were affected by COVID-19. This extension also provided additional time for the vaccination to become available to staff.

The vaccination roll-out and availability of vaccine to staff has taken longer than anticipated and there also continues to be Steele County staff and their household members getting infected with COVID-19 to date. Therefore, we're recommending another extension of E-Sick leave through June 30, 2021 or until the health emergency is deemed ended by the County Administrator/Board, whichever is sooner.

Each eligible employee's existing E-Sick entitlement would be extended and they would not be issued a new 80-hour entitlement. This would simply allow for the extended carryover of the original 80-hour entitlement from 2020. **Attachments:**



Steele County Agenda Item

Subject: 2021-2025 Strategic Plan

Department: Administrator's Office

Committee Meeting Date: March 17, 2021

Board Meeting Date: March 23, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Board Work Session Recommendation:

Approve the 2021-2025 Draft Strategic Plan, Mission Statement, Core Values, and Vision Statement

Recommendation:

Background (*Including Budget Impact*):

The draft Steele County 2021-2025 Strategic Plan, Mission Statement, Core Values, and Vision Statement was reviewed at the 3/17/2021 Board Work Session. The final draft plan is the result of the input received from: the 2018 leadership team strategic planning session, employee surveys, plan focus work groups, and the appointed strategic plan committee.

Attachments:

Mission/Core Values/Vision document, Draft 2021-2025 Steele County Strategic Plan

DRAFT

Mission Statement (revised 3/5/20)

Driven to deliver quality services in a respectful and fiscally responsible way.

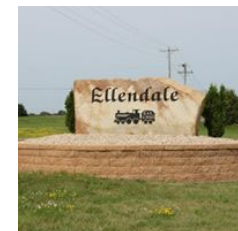
Core Values (revised 3/5/20)

1. **Teamwork** - *We serve the public best with collaboration, coordination and community partnerships.*
2. **Positivity/Forward-Thinking** – *We do our work with an open-minded and constructive approach.*
3. **Respect** – *We are eager to serve, friendly, helpful, and kind.*
4. **Accountability** – *We are fiscally and professionally transparent and responsible.*
5. **Integrity** – *We are ethical, honest, and reliable.*

Vision Statement (revised 3/5/2020)

First in Service. First in Value. The County of choice...today and tomorrow.

DRAFT



STEELE COUNTY

2021-2025 Strategic Plan

DRAFT

STEELE COUNTY

2021-2025 Strategic Plan

Steele County Board of Commissioners

James Brady (District 1)

John Glynn (District 2)

Rick Gnemi (District 3)

Jim Abbe (District 4)

Greg Krueger (District 5)

County Leadership Team

Rick Kvien, Recorder

Bill Effertz, Assessor

Dan McIntosh, Attorney

Dave Purscell, Information Technology

Jacob Rysavy, Building & Grounds

Lon Thiele, Sheriff

Laura Ihrke, Auditor

Cathy Piepho, Treasurer/Finance

Greg Ilkka, Engineer

Steve Schroht, 4-Seasons/P & R

Julie Johnson, Human Resources

Rene Gilormini, Veteran's Services

Dale Oolman, Planning & Zoning

Amy Caron, Public Health

Tim Schammel, Community Corrections

Scott Golberg, Administration

Mike Johnson, Emergency Management



Steele County

2021-2025 Strategic Plan

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INTRODUCTION



STRATEGIC PLANNING

Steele County's Board of Commissioners worked with the County Leadership Team of department heads to develop this five-year Strategic Plan. The Strategic Planning process identified a mission statement, core values, and four primary goal areas. The plan defines who we want to be as an organization and what we need to do to address the important issues facing us. The plan will serve as a guide to address the most important issues that we have identified over the next five years. We will work together to achieve these goals.

Mission Statement: Driven to Deliver Quality Services in a Respectful and Fiscally Responsible Way

Core Values:

1. Teamwork - We serve the public best with collaboration, coordination and community partnerships.
2. Positivity/Forward Thinking – We do our work in an open-minded and constructive approach.
3. Respect – We are eager to serve, friendly, helpful, and kind.
4. Accountability –We are fiscally and professionally transparent and responsible.
5. Integrity – We are ethical, honest, and reliable.

Primary Goal Areas:

1. Collaboration & Partnerships
2. Technology
3. Workplace/Workforce
4. Support our Changing Demographic

Primary Goal Area | **COLLABORATION & PARTNERSHIPS**

2021-2025 Key Goals	2021-2025 Actions
Coordinate resources with other entities to deliver cost-effective service Key Goal Coordinators: Scott Golberg, Amy Caron, Kristi Blum Department Heads	• Explore opportunities to coordinate resources with other local government entities, counties, and other agencies • Pursue, track, and report developed coordinated resource efforts in the areas of cost savings and increased level of service

Primary Goal Area | **TECHNOLOGY**

2021-2025 Key Goals	2021-2025 Actions
Research new technologies to leverage workforce needs and increase efficiency Key Goal Coordinators: Dave Purscell, Nick Flatgard, Gina McGuire	• Review and prioritize technology initiatives for all Departments • Review and assess technology resources (human capital and funding) • Develop and implement a new technologies decision process
Identify and mitigate threats to infrastructure and systems Key Goal Coordinators: Dave Purscell, Nick Flatgard, Gina McGuire	• Identify and address physical threats i.e.: Power Outages • Identify and address security threats
Improve service delivery to the public Key Goal Coordinators: Dave Purscell, Nick Flatgard, Gina McGuire, Scott Golberg	• Increase utilization of current products through structured internal training for improved efficiency and communication • Enhance website and systems to meet ADA compliance • Improve communication and awareness with the public about available services

Steele County

2021-2025 Strategic Plan

Primary Goal Area | **WORKPLACE/WORKFORCE**

2021-2025 Key Goals	2021-2025 Actions
Attract and Retain Employees Key Goal Coordinators: Julie Johnson, Tim Schammel, Sasha Henning, Erin Edel	• Establish and utilize metrics to increase retention rate • Update telecommuting policy and explore flex-work schedules, business hours, and benefit modifications • Update personnel policies for review and adoption • Identify opportunities to build a culture of appreciation and teamwork • Research and develop (Leaders at all Levels) program • Establish and implement Stay Interviews
Departmental Collaborations Key Goal Coordinators: Scott Golberg, Department Heads	• Identify new process improvement and sharing strategies for review and adoption
Services and Organizational Structure Key Goal Coordinator: Scott Golberg, Department Heads	• Research outsourcing opportunities for service delivery • Review organizational chart and recommend changes to create efficiencies and accountability

Primary Goal Area | **WORKPLACE/WORKFORCE**

2021-2025 Key Goals	2021-2025 Actions
Succession planning and implementation Key Goal Coordinators: Julie Johnson, Tim Schammel, Sasha Henning, Erin Edel, Department Heads	• Identify, develop and implement knowledge transfer opportunities through cross-training, “deep-benching”, and other strategies • Utilize performance reviews to identify growth and development opportunities
Performance management tools and systems Key Goal Coordinators: Julie Johnson, Tim Schammel, Sasha Henning, Erin Edel, HR Department	• Assess and improve the 2020 performance management tools, as needed
Innovation and Best Practices Key Goal Coordinators: Julie Johnson, Tim Schammel, Sasha Henning, Erin Edel, Department Heads	• Assess and continue the 2020 pandemic response practices and protocols that improve service delivery • Review current information about best practices • Report status of new practices • Promote and support the departmental use of innovation and best practices

Key Focus Area | SUPPORT OUR CHANGING DEMOGRAPHIC

2021-2025 Key Goals	2021-2025 Actions
Support the County's changing demographics Key Goal Coordinators: Heather Fast, Katie Barden and Rick G. Kvien	• Create an action plan to address the changing demographics • Implement the changing demographics action plan

Key Focus Area | SUPPORT OUR CHANGING DEMOGRAPHIC

2021-2025 Key Goals	2021-2025 Actions
Educate the youth about County Government Key Goal Coordinators: Heather Fast, Katie Barden and Rick G. Kvien	• Develop a strategy to incorporate middle/high school age students in active learning of government activities and positions • Implement youth field trips/tours of Steele County Buildings & Facilities • Coordinate with surrounding colleges to utilize interns • Review options for Bring Your Child to Work Day program

Steele County

Policy for Requested Resolutions and Proclamations

The Steele County Board is a nonpartisan body that does not advocate for positions or policies that do not have a direct, unambiguous and explicit relationship to the County's programs, services, policies, or budgets. This policy provides the County Administration with guidelines when responding to requests for Board Resolutions and Proclamations. It outlines, in general, the reasons for Board proclamations and resolutions.

Ceremonial Proclamations and Resolutions are documents signed by the Board Chair and issued for:

- Public awareness
- Arts and cultural celebrations
- Special honors

Resolutions:

1. Resolutions for the County Board to take affirmative action on an item of County business such as:

- Approval of County policies, procedures, and guidelines
- Approval of the annual budget, budget amendments, to establish funds, to make large purchases
- Approval to advertise for bids and proposals, to enter into contracts and agreements
- Approval of employment policies and union agreements
- Approval of commissioner's salaries, approval of official newspaper, approval of official website, and other annual requirements
- Establishing or dissolution of Joint Powers Agreements
- Enacting a State of Emergency
- Other actions required by State or Federal law or policy

2. Statements to Influence State and Federal Policy.

- Resolutions about State policy that are directly and explicitly related to the County budget, programs and services. For example, issues of importance raised by the Association of Minnesota Counties, and funding of local projects and initiatives.
- Resolutions about Federal policy that are directly and explicitly related to the County budget, programs and services. For example, issues of importance raised by the National Association of Counties and funding of local projects and initiatives.

Proclamations and Resolutions will not be issued regarding:

- Matters for which the County Board is not authorized to act upon because the issue is a matter clearly under the jurisdiction of a different unit of government, or a matter of political, religious or ideological concern that do not have a direct

relationship to a core County government function. For example:

- Expressing an opinion on matters of political or ideological controversy
- Expressing an opinion on issues generally identified and known as supported by one political party and/or opposed by a political party
- Expressing an opinion or position on topics that have no direct, unambiguous and explicit relationship to the County's programs, services, policies, or budgets
- Events or organizations with no explicit and unambiguous relationship to the County's programs, services, policies, or budgets
- Campaigns or events contrary to County policies
- Matters regulated by a different unit of government over which the County has no authority and that do not relate directly to a core County government function

Administration of the Policy:

Requests for County Board action on a resolution or proclamation will be processed by the County Administrator. The County Administrator will apply this policy and provide a reply to the requestor. Neither this policy nor the administration of this policy prevents anyone from addressing the County Board in an Open Meeting, communicating directly with any individual County Commissioner or other county employee or submitting any opinion or statement in writing to the County Board, an individual commissioner, or any other County employee.

Approved and Adopted by the Steele County Board this 23rd day of March, 2021.

James Brady, Board Chair



Steele County Agenda Item

Subject: American Rescue Plan Act

Department: Administrator's Office

Committee Meeting Date: March 17, 2021

Board Meeting Date: March 23, 2021

Consent Agenda: ☒ Yes ☒ No

Resolution: ☐ Yes ☒ No

Board Work Session Recommendation:

Appoint a committee consisting of Commissioners Abbe and Krueger, County Attorney, Administrator, and Finance Director to provide planning and implementation oversight for the federal American Rescue Plan Act

Recommendation:

Background (*Including Budget Impact*):

The American Rescue Plan Act appropriates funding to counties for several purposes related to the COVID pandemic. Although we are in a different time and place than we were with implementation of the CARES Act, the approach with this legislation is going to be similar: 1) Sort through guidelines/eligibility, 2) Develop an initial plan/allocation for the funds (\$7.1 million), 3) Implement. Committee will keep Board informed throughout the process.

Attachments:

Steele County Economic Relief Grant Program
Grant Awards
March of 2021

<u>DBA/Legal Name</u>	<u>Legal Name</u>	<u>Grant Award</u>
American Legion Post 77	Owatonna Post No. 77, America Legion Building Corporation	\$ 10,000.00
Andrew Simon	Andrew Simon	\$ 5,000.00
Anhorn's Gas & Tire	Bob Anhorn's Service, Inc.	\$ 2,340.00
Baymont by Wyndham Owatonna	Innkeeper Lodging, LLC	\$ 5,000.00
Bella Vita Salon LLC	Bella Vita Salon LLC	\$ 10,000.00
Bellebrook Boutique LLC	Bellebrook Boutique LLC	\$ 10,000.00
Better Body Shop	BAM Partners	\$ 10,000.00
Blooming Prairie Cancer Group	Blooming Prairie Cancer Group	\$ 10,000.00
Blooming Prairie Cue Company Inc.	Blooming Prairie Cue Company Inc.	\$ 2,340.00
Blooming Prairie Servicemen's Club, Inc.	Blooming Prairie Servicemen's Club, Inc.	\$ 10,000.00
Blooming Prairie Women of Today	Minnesota Women of Today c/o Blooming Prairie Women of Today	\$ 4,000.00
Blooming Prairie Youth Club	Blooming Prairie Youth Club	\$ 2,340.00
Blown Away Studio	BAS LLC	\$ 2,775.00
Cherie VanGuilder	Cherie VanGuilder	\$ 5,100.00
Chiropractic Care of Owatonna	Chiropractic Care of Owatonna, P.A.	\$ 2,340.00
Comfort Inn	SAI Hospitality LLC	\$ 5,000.00
Creative Adventures Child Care	Christy L Hanson	\$ 2,340.00
Crossfit Holdfast	Holdfast Health LLC	\$ 20,000.00
Dean Nelson	Dean Nelson	\$ 5,000.00
DigiGLOW, LLC	DigiGLOW, LLC	\$ 5,000.00
Doug Pound Bar, Inc.	Doug Pound Bar, Inc.	\$ 10,000.00
Don Juan Cantina & Grill LLC	Don Juan Cantina & Grill LLC	\$ 10,000.00
DOW Chiropractic, Inc.	DOW Chiropractic, Inc.	\$ 2,340.00
El Tequila Mexican Restaurant	Los Tequilas, Inc.	\$ 10,000.00
Ellendale Café	PaRus	\$ 10,000.00
Ellendale Lions Club	Ellendale Lions Club	\$ 3,500.00
Elwood Star Cleaners, Inc.	Elwood Star Cleaners, Inc.	\$ 5,000.00
Etiquette Matters LLC	Etiquette Matters LLC	\$ 4,896.98
Express Employment Professionals	Exp-Steele, LLC	\$ 2,340.00
Fame Awards	DSV, Inc.	\$ 5,000.00
Famous Dave's BBQ	Rib Kings of Owatonna LLC	\$ 10,000.00
Fantastic Sams	CCT Enterprises, LLC	\$ 10,000.00
Finholdt Repair, LLC	Finholdt Repair, LLC	\$ 2,340.00
Fraternal Order Eagles Aerie 1791	Owatonna Aerie No. 1791, Fraternal Order of Eagles	\$ 20,000.00
Gillespie Beauty Salon	Susan M Wavrin	\$ 3,234.00
Gina's Monday Laundry	Lee Holding Group, LLC	\$ 5,000.00
Grandparents for Education	Grandparents for Education	\$ 4,440.00
Harland's Tire and Auto Center, Inc.	Harland's Tire and Auto Center, Inc.	\$ 5,000.00
Haute & Company LLC	Haute & Company LLC	\$ 10,000.00

Steele County Economic Relief Grant Program
Grant Awards
March of 2021

<u>DBA/Legal Name</u>	<u>Legal Name</u>	<u>Grant Award</u>
Healthy Seniors of Steele County	Owatonna Healthy Seniors Program	\$ 2,340.00
Holy Trinity Catholic Church	Holy Trinity Catholic Church	\$ 6,000.00
Honest1 Auto Care Owatonna	South-Falcon Incorporated	\$ 5,000.00
House Chevrolet Buick Cadillac Inc.	House Chevrolet Buick Cadillac Inc.	\$ 5,000.00
Huntingtons Barber Stylists	Huntingtons Barber Stylists	\$ 5,756.00
Intercontinental Complete Solution Services Inc	Intercontinental Complete Solution Services Inc	\$ 5,000.00
j.jules fashion, LLC	j.jules fashion, LLC	\$ 2,340.00
Just One More Bar	Mc Rey Inc.	\$ 10,000.00
Kernel Restaurant	MICO Foods, Inc.	\$ 10,000.00
Kim Simon	Kim Simon	\$ 2,340.00
Knights of Columbus	Columbian Center of Owatonna, Inc.	\$ 10,000.00
Koster's Car Korner, Inc.	Koster's Car Korner, Inc.	\$ 2,340.00
Lilly and Rose Boutique, LLC	Lilly and Rose Boutique, LLC	\$ 9,600.00
Little Theatre of Owatonna, Inc.	Little Theatre of Owatonna, Inc.	\$ 8,216.00
Mark's Repair	LaVoi Enterprises Inc.	\$ 5,000.00
McCarthy Plumbing and Heating Company	McCarthy Plumbing and Heating Company	\$ 5,000.00
Mike Simon	Mike Simon	\$ 5,000.00
Mineral Springs Brewery	MSB, LLC	\$ 10,000.00
Monterey Ballroom	Monterey Operating Partnerships, LLC	\$ 10,000.00
National Taekwondo Institute, LLC	National Taekwondo Institute, LLC	\$ 10,000.00
Natural Beauty Salon L. L. C.	Natural Beauty Salon L. L. C.	\$ 2,340.00
Northwoods Cinema	Owatonna Theatre, LLC	\$ 10,000.00
Olivia's Family Restaurant	Olivia's Family Restaurant LLC	\$ 10,000.00
Owatonna Arts Council	Owatonna Arts Council	\$ 10,000.00
Owatonna Curling Club	Curling Club of Owatonna	\$ 3,977.86
Owatonna Dental Care, LLC	Owatonna Dental Care, LLC	\$ 10,000.00
Owatonna Fitness and Fresh Cafe	Reagan West Fitness LLC	\$ 15,000.00
Owatonna Lodge No. 1395, Benevolent & Protective	Owatonna Lodge No. 1395, Benevolent & Protective	
Order of Elks	Order of Elks	\$ 10,000.00
Pineapple Appeal	S & S Inspire	\$ 5,000.00
Quality Inn	DK Hospitality LLC	\$ 5,000.00
Rachel Blaede	Rachel Blaede	\$ 6,473.76
Radio Link Internet	Radio Link Internet	\$ 2,340.00
Reggies Brewhouse LLC	Reggies Brewhouse LLC	\$ 10,000.00
Reiss Plumbing Heating and Pump Service LLC	Reiss Plumbing Heating and Pump Service LLC	\$ 2,340.00
Reptile and Amphibian Discovery Zoo	Reptile and Amphibian Discovery Zoo	\$ 2,340.00
R-Home Remodeling LLC	R-Home Remodeling LLC	\$ 5,000.00
RibbonLift LLC	RibbonLift LLC	\$ 5,000.00
Roberta Jensen	Roberta Jensen	\$ 5,000.00
Salon - E - Clips	Salon - E - Clips	\$ 10,000.00
Sollid Studios	Sollid Yoga LLC	\$ 10,000.00

Steele County Economic Relief Grant Program
Grant Awards
March of 2021

<u>DBA/Legal Name</u>	<u>Legal Name</u>	<u>Grant Award</u>
Southern Minnesota Insurance Agency, LLC	Southern Minnesota Insurance Agency, LLC	\$ 5,000.00
Spare Time Entertainment LLC	Spare Time Entertainment LLC	\$ 10,000.00
Sportstitch, Inc.	Sportstitch, Inc.	\$ 5,000.00
St John Lutheran Church of Owatonna	St John Lutheran Church of Owatonna	\$ 2,340.00
Steele County 4-H Club Council	Regents of the University of Minnesota	\$ 1,526.55
Steele County Free Fair	Steele County Agricultural Society	\$ 10,000.00
Steele County Humane Society, Inc.	Steele County Humane Society, Inc.	\$ 5,000.00
Straight River Coffee LLC	Straight River Coffee LLC	\$ 5,000.00
Subway	Subsouth, LLC	\$ 2,340.00
Super 8 Motel	Shree Ram Inc.	\$ 5,000.00
Superior Foods & Catering	Janice M. Pederson	\$ 16,664.00
The Kitchen	Hometown Favorites, Inc.	\$ 10,000.00
Tonna Agra LLC	Tonna Agra LLC	\$ 5,000.00
Torey's Restaurant & Bar	Torey's Inc.	\$ 10,000.00
Travel Leaders	Galaxy Travel, LLC	\$ 5,000.00
Tri M Graphics	M&M Printing of Owatonna Inc	\$ 5,000.00
Trinity Lutheran Church of Owatonna	Trinity Lutheran Church of Owatonna	\$ 10,000.00
Tropical Tanning Salon of Owatonna	TLC INC.	\$ 10,000.00
Two Doves Boutique	2 Doves Boutique LLC	\$ 9,404.31
Vegas Nails	DIEM NGA INC	\$ 10,000.00
VFW	Hugo Matejcek Post No. 3723, Veterans of Foreign Wars of the United States, Incorporated	\$ 10,000.00
Willie's Painting LLC	Willie's Painting LLC	\$ 5,000.00
Wings Tavern & Grille	Spare Time Entertainment LLC	\$ 20,000.00
Winter State Entertainment LLC	Winter State Entertainment LLC	\$ 5,000.00
World of Wheels, Inc.	World of Wheels, Inc.	\$ 2,340.00
Total		\$ 715,024.46



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, March 11, 2021 at 7:30 a.m. – Public Works Facility

Attendees: Commissioner Krueger, Commissioner Gnemi, Assistant Engineer Paul Sponholz, Engineer Greg Ilkka, and Four Seasons Director Steve Schroht.

Consent:

1. Recommend approval of Agreement with Clinton Falls Township for Replacement of Bridge No. L3951.
2. Recommend approval of Agreement with Meriden Township for Replacement of Bridge No. 95975.

Department Head Reports:

Four Seasons: Very busy with ice requests. Discussion on up coming events and summer ice.

Highway:

Information: Ordered mowers in Capital Equip budget

Review of a request to re-zone CSAH 49 (Redman) to Industrial. Update, discussion and options on CSAH 45 Medford.

Transportation Plan update. Other project updates where given on the following items: Roundabout on State /26th St, 26th St road markings by Kwik Trip and the Plaza, State Ave North restriping, Main St/Lincoln intersection and Delineators on Rose / Grove St.



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

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

Tuesday, March 16, 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:

1. Recommend approving Resolution and Authorizing the sale of Tax Forfeited Properties.
2. Recommend approving the purchase of four Fujitsu scanners for the Auditor's office using the Compliance Fund.
3. Recommend approval of Feedlot Officer Annual Report and authorize the Chair to sign.

Department Head Reports

Recorder: Busy with marriages using Team Meetings to allow family members to join. We can now service Spanish speaking community with the assistance of Rene.

Planning & Zoning: Zoning side is getting busy. Discussion about gravels pits.

Treasurer: Joint Dispatch Audit was last week. Preparing for the Steele County Audit in May. Tax collection will start once the statements are sent. 2022 budget will begin. Payroll process review with the Auditors Office and Human Resource to improve communication, processes and work flows.

Auditor: Working on tax statements due to mail end of month. Getting ready to publish the delinquent tax listing. The audit from Secretary of State in regard to the November election is coming soon.