



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

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

TUESDAY, JUNE 8, 2021 at 5:00 PM
County Boardroom, Steele County Administration Center

Due to the current emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, in person attendance at all meetings of the of the Steele County Board of Commissioners will be suspended till further notice in accordance with the Minnesota Statute 13D.021. Attendance to meetings by Telephone or Other Electronic means are available. Contact the Administration Center at 507-444-7400 or visit the Steele County Website at www.steele.mn.us for additional information.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda

Public Comment

Those wishing to speak must state their name and address for the record after they are acknowledged by the Board Chair. Each person will be limited to two (2) minutes to make his/her remarks.

Speakers will address all comments to the Board as a whole and not one individual commissioner. The Board may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Board may refer inquiries and items brought up during the Public Comment period to the County Administrator for follow up.

Correspondence

4. Southern Minnesota Initiative Foundation Correspondence (pg. 4)

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

5. Approve May 25, 2021 Board Minutes(pg. 5)
6. Approve May 25, 2021 Board Work Session Minutes(pg. 7)
7. Approve Bills and Journal Entries(pg. 8)
8. Approve Personnel Report(pg. 54)
9. Approve Resolution Re-Appointing Ed Nelson As Steele County Trail Administrator(pg. 55)
10. Approve Promotion of Karen Winter to Property Tax Specialist position(pg. 57)
11. Approve Re-opening of Board Meetings to In-person Attendance and Discontinue Live Streaming on July 1, 2021(pg. 62)
12. Award Contract for CSAH 34 & CSAH 45 Roundabout (Consent) (pg. 63)

General

13. June Anniversaries (pg. 64)
14. Telecommuting Policy (pg. 65)
15. Wine License Fee (pg. 70)
16. Blooming Prairie Country Club Wine License (pg. 71)
17. Approve Cooperative Agreement with City of Medford for Construction of the CSAH 45 (Main St.) Improvements (pg. 72)

Internal Central Services Committee – June 2, 2021

18. Personnel Policy Amendment – Professional Employees (pg. 85)
19. Steele County Detention Center Security Upgrades & Contract Award (pg. 87)

Information Items

20. Internal Central Services Committee Minutes and Attachments – June 2, 2021 (pg. 112)

Presentations:

21. Southern Minnesota Initiative Foundation Update & 2022 Request for Funding (pg. 121)
 - Tim Penny / President & CEO

Commissioner Reports:

Next Meeting Notices:

Public Works Committee – **June 10, 2021 at 7:30 a.m., Public Works Facility**

Land Use/Records – **June 15, 2021 at 8 a.m. in the Boardroom**

Board of Appeal and Equalization – **June 15, 2021 at 7 p.m. in the Boardroom**

Internal Central Services – **June 16, 2021 at 8 a.m. in the Boardroom**

County Board Meeting – **June 22, 2021 at 5:00 p.m. in the Boardroom**

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

Adjourn

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



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

May 19, 2021

Scott Golberg
Steele County
630 Florence Ave
PO Box 890
Owatonna, MN 55060

Your Gift CREATED A NETWORK FOR COMMUNITY GROWTH AND VITALITY

Dear Mr. Golberg and County Board,

Vibrant communities are where entrepreneurs launch and grow their businesses, children are prepared for their future and communities build the resources and networks needed to sustain their quality of life.

Southern Minnesota Initiative Foundation (SMIF) invests in communities through its Affiliate Fund program which consists of over 80 donor supported funds that grant dollars to local projects.

The St. Charles Area Community Foundation (SCACF) was established in 2015 and is one of 30 community foundations that SMIF supports. Community Foundations empower residents to make change by investing in their community and addressing their unique needs.



“The foundation opened up the opportunity for residents of not only St. Charles, but the surrounding area, an alternative way to support a program or project. We connect people with resources that eventually help to foster their ideas into reality.”

– Nick Koverman, St. Charles Area Community Foundation



St. Charles community members saw the need for a community gathering space and with the support of SCACF, they created the “Green Space Initiative” utilizing vacant land behind City Hall to create a town square. The community foundation raised dollars to support this effort and secured a matching grant from SMIF. The green space is now being used for events and programs that bring the community together.

Thank you for your gift of \$6,000 to SMIF’s General Endowment Fund! This fund allows SMIF to support and sustain our overall work and invest in our communities through programs like our Affiliate Funds. You are making a difference in southern Minnesota!

Sincerely,

Tim Penny
President & CEO

*Thank you for
your continued
support!*

cc: Corey Mensink, Board Member; Cindy Scheid, Board Member



PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

May 25, 2021

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on May 25, 2021 with Commissioner's Abbe, Glynn, Brady, Gnemi Krueger and Abbe present. Also present were County Sheriff Lon Thiele, County Attorney Dan McIntosh, IT Director Dave Purscell, Deputy Emergency Management Director Tom Karnauskas, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the agenda with the removal of the last item for closed session.

Correspondence acknowledged.

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

A. Approve the minutes of May 11, 2021

B. Approve Bills

C. Approve Personnel Report

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Kristen Sailer	Emergency & Risk Management Director	D61/8	06/21/21

D. Accepted the Emergency Management Performance grant in the amount of \$24,880

E. Accepted the Supplemental Emergency Performance grant in the amount of \$12,983

F. Approved a 50% reduction in landfill tipping fees requested by the City of Ellendale for the hazardous building/property located at 204 5th Ave West in Ellendale

G. Approve the purchase of a Commercial Mower from Miner's Outdoor & Rec of Blooming Prairie in the amount of \$16,350 for the landfill

H. Award the contract for 2021 Culvert Replacements and Drainage Improvements, SAP 074-612-041 and SAP 074-618-029 to James Brothers Construction in the amount of \$473,169.88

I. Award the contract for CSAH 2 and Waseca County CSAH 14 Shoulder Paving, SAP 088-070-075, to Crane Creek Asphalt in the amount of \$885,764.93

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to schedule a Work Session for June 22nd at 3:00 p.m. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to Authorize Steve Schroht to apply, sign and execute the Minnesota Amateur Sports Commission (MASC) grant agreement for R-22 Refrigerant/Condensing Tower Replacement (east Arena) project and be the official liaison with MASC. Ayes all.

Mark Lennox, Senior Project Manager Development, gave a Dodge County Wind Project presentation.

Commissioner Reports:

Commissioner Krueger reported on his attendance at Public Works meeting, Utilization Management meeting for South Country Health Alliance, South Country Health Alliance Executive meeting and a Work Session.

Commissioner Abbe reported on his attendance at a 911 Joint Powers Board meeting, Public Works Committee meeting, attended interviews for the Emergency Management position and a Work Session.

Commissioner Gnemi reported on his attendance at Drug Court meetings, Transportation meeting, Special Work Session, Mn Prairie meeting, Historical Society meeting, Mn Prairie Joint Powers meeting, Semcac meeting, Human Relations Center meeting and a Work Session.

Commissioner Glynn reported on his attendance at Community Corrections Advisory Board meeting and a Work Session.

Commissioner Brady reported on his attendance at a Smart meeting, Cannon River Watershed Project meeting, Mn Prairie meeting, Human Relations Center meeting and a Work Session.

LISTING OF BILLS
05/25/2021

Bolton & Menk Inc	5,565.00
City of Owatonna	4,811.72
CRK Properties LLC	6,588.61
Crysteel Truck & Equipment Inc	4,912.00
EPG Companies Inc	2,739.75
Granicus	8,900.00
I & S Group Inc	7,300.00
ICS Consulting Inc	20,387.66
Jones Haugh & Smith Inc	9,815.00
Kronos Incorporated	3,540.75
Marvin Purrier Concrete & Masonry Cons	8,025.00
Metal Services Of Blooming Prairie Inc	2,705.00
Moore Md/Kellyanna J	3,536.33
Motorola Solutions Inc	5,561.54
Nuss Truck & Equipment	3,244.71
Overhead Door Co Of Albert Lea, Inc	2,330.00
Ramy Turf Products	2,008.00
Revize LLC	2,200.00
South Central College	3,500.00
SRF Consulting Group Inc	10,907.96
Steele County Trail Assoc	14,438.55
Steele County Treasurer	6,358.25
Summit Food Services LLC	8,020.35
Thomson Reuters – West	2,234.73
Ziegler Inc	2,639.62
86 Payments less than 2,000	<u>36,245.50</u>
Final Total:	188,516.03

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to adjourn to the call of the chair
at 5:24 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

May 25, 2021

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on May 25, 2021 with Commissioners Gnemi, Abbe, Glynn, Krueger and Brady present. Also present were County Attorney Dan McIntosh, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, Human Services Director Julie Johnson, IT Director Dave Purscell, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and approve Agenda.

The Board reviewed and discussed the Telecommuting policy. There were several concerns brought forward from Commissioners.

Scott gave an update on the Detention Center. He has reached out to the Waseca and Dodge County Administrators for feedback. Commissioner Brady has asked to have a meeting with Dodge and Waseca County Commissioners on May 28th at 11 a.m.

Board discussed setting another Work Session for June 22nd at 3 p.m.

Meeting was adjourned at 5:00 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

NGRITZ
6/2/21

11:44AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
6/2/21 11:44AM
10 Road & Bridge 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>	
301	DEPT			Administration			
	61505 Gopher State One-Call						
12	10-301-000-0000-6260		18.90	(14) locates for May	1051437	Consultants/Admin Fee	N
	61505 Gopher State One-Call		18.90	1 Transactions			
	37025 Innovative Office Solutions LLC						
14	10-301-000-0000-6410		17.70	Post it notes & calculator rib	IN3367303	Office Supplies	N
	37025 Innovative Office Solutions LLC		17.70	1 Transactions			
301	DEPT Total:		36.60	Administration	2 Vendors	2 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	87765 3D Specialties						
30	10-302-000-0000-6534		2,055.42	900 ft 1.75x12ft 12 ga telespa	222315	Supplies - Signing	N
31	10-302-000-0000-6534		1,082.42	(100) 2x4 12 ga telespar	222315	Supplies - Signing	N
29	10-302-000-0000-6537		245.91	Cutting Charge telespar	222315	County Contracts	N
	87765 3D Specialties		3,383.75	3 Transactions			
	5378 James Brothers Construction Inc						
15	10-302-000-0000-6537		880.00	Vactron CSAH 7	31065	County Contracts	N
	5378 James Brothers Construction Inc		880.00	1 Transactions			
	8063 Koch/Matt						
16	10-302-000-0000-6408		147.99	Safety toe boots	Boots	Uniforms/Uniform Reimbursement	N
	8063 Koch/Matt		147.99	1 Transactions			
	8711 Minnesota Paving & Materials						
20	10-302-000-0000-6525		1,323.57	44.53 random rip rap CSAH 9	1642793	CSAH Supplies - Aggregate/Asphalt	N
	8711 Minnesota Paving & Materials		1,323.57	1 Transactions			
302	DEPT Total:		5,735.31	Road & Bridge Maintenance Expense	4 Vendors	6 Transactions	
303	DEPT			Construction Expense			
	7595 Bolton & Menk Inc						
2	10-303-000-0000-6260		3,135.50	Prof Services 074-598-016	0269798	Consultants/Admin Fee	N
	7595 Bolton & Menk Inc		3,135.50	1 Transactions			
	8183 Minnesota Secured Title						

Steele County



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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
21	10-303-000-0000-6260		Search & copies 074-648-007	SC0003418	Consultants/Admin Fee	N
8183	Minnesota Secured Title	3,400.00	1 Transactions			
77570	Short Elliott Hendrickson Inc					
28	10-303-000-0000-6260	2,752.41	Prof Serv 074-021-004	405849	Consultants/Admin Fee	N
77570	Short Elliott Hendrickson Inc	2,752.41	1 Transactions			
3288	Troxler Electronic Laboratories, Inc					
32	10-303-000-0000-6510	1,097.00	Hght, pressure & angle cal	030987	Engineering & Surveying Supplies	N
3288	Troxler Electronic Laboratories, Inc	1,097.00	1 Transactions			
303	DEPT Total:	10,384.91	Construction Expense	4 Vendors	4 Transactions	
304	DEPT		Equipment Maintenance & Shops			
3738	Arrow Ace Hardware					
1	10-304-000-0000-6520	4.99	3 pk filt hose washer	265866/2	Machinery/Vehicle Parts	N
3738	Arrow Ace Hardware	4.99	1 Transactions			
10150	Carquest Auto Parts					
3	10-304-000-0000-6520	607.00-	return turbocharger	405740	Machinery/Vehicle Parts	N
4	10-304-000-0000-6513	13.59	(3) sockets	406496	Tools	N
5	10-304-000-0000-6520	440.20	brake rotor & pads	406585	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520	45.82	(4) lubes	406586	Machinery/Vehicle Parts	N
7	10-304-000-0000-6515	1,600.00	Batteries for hoist	406744	Shop Equip Repair & Maintenance	N
8	10-304-000-0000-6511	57.48	Brake clean non-chlr	407107	Maint Shop Supplies & Materials	N
9	10-304-000-0000-6513	415.00	3/8 Dr socket set	407440	Tools	N
10150	Carquest Auto Parts	1,965.09	7 Transactions			
11215	Central Farm Services					
10	10-304-000-0000-6540	342.99	200 Gallons of DEF	700075	Fuel & Lubricants	N
11215	Central Farm Services	342.99	1 Transactions			
16750	Curts Truck & Diesel Svc					
11	10-304-000-0000-6520	28.81	Fuse 250 A	226926	Machinery/Vehicle Parts	N
16750	Curts Truck & Diesel Svc	28.81	1 Transactions			
36550	IFACS					
13	10-304-000-0000-6520	4.96	(4) 4 gage heavy duty splice	5269231	Machinery/Vehicle Parts	N

Steele County

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
36550	IFACS					
		4.96		1 Transactions		
17	49625 Matejcek Implement Co					
	10-304-000-0000-6520	16.25	Circlip	IB19122	Machinery/Vehicle Parts	N
	49625 Matejcek Implement Co	16.25		1 Transactions		
18	52550 MEI Total Elevator Solutions					
	10-304-000-0000-6512	202.80	May-Jul quarterly service	908460	Bldg Repair & Maintenance	N
	52550 MEI Total Elevator Solutions	202.80		1 Transactions		
19	51630 Mike's Repair					
	10-304-000-0000-6252	507.20	(4) sweeper tires & mount	092391	Contracted Services	Y
	51630 Mike's Repair	507.20		1 Transactions		
22	4097 Nuss Truck & Equipment					
	10-304-000-0000-6520	86.86	(2) fuel filters	1203265P	Machinery/Vehicle Parts	N
23	10-304-000-0000-6520	272.79	Hose assembly	1203435P	Machinery/Vehicle Parts	N
	4097 Nuss Truck & Equipment	359.65		2 Transactions		
24	61520 Owatonna Motor Company					
	10-304-000-0000-6520	2.91	Bolt	149067	Machinery/Vehicle Parts	N
	61520 Owatonna Motor Company	2.91		1 Transactions		
25	65100 Paape Companies Inc					
	10-304-000-0000-6512	1,917.72	Replace screen on boiler displ	102853	Bldg Repair & Maintenance	N
	65100 Paape Companies Inc	1,917.72		1 Transactions		
26	68420 Plunkett's Pest Control, Inc.					
	10-304-000-0000-6512	98.50	Pest control	7063659	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.	98.50		1 Transactions		
27	3314 Ronco Engineering Sales					
	10-304-000-0000-6520	120.00	11" mag strobe	3248222	Machinery/Vehicle Parts	N
	3314 Ronco Engineering Sales	120.00		1 Transactions		
33	99500 Ziegler, Inc					
	10-304-000-0000-6520	19.14	(2) Plug A	N000113308	Machinery/Vehicle Parts	N
	99500 Ziegler, Inc	19.14		1 Transactions		

NGRITZ
 6/2/21 11:44AM
 10 Road & Bridge Fund

Steele County



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304	DEPT Total:			5,591.01	Equipment Maintenance & Shops	14 Vendors	21 Transactions
10	Fund Total:			21,747.83	Road & Bridge Fund		33 Transactions
	Final Total:			21,747.83	24 Vendors	33 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	21,747.83	Road & Bridge Fund	
	All Funds	21,747.83	Total	Approved by,
				
				

NGRITZ
6/3/21

11:26AM

Steele County



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Paid on Behalf Of Name
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Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

NGRITZ
6/3/21 11:26AM
1 General Revenue Fund

Steele County



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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT			County Wide			
	8589 Baker Tilly US, LLP						
7	01-003-565-0000-6260		1,600.00	Progress billing-2020 Audit-CR	BT1838050	Consultants/Admin Fee	Y
	8589 Baker Tilly US, LLP		1,600.00	1 Transactions			
3	DEPT Total:		1,600.00	County Wide	1 Vendors	1 Transactions	
5	DEPT			Board Of Commissioners			
	4212 Bussler Publishing Inc						
8	01-005-000-0000-6242		19.04	Synopsis Comm Brd Mtg-4/27/21	31341	Publishing	N
	4212 Bussler Publishing Inc		19.04	1 Transactions			
	8241 Gnemi/Rick A						
17	01-005-000-0000-6331		92.18	Mileage - March 16 - May 18		Mileage Reimbursement	N
	8241 Gnemi/Rick A		92.18	1 Transactions			
5	DEPT Total:		111.22	Board Of Commissioners	2 Vendors	2 Transactions	
31	DEPT			County Administrator			
	4319 Association Of Mn Counties						
4	01-031-000-0000-6261		75.00	Legislative Conference-Golberg	58540	Conference & Training	N
168	01-031-000-0000-6261		129.00	Prac Leadership Train - Scott	58588	Conference & Training	N
	4319 Association Of Mn Counties		204.00	2 Transactions			
	4879 Shred Right						
87	01-031-000-0000-6801		5.00	Shredding service	551707	General Expense	Y
	4879 Shred Right		5.00	1 Transactions			
31	DEPT Total:		209.00	County Administrator	2 Vendors	3 Transactions	
32	DEPT			Human Resources			
	4319 Association Of Mn Counties						
3	01-032-000-0000-6261		75.00	Legislative Conference-McGuire	58540	Conference & Training	N
5	01-032-000-0000-6261		75.00	Legislative Conference-Johnson	58540	Conference & Training	N
167	01-032-000-0000-6261		129.00	Prac Leadership Train - Gina	58588	Conference & Training	N
	4319 Association Of Mn Counties		279.00	3 Transactions			
	4879 Shred Right						

NGRITZ
6/3/21 11:26AM
1 General Revenue Fund

Steele County



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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
88	01-032-000-0000-6801	5.00	Shredding service	551707	General Expense	Y
	4879 Shred Right	5.00	1 Transactions			
32	DEPT Total:	284.00	Human Resources	2 Vendors	4 Transactions	
41	DEPT		Auditor			
	8589 Baker Tilly US, LLP					
6	01-041-000-0000-6279	9,500.00	Progress billing - 2020 Audit	BT1838050	Audit Costs	Y
	8589 Baker Tilly US, LLP	9,500.00	1 Transactions			
	37025 Innovative Office Solutions LLC					
21	01-041-000-0000-6410	8.78	Correction tape	3361676	Office Supplies	N
22	01-041-000-0000-6410	18.91	Copy paper - 1/2 box	3361676	Office Supplies	N
18	01-041-000-0000-6410	12.92	Notary record book - Christine	3363268	Office Supplies	N
102	01-041-000-0000-6410	27.00	Notary stamp - C Laue	3369930	Office Supplies	N
	37025 Innovative Office Solutions LLC	67.61	4 Transactions			
41	DEPT Total:	9,567.61	Auditor	2 Vendors	5 Transactions	
42	DEPT		Treasurer			
	37025 Innovative Office Solutions LLC					
23	01-042-000-0000-6410	18.91	Copy paper - 1/2 box	3361676	Office Supplies	N
	37025 Innovative Office Solutions LLC	18.91	1 Transactions			
42	DEPT Total:	18.91	Treasurer	1 Vendors	1 Transactions	
61	DEPT		Information Technology			
	4319 Association Of Mn Counties					
169	01-061-000-0000-6261	129.00	Prac Leadership Train - Dave	58588	Conference & Training	N
	4319 Association Of Mn Counties	129.00	1 Transactions			
	10018 CDW Goverment Inc					
9	01-061-000-0000-6413	297.43	Portable checkout monitor	C824711	Computer Supplies	N
	10018 CDW Goverment Inc	297.43	1 Transactions			
	83500 Steele County Highway Dept					
45	01-061-000-0000-6540	16.63	Fuel - April	1770	Gas & Oil	N

Steele County



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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>	
	83500 Steele County Highway Dept		16.63	1 Transactions			
61	DEPT Total:		443.06	Information Technology	3 Vendors	3 Transactions	
62	DEPT			Central Services			
	16282 Crosstown Cartage Inc						
11	01-062-000-0000-6801		297.00	Contracted mail service	5/14/2021	General Expense	N
12	01-062-000-0000-6801		80.00	Additional mail service	5/14/2021	General Expense	N
	16282 Crosstown Cartage Inc		377.00	2 Transactions			
	9107 Vertiv Corporation						
91	01-062-000-0000-6301		2,105.00	Annual Maintenanc - Server UPS	57906923	Equip/Software Maint	N
	9107 Vertiv Corporation		2,105.00	1 Transactions			
62	DEPT Total:		2,482.00	Central Services	2 Vendors	3 Transactions	
91	DEPT			County Attorney			
	37025 Innovative Office Solutions LLC						
20	01-091-000-0000-6410		108.77	Ink cartridges/Pens	3361591	Office Supplies	N
	37025 Innovative Office Solutions LLC		108.77	1 Transactions			
	4883 Skala/Diane						
86	01-091-000-0000-6315		352.50	Transcriptionist Apr-May		County Attorney Forfeiture Expendit	Y
	4883 Skala/Diane		352.50	1 Transactions			
91	DEPT Total:		461.27	County Attorney	2 Vendors	2 Transactions	
101	DEPT			County Recorder			
	50610 MCRA						
28	01-101-000-9305-6480		100.00	Reg MCRA Conference - Kvien	128	Non-Capitalized Inv-Technology Fun	N
29	01-101-000-9305-6480		100.00	Reg MCRA Conference - Hullop	137	Non-Capitalized Inv-Technology Fun	N
	50610 MCRA		200.00	2 Transactions			
	83500 Steele County Highway Dept						
51	01-101-000-0000-6540		21.88	Fuel - April	1765	Gas & Oil	N
	83500 Steele County Highway Dept		21.88	1 Transactions			
	84035 Tri-M Graphics						

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	<u>No.</u>	<u>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		01-101-000-0000-6410		251.67	Reg envelopes - 2000	95297	Office Supplies	N
	84035	Tri-M Graphics		251.67	1 Transactions			
101	DEPT Total:			473.55	County Recorder	3 Vendors	4 Transactions	
102	DEPT				Surveyor			
	39600	Jones Haugh & Smith Inc						
83		01-102-000-0000-6801		3,120.00	Section Corner Remonumentation	41907	General Expense	N
	39600	Jones Haugh & Smith Inc		3,120.00	1 Transactions			
102	DEPT Total:			3,120.00	Surveyor	1 Vendors	1 Transactions	
103	DEPT				Assessor			
	1213	MAAP						
106		01-103-000-0000-6241		20.00	MAAP Membership dues-2 staff		Membership Dues	N
107		01-103-000-0000-6261		110.00	MAAP Workshop Reg fee		Conference & Training	N
	1213	MAAP		130.00	2 Transactions			
	51300	Metro Sales Inc						
31		01-103-000-0000-6301		496.68	Ricoh/MP copier contract	1815778	Equip/Software Maint	N
	51300	Metro Sales Inc		496.68	1 Transactions			
	83500	Steele County Highway Dept						
48		01-103-000-0000-6540		62.52	Fuel - April	1769	Gas & Oil	N
	83500	Steele County Highway Dept		62.52	1 Transactions			
103	DEPT Total:			689.20	Assessor	3 Vendors	4 Transactions	
105	DEPT				Planning & Zoning			
	4212	Bussler Publishing Inc						
113		01-105-000-0000-6242		14.28	PC Notice	31356	Publishing	N
	4212	Bussler Publishing Inc		14.28	1 Transactions			
	13000	City Of Blooming Prairie						
93		01-105-000-0000-6805		571.41	Bldg Permit Reimb - May		Bl Pr Reimb-Bldg Permit	N
	13000	City Of Blooming Prairie		571.41	1 Transactions			
	83500	Steele County Highway Dept						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
111	01-105-000-0000-6540		Fuel - April	1762	Gas & Oil	N
83500	Steele County Highway Dept		1 Transactions			
105	DEPT Total:	598.23	Planning & Zoning	3 Vendors	3 Transactions	
111	DEPT		Buildings & Grounds			
10150	Carquest Auto Parts					
95	01-111-043-0000-6300	11.96	Tools - Cutting wheels	4763-406008	Bldg Repairs & Maintenance	N
10150	Carquest Auto Parts	11.96	1 Transactions			
8855	Decklever Mechanical					
96	01-111-044-0000-6300	385.15	Repair heater	218003253	Bldg Repairs & Maintenance	N
8855	Decklever Mechanical	385.15	1 Transactions			
4753	Godfather's Exterminating Inc					
97	01-111-040-0000-6300	70.00	Pest control - Admin	157521	Bldg Repairs & Maintenance	N
98	01-111-041-0000-6300	70.00	Pest control - Annex	157521	Bldg Repairs & Maintenance	N
4753	Godfather's Exterminating Inc	140.00	2 Transactions			
33550	Hillyard-Hutchinson					
99	01-111-042-0000-6560	396.27	Cleaner - Towels	604330779	Janitorial Supplies	N
100	01-111-040-0000-6560	489.42	Sanitizer/Cleaner/Towels	604338159	Janitorial Supplies	N
101	01-111-042-0000-6560	484.87	Cleaners/Liners/Towels	604341975	Janitorial Supplies	N
33550	Hillyard-Hutchinson	1,370.56	3 Transactions			
37025	Innovative Office Solutions LLC					
103	01-111-000-0000-6410	13.08	Folders - 2 boxes	3362865	Office Supplies	N
37025	Innovative Office Solutions LLC	13.08	1 Transactions			
8955	Kurita America Inc					
104	01-111-040-0000-6300	322.69	Oxygen Treatment - Boiler	582772	Bldg Repairs & Maintenance	N
8955	Kurita America Inc	322.69	1 Transactions			
1311	Met-Con Construction Faribault Div					
105	01-111-044-0000-6300	2,780.00	Replace damaged door	27734	Bldg Repairs & Maintenance	N
1311	Met-Con Construction Faribault Div	2,780.00	1 Transactions			
8253	Owatonna Filters					
108	01-111-044-0000-6300	3,193.56	Filters - 162	3219	Bldg Repairs & Maintenance	N

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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	8253 Owatonna Filters		3,193.56	1 Transactions			
109	68420 Plunkett's Pest Control, Inc.						
	01-111-044-0000-6300		131.60	Pest control program	7091858	Bldg Repairs & Maintenance	N
	68420 Plunkett's Pest Control, Inc.		131.60	1 Transactions			
110	2825 Stanley Security Solutions Inc						
	01-111-044-0000-6300		664.62	Security monitoring - March	60011159807	Bldg Repairs & Maintenance	N
	2825 Stanley Security Solutions Inc		664.62	1 Transactions			
112	83500 Steele County Highway Dept						
	01-111-000-0000-6562		161.06	Fuel - April	1766	Fuel And Gas	N
	83500 Steele County Highway Dept		161.06	1 Transactions			
111	DEPT Total:		9,174.28	Buildings & Grounds	11 Vendors	14 Transactions	
121	DEPT			Veteran Service			
2	6032 APG Media of Southern Minnesota LLC						
	01-121-000-0000-6242		114.00	Memorial flags - December	13476-1220	Publishing	N
	6032 APG Media of Southern Minnesota LLC		114.00	1 Transactions			
94	4212 Bussler Publishing Inc						
	01-121-751-0000-6820		75.00	Memorial Day Grant - Ad	31352	Grant Expense	N
	4212 Bussler Publishing Inc		75.00	1 Transactions			
10	14805 Corporate Recognition Inc						
	01-121-751-0000-6820		1,499.19	16oz Tumblers - 48	18629	Grant Expense	N
	14805 Corporate Recognition Inc		1,499.19	1 Transactions			
53	83500 Steele County Highway Dept						
	01-121-000-0000-6540		213.61	Fuel - April	1764	Gas & Oil	N
	83500 Steele County Highway Dept		213.61	1 Transactions			
121	DEPT Total:		1,901.80	Veteran Service	4 Vendors	4 Transactions	
201	DEPT			Sheriff			
13	18110 Dean's Westside Towing						
	01-201-000-0000-6806		120.00	SC21-000519 - Towed vehicle	0122338	Vehicle Towing	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
18110	Dean's Westside Towing		120.00	1 Transactions		
37025	Innovative Office Solutions LLC					
25	01-201-000-0000-6410	11.28	Bubble mail envelopes	3349937	Office Supplies	N
37025	Innovative Office Solutions LLC	11.28	1 Transactions			
5251	MHSRC-Range					
26	01-201-000-0000-6261	595.00	Pit Hybrid Training-Steinberg	629430-8561	Conference & Training	N
27	01-201-000-0000-6261	595.00	Pit Hybrid Training-Diercks	629430-8561	Conference & Training	N
5251	MHSRC-Range	1,190.00	2 Transactions			
18450	Office of MN IT Services					
34	01-201-000-0000-6210	99.34	Sheriff telecom - April	W21040540	Telephone	N
18450	Office of MN IT Services	99.34	1 Transactions			
68350	Pitney Bowes Inc					
37	01-201-000-0000-6293	128.97	Postage meter rental/Recorders	1018155335	Gun Permit Expenses	N
68350	Pitney Bowes Inc	128.97	1 Transactions			
1761	Prehn/Tony					
38	01-201-000-0105-6320	120.00	7408-Interior clean	1018	Squad 7408 Maintenance	N
1761	Prehn/Tony	120.00	1 Transactions			
4722	Robbins/Sean					
180	01-201-000-0000-6330	83.28	Meal reimb-with lodging	COB Class	Travel Expenses	N
4722	Robbins/Sean	83.28	1 Transactions			
83500	Steele County Highway Dept					
47	01-201-000-0000-6562	4,962.77	Fuel - April	1768	Gas & Oil Squads	N
83500	Steele County Highway Dept	4,962.77	1 Transactions			
85001	Steele-Waseca Coop Electric					
55	01-201-000-0000-6345	72.66	Utilities - Somerset	76720	Somerset Tower	N
85001	Steele-Waseca Coop Electric	72.66	1 Transactions			
85300	Streichers Inc					
56	01-201-000-0000-6285	432.00	Sight Mount - 1	11502400	Firearms/Ammo Training	N
85300	Streichers Inc	432.00	1 Transactions			

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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
60	84035 Tri-M Graphics						
	01-201-000-0000-6410		425.54	Reg envelopes - 1500	95103	Office Supplies	N
	84035 Tri-M Graphics		425.54	1 Transactions			
201	DEPT Total:		7,645.84	Sheriff	11 Vendors	12 Transactions	
251	DEPT			Jail			
	9075 Access Tonna Lock Service						
1	01-251-000-0000-6451		428.75	Keys - Recoding	1297	Operating Supplies	Y
	9075 Access Tonna Lock Service		428.75	1 Transactions			
	18450 Office of MN IT Services						
36	01-251-000-0000-6410		99.34	Jail telecom - April	W21040540	Office Supplies	N
	18450 Office of MN IT Services		99.34	1 Transactions			
	83500 Steele County Highway Dept						
46	01-251-000-0000-6562		147.44	Fuel - April	1773	Gas & Oil	N
	83500 Steele County Highway Dept		147.44	1 Transactions			
	8247 Summit Food Services LLC						
59	01-251-000-0000-6441		3,989.44	Inmate meals 5/15-21/2021	2000112430	Prisoner Meals	N
	8247 Summit Food Services LLC		3,989.44	1 Transactions			
	8030 US Prisoner Transport						
62	01-251-000-0000-6307		1,032.50	Prisoner Transport-Mohamud	207516	Outside Transportation	Y
	8030 US Prisoner Transport		1,032.50	1 Transactions			
251	DEPT Total:		5,697.47	Jail	5 Vendors	5 Transactions	
252	DEPT			Community Corrections			
	8263 CRK Properties LLC						
174	01-252-000-0000-6341		5,794.00	Rent - July	1019	Office Rent	1
175	01-252-000-0000-6341		605.86	Utilities	1019	Office Rent	N
	8263 CRK Properties LLC		6,399.86	2 Transactions			
	2004 Fox Valley Technical College						
15	01-252-775-0000-6261		195.00	Drug Trends Training-Bedney	700288102	Conference & Training - CCA Subsidy	Y
16	01-252-775-0000-6261		195.00	Drug Trends Training-Diercks	700288103	Conference & Training - CCA Subsidy	Y

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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>	
	2004 Fox Valley Technical College		390.00	2 Transactions			
	83500 Steele County Highway Dept						
52	01-252-000-0000-6540		63.50	Fuel - April	1772	Gas & Oil	N
	83500 Steele County Highway Dept		63.50	1 Transactions			
252	DEPT Total:		6,853.36	Community Corrections	3 Vendors	5 Transactions	
253	DEPT			Law Enforcement Center			
	8288 Four Seasons Electric						
14	01-253-000-0000-6300		85.00	Locate underground power/gates	10100	Bldg Repairs & Maintenance	N
	8288 Four Seasons Electric		85.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
24	01-253-000-0000-6410		6.60	Pencil cup	3345511	Office Supplies	N
	37025 Innovative Office Solutions LLC		6.60	1 Transactions			
	9104 MSL Landscaping & Fencing						
178	01-253-000-0000-6600		4,718.00	Install fencing/gate - LEC	25539	Capital Outlay	N
	9104 MSL Landscaping & Fencing		4,718.00	1 Transactions			
	18450 Office of MN IT Services						
35	01-253-000-0000-6211		75.32	LEC Telecom - April	W21040540	Radio And Telephone	N
	18450 Office of MN IT Services		75.32	1 Transactions			
	77825 Seykora Striping LLC						
41	01-253-000-0000-6300		359.35	Parking lot striping/Arrows	05062021	Bldg Repairs & Maintenance	Y
	77825 Seykora Striping LLC		359.35	1 Transactions			
	4879 Shred Right						
43	01-253-000-0000-6254		40.50	Shredding service	551244	Garbage Disposal	Y
42	01-253-000-0000-6254		40.50	Shredding service	551731	Garbage Disposal	Y
	4879 Shred Right		81.00	2 Transactions			
253	DEPT Total:		5,325.27	Law Enforcement Center	6 Vendors	7 Transactions	
391	DEPT			Environmental Services			
	4955 Waste Management Of Wi-Mn						

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185	01-391-000-0000-6548	50,546.53	Recycling contract	7203912-0491-7	Recycling	N
4955	Waste Management Of Wi-Mn	50,546.53	1 Transactions			
391	DEPT Total:	50,546.53	Environmental Services	1 Vendors	1 Transactions	
481	DEPT		Public Health Nursing			
115	Aaseth/Amber					
127	01-481-460-6009-6331	40.32	Mileage - May		Mileage Reimbursement	N
128	01-481-464-6061-6331	3.92	Mileage - May COVID		Mileage Reimbursement	N
115	Aaseth/Amber	44.24	2 Transactions			
3282	Aaseth/Nijole					
129	01-481-460-6009-6331	21.28	Mileage - May		Mileage Reimbursement	N
3282	Aaseth/Nijole	21.28	1 Transactions			
8204	Adams/Penny					
130	01-481-460-6009-6331	14.00	Mileage - May		Mileage Reimbursement	N
8204	Adams/Penny	14.00	1 Transactions			
2574	Archambault/Kristi					
131	01-481-460-6009-6331	58.80	Mileage - May		Mileage Reimbursement	N
132	01-481-464-6061-6331	21.28	Mileage - May - COVID		Mileage Reimbursement	N
2574	Archambault/Kristi	80.08	2 Transactions			
8205	Avery/Jamie					
133	01-481-460-6009-6331	56.00	Mileage - May		Mileage Reimbursement	N
8205	Avery/Jamie	56.00	1 Transactions			
7	Bartsch/Christine					
134	01-481-460-6009-6331	74.48	Mileage - May		Mileage Reimbursement	N
7	Bartsch/Christine	74.48	1 Transactions			
8486	Baumgartner/Ann					
135	01-481-460-6009-6331	20.16	Mileage - May		Mileage Reimbursement	N
8486	Baumgartner/Ann	20.16	1 Transactions			
6027	Bettin/Linda					
137	01-481-465-6057-6331	1.40	Mileage - May		Mileage Reimbursement	N
136	01-481-465-6057-6464	16.24	Batteries		General Supplies & Outreach	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
6027	Bettin/Linda		17.64	2 Transactions		
8440	Braaten/Beverly A					
138	01-481-460-6009-6331		8.40	Mileage - April & May		Mileage Reimbursement N
8440	Braaten/Beverly A		8.40	1 Transactions		
7933	Caron/Amy					
141	01-481-464-6061-6331		148.96	Mileage-May/Essentials - COVID		Mileage Reimbursement N
140	01-481-465-6057-6331		169.12	Mileage - May		Mileage Reimbursement N
7933	Caron/Amy		318.08	2 Transactions		
12590	Christenson/Yukari					
139	01-481-460-6009-6331		38.08	Mileage - May		Mileage Reimbursement N
12590	Christenson/Yukari		38.08	1 Transactions		
1335	Dodge County Public Health					
69	01-481-464-6061-6210		186.62	Talk App CICT - COVID	21Cov-1	Telephone N
92	01-481-464-6061-6464		25.19	BD Eclipse Syringes - COVID	21Cov-1	General Supplies & Outreach N
68	01-481-462-6047-6466		2,697.03	Borrower vaccine-COVID	21flu-1	Flu Vaccine N
1335	Dodge County Public Health		2,908.84	3 Transactions		
8076	Fast/Heather					
142	01-481-460-6009-6331		98.56	Mileage - May		Mileage Reimbursement N
8076	Fast/Heather		98.56	1 Transactions		
5987	Hoffmann/Christine A					
143	01-481-464-6061-6331		18.48	Mileage - May - COVID		Mileage Reimbursement N
144	01-481-465-6057-6331		5.04	Mileage - May		Mileage Reimbursement N
5987	Hoffmann/Christine A		23.52	2 Transactions		
1669	Houser/Jodi					
145	01-481-464-6061-6331		13.44	Mileage - May - COVID		Mileage Reimbursement N
1669	Houser/Jodi		13.44	1 Transactions		
37025	Innovative Office Solutions LLC					
71	01-481-460-6009-6410		60.03	Office supplies	3362542	Office Supplies N
72	01-481-460-6011-6410		3.39	Office supplies	3362542	Office Supplies N
73	01-481-461-6025-6410		5.65	Office supplies	3362542	Office Supplies N
74	01-481-461-6030-6410		3.39	Office supplies	3362542	Office Supplies N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
75	01-481-461-6032-6410		Office supplies	3362542	Office Supplies	N
76	01-481-461-6034-6410		Office supplies	3362542	Office Supplies	N
77	01-481-461-6040-6410		Office supplies	3362542	Office Supplies	N
78	01-481-461-6059-6410		Office supplies	3362542	Office Supplies	N
79	01-481-462-6047-6410		Office supplies	3362542	Office Supplies	N
80	01-481-464-6061-6410		Office supplies - COVID	3362542	Office Supplies	N
81	01-481-465-6057-6410		Office supplies	3362542	Office Supplies	N
176	01-481-465-6057-6410		Rubber fingers - 1 box	3369093	Office Supplies	N
37025	Innovative Office Solutions LLC	209.63	12 Transactions			
3256	Kofstad/Melissa					
146	01-481-460-6009-6331	14.00	Mileage - May		Mileage Reimbursement	N
147	01-481-464-6061-6331	3.92	Mileage - May - COVID		Mileage Reimbursement	N
3256	Kofstad/Melissa	17.92	2 Transactions			
2284	Korogi/Janet					
148	01-481-464-6061-6331	5.60	Mileage - May - COVID		Mileage Reimbursement	N
2284	Korogi/Janet	5.60	1 Transactions			
5754	McMann/Katy					
149	01-481-460-6009-6331	107.80	Mileage - May		Mileage Reimbursement	N
5754	McMann/Katy	107.80	1 Transactions			
8341	Mead/Kathleen					
150	01-481-460-6009-6331	16.80	Mileage - May		Mileage Reimbursement	N
8341	Mead/Kathleen	16.80	1 Transactions			
52975	Minnesota Valley Testing Labs					
30	01-481-463-6049-6322	37.80	Lab Water testing charges	1088036	Well Water Service Agreements	N
177	01-481-463-6049-6322	37.80	Lab water testing charges	1089618	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	75.60	2 Transactions			
7848	Nelson/Connie					
151	01-481-460-6009-6331	36.96	Mileage - May		Mileage Reimbursement	N
7848	Nelson/Connie	36.96	1 Transactions			
5424	Northstar Calibration Inc					
32	01-481-462-6047-6563	80.00	Termometer Temp Calibration	636928	Maintenance And Repair	N
33	01-481-464-6061-6383	80.00	Termometer Temp Calibration	636928	Contract Services	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5424	Northstar Calibration Inc		160.00	2 Transactions		
2587	Piepho/Nancy J					
152	01-481-461-6034-6331		129.81	Mileage - May		Mileage Reimbursement N
2587	Piepho/Nancy J		129.81	1 Transactions		
5252	Probst/Angie					
153	01-481-460-6009-6331		63.84	Mileage - May		Mileage Reimbursement N
5252	Probst/Angie		63.84	1 Transactions		
8889	Rau/Terri					
154	01-481-461-6025-6331		2.24	Mileage - May		Mileage Reimbursement N
155	01-481-461-6059-6331		44.80	Mileage - May		Mileage Reimbursement N
8889	Rau/Terri		47.04	2 Transactions		
77316	Schroeder/Greg					
40	01-481-460-6009-6331		76.16	Physical Therapist mileage		Mileage Reimbursement Y
182	01-481-460-6009-6331		38.08	Physical Therapist - Mileage		Mileage Reimbursement Y
39	01-481-460-6009-6383		901.00	Physical Therapist - April		Contract Services Y
181	01-481-460-6009-6383		649.25	Physical Therapist - May		Contract Services Y
77316	Schroeder/Greg		1,664.49	4 Transactions		
8237	Schroeder/Sue					
156	01-481-460-6009-6331		8.40	Mileage - May		Mileage Reimbursement N
8237	Schroeder/Sue		8.40	1 Transactions		
4879	Shred Right					
183	01-481-460-6009-6322		3.51	Shredding service	551708	Service Agreements Y
183	01-481-460-6011-6322		0.20	Shredding service	551708	Service Agreements Y
183	01-481-461-6025-6322		0.34	Shredding service	551708	Service Agreements Y
183	01-481-461-6030-6322		0.20	Shredding service	551708	Service Agreements Y
183	01-481-461-6032-6322		0.20	Shredding service	551708	Service Agreements Y
183	01-481-461-6034-6322		0.14	Shredding service	551708	Service Agreements Y
183	01-481-461-6040-6322		0.61	Shredding service	551708	Service Agreements Y
183	01-481-461-6059-6322		0.20	Shredding service	551708	Service Agreements Y
183	01-481-462-6047-6322		0.20	Shredding service	551708	Service Agreements Y
183	01-481-464-6052-6322		0.07	Shredding service	551708	Service Agreements Y
183	01-481-465-6057-6322		1.08	Shredding service	551708	Service Agreements Y

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1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4879	Shred Right		11 Transactions			
4305	South Country Health Alliance					
184	01-481-464-6061-6383	60.57	Contract/Trace Investig Essent	COVID	Contract Services	N
4305	South Country Health Alliance	60.57	1 Transactions			
83500	Steele County Highway Dept					
50	01-481-464-6061-6464	96.16	Paper 3pk Orginizer-COVID19	1771	General Supplies & Outreach	N
49	01-481-465-6057-6540	46.35	Fuel - April	1771	Gas & Oil	N
83500	Steele County Highway Dept	142.51	2 Transactions			
85147	Stericycle Inc					
57	01-481-462-6047-6322	37.31	Hazardous waste	4010133354	Service Agreements	N
58	01-481-464-6061-6322	708.97	Hazardous waste - COVID19	4010133354	Service Agreements	N
85147	Stericycle Inc	746.28	2 Transactions			
8810	Stricklin/Katie					
157	01-481-460-6009-6331	12.88	Mileage - May		Mileage Reimbursement	N
8810	Stricklin/Katie	12.88	1 Transactions			
8907	Tappe/Jane					
158	01-481-460-6009-6331	19.60	Mileage - May		Mileage Reimbursement	N
8907	Tappe/Jane	19.60	1 Transactions			
4100	Wencl/Dianne Marie					
159	01-481-460-6009-6331	17.36	Mileage - May		Mileage Reimbursement	N
4100	Wencl/Dianne Marie	17.36	1 Transactions			
481	DEPT Total:	7,286.64	Public Health Nursing	35 Vendors	72 Transactions	
501	DEPT		Historical Society			
83525	Steele County Historical Society					
54	01-501-000-0000-6801	4,000.00	1st 1/2 - 2021 Allocation		General Expense	N
83525	Steele County Historical Society	4,000.00	1 Transactions			
501	DEPT Total:	4,000.00	Historical Society	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			

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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	
8251	BRN Lawn & Landscape LLC						
173	01-521-000-0000-6304		160.00	Mowings-Canoe Landing-May	1409	Lawn Mowing Contract	Y
172	01-521-000-0000-6304		380.00	Mowings-Beaver Lake-May	1410	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC		540.00	2 Transactions			
72500	Rent N Save Portable						
179	01-521-000-0000-6823		130.00	Porta potty - Beaver Lake	64444	Beaver Lake	N
72500	Rent N Save Portable		130.00	1 Transactions			
74005	Sherwin-Williams Company						
85	01-521-000-0000-6823		356.72	Paint - Beach House	1820-9	Beaver Lake	N
74005	Sherwin-Williams Company		356.72	1 Transactions			
83500	Steele County Highway Dept						
89	01-521-000-0000-6410		287.55	Hearing tests/MSHA Training	1763	Operating Supplies/Truck Repairs	N
90	01-521-000-0000-6540		19.89	Fuel - April	1763	Gas & Oil	N
83500	Steele County Highway Dept		307.44	2 Transactions			
521	DEPT Total:		1,334.16	Park And Recreation	4 Vendors	6 Transactions	
550	DEPT			Four Seasons			
3738	Arrow Ace Hardware						
67	01-550-000-0000-6410		18.77	Caulk/Duct tape/connectors	265867	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware		18.77	1 Transactions			
6980	Block Plumbing & Heating Inc						
170	01-550-000-0000-6410		239.00	Annual RPZ testing	58616	Operating Supplies - Contracts	N
171	01-550-000-0000-6410		160.00	Repair urinal	58631	Operating Supplies - Contracts	N
6980	Block Plumbing & Heating Inc		399.00	2 Transactions			
8434	Finnly Technology LLC						
70	01-550-000-0000-6410		550.00	Ice rink software support	1005	Operating Supplies - Contracts	Y
8434	Finnly Technology LLC		550.00	1 Transactions			
37025	Innovative Office Solutions LLC						
82	01-550-000-0000-6410		16.24	Wall file - New Lobby	3356414	Operating Supplies - Contracts	N
37025	Innovative Office Solutions LLC		16.24	1 Transactions			
5123	SCR						

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1 General Revenue 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	
84	01-550-000-0000-6410		Repairs-E Rink compressor	W28598	Operating Supplies - Contracts	N
5123	SCR		1 Transactions			
550	DEPT Total:	4,819.70	Four Seasons	5 Vendors	6 Transactions	
601	DEPT		County Ag Society			
83025	Steele County Agricultural Society					
44	01-601-000-0000-6801	21,500.00	1st 1/2 - 2021 Allocation		General Expense	N
83025	Steele County Agricultural Society	21,500.00	1 Transactions			
601	DEPT Total:	21,500.00	County Ag Society	1 Vendors	1 Transactions	
602	DEPT		Co-Op Extension			
37025	Innovative Office Solutions LLC					
19	01-602-000-0000-6410	99.80	2-Headsets/3 boxes of Pens	3358057	Office Supplies	N
37025	Innovative Office Solutions LLC	99.80	1 Transactions			
72120	Univ Of Mn Regents					
63	01-602-000-0000-6306	340.00	Salary-4/12-4/25/21-Rugg	0300026974	Contracted Services	N
64	01-602-000-0000-6306	27.20	Beneifits-4/12-4/25/21-Rugg	0300026974	Contracted Services	N
65	01-602-000-0000-6306	330.00	Salary-4/26-5/9/21-Rugg	0300026974	Contracted Services	N
66	01-602-000-0000-6306	26.40	Benefits-4/26-5/9/21-Rugg	0300026974	Contracted Services	N
72120	Univ Of Mn Regents	723.60	4 Transactions			
602	DEPT Total:	823.40	Co-Op Extension	2 Vendors	5 Transactions	
1	Fund Total:	146,966.50	General Revenue Fund		175 Transactions	

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
633	DEPT		Judicial Ditch 10			
	31698 Hansen Excavation Inc					
165	21-633-000-0000-6305		JD10 - Repairs Sec 5 Lemond Tw	Groveland Farm	Construction And Repairs	N
	31698 Hansen Excavation Inc		1 Transactions			
633	DEPT Total:		Judicial Ditch 10	1 Vendors	1 Transactions	
21	Fund Total:		County Ditch Fund		1 Transactions	

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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
251	DEPT			Jail			
	4212 Bussler Publishing Inc						
166	38-251-000-0000-6600		242.76	Advertisement for Bids - DC	31291	Capital Outlay - Detention Center	N
	4212 Bussler Publishing Inc		242.76	1 Transactions			
251	DEPT Total:		242.76	Jail	1 Vendors	1 Transactions	
38	Fund Total:		242.76	Capital Outlay Fund		1 Transactions	

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recyding LLC					
126	53-398-000-0000-6304	2,536.44	Mattress/Box springs - 152	8283	Contract Services	Y
9087	7 Rivers Recyding LLC	2,536.44	1 Transactions			
7940	Boyer Trucks					
114	53-398-000-0000-6300	145.75	Muffler guard	07P3970	Bldg Repairs & Maintenance	N
7940	Boyer Trucks	145.75	1 Transactions			
14584	Continental Research Corp					
115	53-398-000-0000-6301	425.74	Defoamer	0026305	Equip Repairs	N
14584	Continental Research Corp	425.74	1 Transactions			
38160	J R's Advanced Recyclers Inc					
116	53-398-000-0000-6304	610.00	122 Appliances	104221	Contract Services	N
38160	J R's Advanced Recyclers Inc	610.00	1 Transactions			
1308	Miners's Outdoor & Rec					
118	53-398-000-0000-6380	322.12	Trimmer	180553	Grounds Maintenance	N
117	53-398-000-0000-6600	16,350.00	Mower	180557	Capital Outlay	N
1308	Miners's Outdoor & Rec	16,672.12	2 Transactions			
9108	Minnesota Department of Commerce					
125	53-398-000-0000-6300	299.00	Scale testing	35001844	Bldg Repairs & Maintenance	N
9108	Minnesota Department of Commerce	299.00	1 Transactions			
4097	Nuss Truck & Equipment					
119	53-398-000-0000-6301	2,452.40	Repairs to bomag	737661	Equip Repairs	N
4097	Nuss Truck & Equipment	2,452.40	1 Transactions			
435	OSI Environmental Inc					
121	53-398-000-0000-6304	150.00	Used oil	2092062	Contract Services	N
120	53-398-000-0000-6304	250.00	Drum filters - 5	2092118	Contract Services	N
435	OSI Environmental Inc	400.00	2 Transactions			
83500	Steele County Highway Dept					
122	53-398-000-0000-6242	911.42	Repairs to leachate truck	1767	Publishing	N
124	53-398-000-0000-6261	132.18	MSHA refresher	1767	Conference & Training	N
123	53-398-000-0000-6542	89.32	Hearing test	1767	Testing & Monitoring	N

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
83500	Steele County Highway Dept		1,132.92	3 Transactions			
398	DEPT Total:		24,674.37	Landfill	9 Vendors	13 Transactions	
53	Fund Total:		24,674.37	Landfill Fund		13 Transactions	

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81 Consolidated Dispatch Fur

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
230	DEPT			Consolidated Dispatch			
	8461 Hable/Nicole L						
160	81-230-000-0000-6331		12.32	Mileage - Landfill		Mileage Reimbursement	N
	8461 Hable/Nicole L		12.32	1 Transactions			
	51300 Metro Sales Inc						
161	81-230-000-0000-6301		169.58	Ricoh/P C600 Color Printer	1818719	Equip Maint	N
	51300 Metro Sales Inc		169.58	1 Transactions			
	9102 Surplus Services						
162	81-230-000-0000-6801		10.00	Whiteboard	20039911	Misc. Expense	N
163	81-230-000-0000-6801		50.00	Desk stand	20039911	Misc. Expense	N
164	81-230-000-0000-6801		30.00	Computer bags	20039911	Misc. Expense	N
	9102 Surplus Services		90.00	3 Transactions			
230	DEPT Total:		271.90	Consolidated Dispatch	3 Vendors	5 Transactions	
81	Fund Total:		271.90	Consolidated Dispatch Fund		5 Transactions	
	Final Total:		172,543.03	130 Vendors	195 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	146,966.50	General Revenue Fund	
	21	387.50	County Ditch Fund	
	38	242.76	Capital Outlay Fund	
	53	24,674.37	Landfill Fund	
	81	271.90	Consolidated Dispatch Fund	
	All Funds	172,543.03	Total	Approved by,
				
				

Steele County
JOURNAL ENTRIES



Description MH - MAR 2021 JE - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	3/31/21	906	01-000-000-0000-1001 Cash	192,730.11	D	Payment to PERA				1
2	3/31/21	906	01-003-000-0000-6160 Pera	192,730.11	C	Payment to PERA				1
Debit Total				192,730.11		Credit Total	192,730.11	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MH - APR 2021 ENTERPRISE JE - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/21	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	364.64	D	Enterprise Full Maint Fee				1
2	4/30/21	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	5.00	D	Non Enterprise Maint Fee				1
3	4/30/21	902	01-251-000-0000-6320 Vehicle Maintenance	422.49	D	Enterprise Full Maint Fee				1
4	4/30/21	902	01-251-000-0000-6320 Vehicle Maintenance	5.00	D	Non Enterprise Maint Fee				1
5	4/30/21	902	01-000-000-0000-1001 Cash	797.13	C	Admin-DC Enterprise April 2021				1
6	4/30/21	902	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	17,600.69	D	Fleet Lease Payments - Apr 21				1
7	4/30/21	902	38-000-000-0000-1001 Cash	17,600.69	C	Fleet Lease Payments - Apr 21				1
8	4/30/21	902	01-201-000-0102-6320 Squad 7414 Maintenance	67.15	D	Oil Change				1
9	4/30/21	902	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	4/30/21	902	01-201-000-0103-6320 Squad 7410 Maintenance	31.95	D	Oil Change				1
11	4/30/21	902	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	4/30/21	902	01-201-000-0104-6320 Squad 7404 Maintenance	90.71	D	Oil Change, Wheel Bal & Fluid				1
13	4/30/21	902	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	4/30/21	902	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
15	4/30/21	902	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	4/30/21	902	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	4/30/21	902	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	4/30/21	902	01-201-000-0109-6320 Squad 7416 Maintenance	52.00	D	Oil Change				1
19	4/30/21	902	01-201-000-0109-6320 Squad 7416 Maintenance	263.68	D	Battery & Diagnostics				1
20	4/30/21	902	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Description MH - APR 2021 ENTERPRISE JE - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/21	902	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	4/30/21	902	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
23	4/30/21	902	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	4/30/21	902	01-201-000-0113-6320 Squad 7411 Maintenance	45.95	D	Oil Change & Tire Rotation				1
25	4/30/21	902	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	4/30/21	902	01-201-000-0114-6320 Squad 7421 Maintenance	45.95	D	Oil Change & Tire Rotation				1
27	4/30/21	902	01-201-000-0114-6320 Squad 7421 Maintenance	223.57	D	Belts, Air Filter & Tail Light				1
28	4/30/21	902	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	4/30/21	902	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maint Unassigned				1
30	4/30/21	902	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	4/30/21	902	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	4/30/21	902	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	4/30/21	902	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	4/30/21	902	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
35	4/30/21	902	01-201-000-0122-6320 Squad 7409 Maintenance	80.05	D	Oil Change, Air Filter & Valve				1
36	4/30/21	902	01-201-000-0122-6320 Squad 7409 Maintenance	439.35	D	Brake Pads & Brake Rotor/Disc				1
37	4/30/21	902	01-201-000-0122-6320 Squad 7409 Maintenance	966.79	D	Tire replace, Balance & Align				1
38	4/30/21	902	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
39	4/30/21	902	01-201-000-0123-6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
40	4/30/21	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Veh Maint - Retired Squad				1

Steele County
JOURNAL ENTRIES



Description MH - APR 2021 ENTERPRISE JE - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	4/30/21	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM- New S- 21Interceptor7515				1
42	4/30/21	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM- New S- 21Interceptor7513				1
43	4/30/21	902	01-000-000-0000-1001 Cash	2,427.15	C	Sheriff Enterprise - Apr 21				1
Debit Total				20,824.97		Credit Total	20,824.97	Net:	0.00	

Steele County

JOURNAL ENTRIES



Descriptor MH - APR 2021 POSTAGE JE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/21	901	01-031-000-0000-6215 Postage	0.51	D	Postage - Admin				1
2	4/30/21	901	01-103-000-0000-6215 Postage	49.98	D	Postage - Assessor				1
3	4/30/21	901	01-041-000-0000-6215 Postage	184.45	D	Postage - Auditor				1
4	4/30/21	901	01-063-000-0000-6215 Postage	2.20	D	Postage - Auditor Elections				1
5	4/30/21	901	01-251-000-0000-6215 Postage	21.65	D	Postage - Detention Center				1
6	4/30/21	901	01-391-000-0000-6215 Postage	6.63	D	Postage - Extension				1
7	4/30/21	901	01-602-000-0000-6215 Postage	9.18	D	Postage - Four Seasons				1
8	4/30/21	901	01-550-000-0000-6215 Postage	4.84	D	Postage - Human Resources				1
9	4/30/21	901	01-032-000-0000-6215 Postage	153.59	D	Postage - MRCI				1
10	4/30/21	901	01-062-000-0000-6802 Internal Chargeback	214.61	D	Postage - Planning and Zoning				1
11	4/30/21	901	01-105-000-0000-6215 Postage	143.60	D	Postage - CCA				1
12	4/30/21	901	01-252-000-0000-6215 Postage	940.43	D	Postage - Recorder				1
13	4/30/21	901	01-101-000-0000-6215 Postage	107.48	D	Postage - Treasurer				1
14	4/30/21	901	01-042-000-0000-6215 Postage	60.65	D	Postage - Veterans				1
15	4/30/21	901	01-121-000-0000-6215 Postage	125.21	D	Postage - QA				1
16	4/30/21	901	01-481-460-6009-6215 Postage	160.34	D	Postage - CTC				1
17	4/30/21	901	01-481-460-6011-6215 Postage	10.05	D	Postage - MCH				1
18	4/30/21	901	01-481-461-6030-6215 Postage	0.51	D	Postage - SHIP				1
19	4/30/21	901	01-481-461-6040-6215 Postage	44.97	D	Postage - FAP/HCB/FC				1
20	4/30/21	901	01-481-461-6025-6215 Postage	0.51	D	Postage - CID				1

Steele County

JOURNAL ENTRIES



Descriptor MH - APR 2021 POSTAGE JE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/21	901	01-481-462-6047-6215 Postage	0.51	D	Postage - LPHG/INF				1
22	4/30/21	901	01-481-465-6057-6215 Postage	20.91	D	Postage - SEMN				1
23	4/30/21	901	01-481-461-6059-6215 Postage	11.30	D	Postage - COVID				1
24	4/30/21	901	01-062-000-0000-6215 Postage	2,274.11	C	GF Postage Allocation				1
25	4/30/21	901	10-301-000-0000-6215 Postage	22.36	D	Highway Postage				1
26	4/30/21	901	10-000-000-0000-1001 Cash	22.36	C	Highway Postage				1
27	4/30/21	901	01-000-000-0000-1001 Cash	22.36	D	Highway Postage				1
28	4/30/21	901	01-062-000-0000-5831 Miscellaneous	22.36	C	Highway Postage				1
29	4/30/21	901	53-398-000-0000-6215 Postage	47.43	D	Landfill Postage				1
30	4/30/21	901	53-000-000-0000-1001 Cash	47.43	C	Landfill Postage				1
31	4/30/21	901	01-000-000-0000-1001 Cash	47.43	D	Landfill Postage				1
32	4/30/21	901	01-062-000-0000-5831 Miscellaneous	47.43	C	Landfill Postage				1
33	4/30/21	901	21-653-000-0000-6801 Miscellaneous	13.77	D	CD 27 Postage				1
34	4/30/21	901	21-000-000-0000-1001 Cash	13.77	C	CD 27 Postage				1
35	4/30/21	901	01-000-000-0000-1001 Cash	13.77	D	CD 27 Postage				1
36	4/30/21	901	01-062-000-0000-5831 Miscellaneous	13.77	C	CD 27 Postage				1
Debit Total				2,441.23		Credit Total	2,441.23	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MH - APRIL 2021 JE - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/21	903	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	90,520.81	D	Mortgage Tax				1
2	4/30/21	903	72-000-000-0000-1001 Cash	2,715.62	C	Mortgage Tax				1
3	4/30/21	903	72-000-000-0000-1001 Cash	87,805.19	C	Mortgage Tax				1
4	4/30/21	903	01-000-000-0000-1001 Cash	2,715.62	D	Mortgage Tax				1
5	4/30/21	903	01-003-000-0000-5013 Mortgage Registry Tax Revenue	2,715.62	C	Mortgage Tax				1
6	4/30/21	903	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	57,147.51	D	State Deed Tax				1
7	4/30/21	903	72-000-000-0000-1001 Cash	1,714.43	C	State Deed Tax				1
8	4/30/21	903	72-000-000-0000-1001 Cash	55,433.08	C	State Deed Tax				1
9	4/30/21	903	01-000-000-0000-1001 Cash	1,714.43	D	State Deed Tax				1
10	4/30/21	903	01-003-000-0000-5014 State Deed Tax Revenue	1,714.43	C	State Deed Tax				1
11	4/30/21	903	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	4,632.00	D	Sales Tax				1
12	4/30/21	903	72-000-000-0000-1001 Cash	4,632.00	C	Sales Tax				1
13	4/30/21	903	53-398-000-0000-6540 Machine Fuel	255.00	D	Usage Diesel Tax				1
14	4/30/21	903	53-000-000-0000-1001 Cash	255.00	C	Usage Diesel Tax				1
15	4/30/21	903	53-398-000-0000-6540 Machine Fuel	90.92	D	Diesel Tax				1
16	4/30/21	903	53-000-000-0000-1001 Cash	90.92	C	Diesel Tax				1
17	4/30/21	903	10-304-000-0000-6522 Diesel Fuel Tax	752.68	D	Diesel Tax				1
18	4/30/21	903	10-000-000-0000-1001 Cash	752.68	C	Diesel Tax				1
19	4/30/21	903	01-003-000-0000-6961 Visa One Card Program	19,857.09	D	BMO One Card Payment				1
20	4/30/21	903	01-000-000-0000-1001 Cash	19,857.09	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description MH - APRIL 2021 JE - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/21	903	01-000-000-2510-2270 Security Deposit-Inmates	2,080.20	D	Jail Ending Balance				1
22	4/30/21	903	01-000-000-0000-1001 Cash	2,080.20	C	Jail Ending Balance				1
23	4/30/21	903	53-398-000-0000-6801 General Expense	446.01	D	Landfill CC Fees in April				1
24	4/30/21	903	53-000-000-0000-1001 Cash	446.01	C	Landfill CC Fees in April				1
25	4/30/21	903	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	20.00	D	Correct Receipt # 210895				1
26	4/30/21	903	70-000-000-0000-1001 Cash	20.00	C	Correct Receipt # 210895				1
27	4/30/21	903	01-000-000-0000-1001 Cash	20.00	D	Correct Receipt # 210895				1
28	4/30/21	903	01-041-000-0000-5520 Fees	20.00	C	Correct Receipt # 210895				1
29	4/30/21	903	01-003-000-0000-6191 Retiree Sick Leave Conversion	5,505.23	D	Record HCS Payout - S. Kasper				1
30	4/30/21	903	01-000-000-0000-1001 Cash	5,505.23	C	Record HCS Payout - S. Kasper				1
31	4/30/21	903	01-254-000-0000-6801 Misc. Expense	227,901.29	D	Quarter 2 Payment - Steele				1
32	4/30/21	903	01-000-000-0000-1001 Cash	227,901.29	C	Quarter 2 Payment - Steele				1
33	4/30/21	903	81-000-000-0000-1001 Cash	227,901.29	D	Quarter 2 Payment - Steele				1
34	4/30/21	903	81-230-000-0000-5251 Revenue From Other Counties	227,901.29	C	Quarter 2 Payment - Steele				1
35	4/30/21	903	01-062-000-0000-6215 Postage	10,000.00	D	Wire for Postage Meter				1
36	4/30/21	903	01-000-000-0000-1001 Cash	10,000.00	C	Wire for Postage Meter				1
Debit Total				651,560.08		Credit Total	651,560.08	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description JW - APRIL 2021 AJE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/21	501	01- 003- 000- 0000- 6357 Bank Charges	686.15	D	Bank Charges - Magic #1				1
2	4/30/21	501	01- 003- 000- 0000- 6357 Bank Charges	20.00	D	Bank Charges - Magic #2				1
3	4/30/21	501	01- 003- 000- 0000- 6357 Bank Charges	120.06	D	Bank Charges - Payroll				1
4	4/30/21	501	01- 000- 000- 0000- 1001 Cash	826.21	C	April 2021 Bank Charges				1
5	4/30/21	501	01- 000- 000- 0000- 1001 Cash	112.11	D	Mar 2021 Interest				1
6	4/30/21	501	01- 003- 000- 0000- 5710 Interest From Investments	73.96	C	Apr Interest - Magic #1				1
7	4/30/21	501	01- 003- 000- 0000- 5710 Interest From Investments	36.83	C	Apr Interest - Magic #2				1
8	4/30/21	501	01- 003- 000- 0000- 5710 Interest From Investments	1.31	C	Apr Interest - Payroll				1
9	4/30/21	501	01- 003- 000- 0000- 5710 Interest From Investments	0.01	C	Apr Interest - Acct #6228				1
10	4/30/21	501	38- 000- 000- 0000- 1001 Cash	3.31	D	Apr 2021 Interest				1
11	4/30/21	501	38- 251- 000- 0000- 5710 Interest	3.31	C	Apr Bond Interest				1
12	4/30/21	501	81- 000- 000- 0000- 1001 Cash	1.64	D	Apr 2021 Interest				1
13	4/30/21	501	81- 230- 000- 0000- 5710 Interest	1.64	C	Apr Interest - E911				1
14	4/30/21	501	01- 000- 000- 0000- 1001 Cash	1,780.33	D	BMO CC Reimbursment				1
15	4/30/21	501	01- 003- 010- 0000- 6820 Wellness Grant Expense	151.76	D	Wellness comm prizes				1
16	4/30/21	501	01- 003- 010- 0000- 6820 Wellness Grant Expense	43.90	C	Tax refund- receipt \$639.24				1
17	4/30/21	501	01- 003- 010- 0000- 6820 Wellness Grant Expense	639.24	D	Plants for Wellness Comm				1
18	4/30/21	501	01- 003- 565- 0000- 6801 General Expense - COVID 19	21.71	D	shipping for covid specimens				1
19	4/30/21	501	01- 003- 565- 0000- 6801 General Expense - COVID 19	21.66	D	shipping for covid specimens				1
20	4/30/21	501	01- 003- 565- 0000- 6801 General Expense - COVID 19	21.71	D	shipping for covid specimens				1

Steele County

JOURNAL ENTRIES

Description JW - APRIL 2021 AJE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/21	501	01-003-565-0000-6801 General Expense - COVID 19	21.61	D	shipping for covid specimens				1
22	4/30/21	501	01-031-000-0000-6410 Office Supplies	17.85	D	ID Badge Clips				1
23	4/30/21	501	01-041-000-0000-6410 Office Supplies	124.95	D	5 USB Headsets for AUD				1
24	4/30/21	501	01-041-000-0000-6410 Office Supplies	24.99	D	Keyboard for AUD				1
25	4/30/21	501	01-042-000-0000-6410 Office Supplies	51.10	D	Desk organizers (3) & 2x tape				1
26	4/30/21	501	01-042-000-0000-6410 Office Supplies	89.85	D	Paid Date Stamps (3)				1
27	4/30/21	501	01-042-000-0000-6410 Office Supplies	67.66	D	Address labels and money trays				1
28	4/30/21	501	01-061-000-0000-6241 Membership Dues	392.40	D	PSA - Help Desk/GIS Ticketing				1
29	4/30/21	501	01-061-000-0000-6241 Membership Dues	189.00	D	IT Document Management				1
30	4/30/21	501	01-061-000-0000-6241 Membership Dues	359.00	D	Performance Mgmt SW				1
31	4/30/21	501	01-061-000-0000-6410 Office Supplies	17.02	D	Supplies - Whiteboard Cleaner				1
32	4/30/21	501	01-061-000-0000-6410 Office Supplies	153.48	D	Supplies for Label Maker				1
33	4/30/21	501	01-061-000-0000-6410 Office Supplies	79.62	D	Cyber Security Books				1
34	4/30/21	501	01-061-000-0000-6410 Office Supplies	36.48	D	Tools - Stud Finder				1
35	4/30/21	501	01-061-000-0000-6410 Office Supplies	355.03	D	Repair Parts for Office Chairs				1
36	4/30/21	501	01-061-000-0000-6410 Office Supplies	229.75	D	Office Supplies- Binders & Vac				1
37	4/30/21	501	01-061-000-0000-6413 Computer Supplies	290.00	D	Replacement Headset for IT				1
38	4/30/21	501	01-061-000-0000-6413 Computer Supplies	19.31	D	Office Supplies - Pens				1
39	4/30/21	501	01-062-000-0000-6480 Non- Capitalized Inventory	89.65	D	Monthly Amazon AWS for Backup				1
40	4/30/21	501	01-103-000-0000-6261 Conference & Training	3.75	D	Anderson Training				1

Steele County

JOURNAL ENTRIES

Descriptor JW - APRIL 2021 AJE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	4/30/21	501	01- 103- 000- 0000- 6261 Conference & Training	80.00	D	Anderson Training				1
42	4/30/21	501	01- 103- 000- 0000- 6410 Office Supplies	71.75	D	Office calendars				1
43	4/30/21	501	01- 103- 000- 0000- 6501 Publications/Manuals	15.75	D	people Press				1
44	4/30/21	501	01- 111- 000- 0000- 6304 Equipment Maintenance & Repairs	2,935.50	D	Broom				1
45	4/30/21	501	01- 111- 000- 0000- 6304 Equipment Maintenance & Repairs	1,329.08	D	Repair Johndeere Broom				1
46	4/30/21	501	01- 111- 000- 0000- 6410 Office Supplies	12.99	D	First Aid Kits				1
47	4/30/21	501	01- 111- 000- 0000- 6410 Office Supplies	67.24	D	First Aid Kits				1
48	4/30/21	501	01- 111- 000- 0000- 6410 Office Supplies	36.84	D	First Aid Kits				1
49	4/30/21	501	01- 111- 000- 0000- 6410 Office Supplies	17.41	D	First Aid Kits				1
50	4/30/21	501	01- 111- 000- 0000- 6410 Office Supplies	81.78	D	File holder & USB holder				1
51	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	109.95	D	2nd floor water filter				1
52	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	14.19	D	pump parts for AC Pumps				1
53	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	2.79	D	Tools- razor blades				1
54	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	2,408.60	D	AC Pump parts				1
55	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	625.00	D	Back entry heater parts				1
56	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	59.70	D	Hose caps, Hot water lines				1
57	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	606.62	D	water & AC pump parts				1
58	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	4.81	D	VAV Valve parts				1
59	4/30/21	501	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	113.81	D	AC Pump parts				1
60	4/30/21	501	01- 111- 041- 0000- 6560 Janitorial Supplies	6.40	D	laundry detergent- mops & rags				1

Steele County

JOURNAL ENTRIES

Descriptor JW - APRIL 2021 AJE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	4/30/21	501	01-111-043-0000-6300 Bldg Repairs & Maintenance	4.30	D	Garage Door Key - Summer Help				1
62	4/30/21	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	1,278.21	D	Door lock body				1
63	4/30/21	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	202.92	D	Replace Faucet				1
64	4/30/21	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	93.98	D	switch				1
65	4/30/21	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	7.96	D	Hose clamps				1
66	4/30/21	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	44.18	D	Electric parts				1
67	4/30/21	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	337.12	D	Kitchen Casters				1
68	4/30/21	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	107.10	D	Pod Faucets				1
69	4/30/21	501	01-111-045-0000-6300 Bldg Repairs & Maintenance	96.21	D	New Light Bulbs				1
70	4/30/21	501	01-111-045-0000-6300 Bldg Repairs & Maintenance	12.50	D	recycle light bulbs				1
71	4/30/21	501	01-201-000-0000-6210 Telephone	0.99	D	Evidence data storage/GB Plan				1
72	4/30/21	501	01-201-000-0000-6210 Telephone	118.09	D	Otterbox & Protector				1
73	4/30/21	501	01-201-000-0000-6241 Membership Dues	540.00	D	POST Licenses				1
74	4/30/21	501	01-201-000-0000-6261 Conference & Training	55.00	D	Recert CPST class				1
75	4/30/21	501	01-201-000-0000-6261 Conference & Training	476.00	D	Interview&Interrogation Class				1
76	4/30/21	501	01-201-000-0000-6285 Firearms/Ammo Training	108.43	D	cleaning kit,mops & cleaner				1
77	4/30/21	501	01-201-000-0000-6285 Firearms/Ammo Training	187.84	D	Duty Holster				1
78	4/30/21	501	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music				1
79	4/30/21	501	01-201-000-0000-6320 Vehicle Maintenance	80.42	D	EOC Trailer Cones				1
80	4/30/21	501	01-201-000-0000-6320 Vehicle Maintenance	10.00	D	EOC Trailer				1

Steele County

JOURNAL ENTRIES



Descriptor JW - APRIL 2021 AJE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	4/30/21	501	01-201-000-0000-6438 K-9 Expenses	257.70	D	K9 care				1
82	4/30/21	501	01-201-000-0000-6438 K-9 Expenses	62.99	D	K9 Dog Food				1
83	4/30/21	501	01-201-000-0000-6480 Non-Capitalized Inventory	622.27	D	SHF - New deputy computer				1
84	4/30/21	501	01-201-000-0107-6320 Squad 7407 Maintenance	10.00	D	1/Car wash				1
85	4/30/21	501	01-251-000-0000-6406 Program Supplies	17.17	D	inmate educ. videos				1
86	4/30/21	501	01-251-000-0000-6432 Medical Payments	3.00	D	inmate stock meds				1
87	4/30/21	501	01-251-000-0000-6451 Operating Supplies	15.36	D	Plastic Totes- intake				1
88	4/30/21	501	01-251-000-0000-6451 Operating Supplies	72.99	D	Weapon Storage Intake				1
89	4/30/21	501	01-251-000-0000-6801 Misc Expense	11.37	D	transport meal 2x				1
90	4/30/21	501	01-251-000-0000-6801 Misc Expense	16.60	D	transport meal 2 officers				1
91	4/30/21	501	01-251-000-0000-6801 Misc Expense	12.38	D	transport meal 2 officers				1
92	4/30/21	501	01-252-000-0000-6410 Office Supplies	22.99	D	Mouse for CCA				1
93	4/30/21	501	01-252-000-0000-6410 Office Supplies	18.20	D	grabber plus				1
94	4/30/21	501	01-252-000-0000-6410 Office Supplies	50.77	D	Odor Eliminating Spray				1
95	4/30/21	501	01-252-775-0000-6261 Conference & Training - CCA Subsidy	119.00	D	Dealing w/difficult customers				1
96	4/30/21	501	01-252-775-0000-6261 Conference & Training - CCA Subsidy	119.00	D	Cultural diversity training				1
97	4/30/21	501	01-253-000-0000-6300 Bldg Repairs & Maintenance	21.45	D	Repair downstairs showers				1
98	4/30/21	501	01-253-000-0000-6300 Bldg Repairs & Maintenance	16.88	D	Belts				1
99	4/30/21	501	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monthly subscription				1
100	4/30/21	501	01-481-460-6009-6465 Patient Supplies & Services	6.80	D	Covid19- Bandages QA: Gauze				1

Steele County

JOURNAL ENTRIES



Description JW - APRIL 2021 AJE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	4/30/21	501	01-481-461-6040-6464 General Supplies & Outreach	85.85	D	WIC:Book Breastfeeding answers				1
102	4/30/21	501	01-481-464-6061-6464 General Supplies & Outreach	45.99	D	Covid19- Clinic Lunch 3- 24- 21				1
103	4/30/21	501	01-481-464-6061-6464 General Supplies & Outreach	35.61	D	Covid19- Bandages QA: Gauze				1
104	4/30/21	501	01-481-464-6061-6464 General Supplies & Outreach	98.99	D	Covid19- HeavyDuty Vinyl Gloves				1
105	4/30/21	501	01-481-464-6061-6464 General Supplies & Outreach	25.30	D	Covid19- Clinic Lunch 3- 17- 21				1
106	4/30/21	501	01-481-464-6061-6464 General Supplies & Outreach	10.29	D	Covid19- Clinic Lunch 3- 17- 21				1
107	4/30/21	501	01-481-464-6061-6464 General Supplies & Outreach	69.33	D	Covid19- Essentials Services				1
108	4/30/21	501	01-481-464-6061-6464 General Supplies & Outreach	32.69	D	COVID: Food Clinic 3- 10- 21				1
109	4/30/21	501	01-481-464-6061-6464 General Supplies & Outreach	42.56	D	Covid19- Clinic Lunch 3- 2- 21				1
110	4/30/21	501	01-481-465-6057-6261 Conference & Training	60.00	D	QA:Certification Renewal				1
111	4/30/21	501	01-550-000-0000-6410 Operating Supplies - Contracts	19.00	D	Reg UNL Electrician MN Renewal				1
112	4/30/21	501	01-550-000-0000-6410 Operating Supplies - Contracts	12.57	D	Material for Amplifier Install				1
113	4/30/21	501	01-550-000-0000-6410 Operating Supplies - Contracts	208.57	D	Clock For West Arena				1
114	4/30/21	501	01-003-000-0000-6961 Visa One Card Program	19,857.09	C	BMO Allocation - April				1
115	4/30/21	501	10-000-000-0000-1001 Cash	574.22	C	BMO CC Charges - April				1
116	4/30/21	501	10-302-000-0000-6261 Conference & Training	65.44	D	Pesticide training - Zeman				1
117	4/30/21	501	10-302-000-0000-6261 Conference & Training	65.44	D	Pesticide training- Cassen				1
118	4/30/21	501	10-302-000-0000-6525 CSAH Supplies - Aggregate/Asphalt	23.99	D	Mailbox - CSAH 18				1
119	4/30/21	501	10-302-000-0000-6534 Supplies - Signing	195.45	D	Parts, unit#9998 & sign supply				1
120	4/30/21	501	10-304-000-0000-6520 Machinery/Vehicle Parts	43.34	D	Parts, unit#2122				1

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2:57PM

Steele County

JOURNAL ENTRIES



Page 7

Description JW - APRIL 2021 AJE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	4/30/21	501	10- 304- 000- 0000- 6520 Machinery/Vehicle Parts	59.56	D	Parts, unit#2122				1
122	4/30/21	501	10- 304- 000- 0000- 6520 Machinery/Vehicle Parts	42.99	D	Parts, unit#9998 & sign supply				1
123	4/30/21	501	10- 304- 000- 0000- 6540 Fuel & Lubricants	78.01	D	Fuel Chainsaws #9998				1
124	4/30/21	501	53- 000- 000- 0000- 1001 Cash	286.66	C	BMO CC Charges - April				1
125	4/30/21	501	53- 398- 000- 0000- 6301 Equip Repairs	286.66	D	Bulk hose/coupler (3" pump)				1
126	4/30/21	501	81- 000- 000- 0000- 1001 Cash	919.45	C	BMO CC Charges - April				1
127	4/30/21	501	81- 230- 000- 0000- 6198 Health Promotion	341.93	D	Wellness Neck Massagers				1
128	4/30/21	501	81- 230- 000- 0000- 6210 Telephone	334.39	D	Cell Phones				1
129	4/30/21	501	81- 230- 000- 0000- 6215 Postage	63.00	D	Stamps				1
130	4/30/21	501	81- 230- 000- 0000- 6301 Equip Maint	25.18	D	Displayport Cable (2)				1
131	4/30/21	501	81- 230- 000- 0000- 6301 Equip Maint	13.89	D	Displayport Cable				1
132	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	8.91	D	Note Books				1
133	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	10.35	D	Expanding File Folders				1
134	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	40.47	D	Copier Toner				1
135	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	8.99	C	Desk Calendar				1
136	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	2.97	D	Velcro strips				1
137	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	8.46	D	Desk Calendar				1
138	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	30.41	C	Wall Calendar				1
139	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	39.90	D	Label Maker Tape				1
140	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	30.41	D	Dry Erase Wall Calendar				1

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Steele County

JOURNAL ENTRIES



Page 8

Description JW - APRIL 2021 AJE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	4/30/21	501	81- 230- 000- 0000- 6410 Office Supplies	8.99	D	Desk Calendar				1
142	4/30/21	501	81- 230- 000- 0000- 6801 Misc. Expense	30.00	D	Employee Anniversary Gift				1
Debit Total				22,663.99		Credit Total	22,663.99	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description APRIL- MAY TAX COLLECTION JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	5/13/21	501	70- 000- 000- 0000- 2101 Unapportioned Current Tax	511.00	D	Reverse 14- 103- 0204 Tax Pmt				1
2	5/13/21	501	70- 000- 000- 0000- 2101 Unapportioned Current Tax	5,452.00	D	Reverse 17- 100- 1904 Tax Pmt				1
3	5/13/21	501	70- 000- 000- 0000- 1001 Cash	5,963.00	C	Reverse Tax Payments on 5/13				1
4	4/7/21	501	70- 000- 000- 0000- 2101 Unapportioned Current Tax	116.00	D	14- 100- 0809 Tax Removal				1
5	4/7/21	501	70- 000- 000- 0000- 1001 Cash	116.00	C	14- 100- 0809 Tax Removal				1

PERSONNEL REPORT

June 8, 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>
Seth Hummel (promotion)	Corporal/Detention Center	B25/4	06/18/21

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Shawn Jore	Correctional Officer	Detention Center	05/27/21
Stacie Peterson	Correctional Officer	Detention Center	06/04/21

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer	Detention Center	Backfill Jore
Correctional Officer	Detention Center	Backfill Petersen
Correctional Officer	Detention Center	Backfill Hummel

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

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Benefit Specialist/HR Generalist	Human Resources	Offer Pending
Family Support Educator (.5 FTE)	Public Health	Recruiting
Correctional Officers (8)	Detention Center/Sheriff's Office	Recruiting
Assistant Program Coordinator	Detention Center/Sheriff's Office	On-hold

Open Positions - In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Custodian	Facilities & Grounds	On-hold
SCHA Care Coordinator/Nurse (.4 FTE)	Public Health	Backfill Erin Cahoon



Steele County Agenda Item

Subject: Appointment of Steele County Snowmobile Trail Administrator

Department: Auditor's Office

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends re-appointing Ed Nelson as Steele County Trail Administrator

Recommendation:

Appoint Ed Nelson as Steele County Trail Administrator

Background (*Including Budget Impact*):

The Board annually agrees to be the sponsors for the Steele County Trail Association, Inc and appoints Ed Nelson to be the Steele County Trail Administrator. He applies for grants to maintain and groom the snowmobile trails in Steele County and does the required reporting to the DNR. Ed has been serving in this capacity since 1986.

Attachments:

Resolution

RESOLUTION

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

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

Dated:_____

STEELE COUNTY BOARD OF COMMISSIONERS

By:_____
Chairman

ATTEST:_____
Steele County Auditor

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted
and approved by the County Board of said County on the 8th day of June, 2021.

County Auditor
County of Steele



Steele County Agenda Item

Subject: Job Restructuring and Rating

Department: Auditor's Office

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve to promote Karen Winter to Property Tax Specialist position effective February 1, 2021

Recommendation:

Approve job promotion for Karen Winter to Property Tax Specialist effective February 1, 2021

Background (*Including Budget Impact*):

Due to a recent retirement in the Treasurer's Office, positions between the Treasurer/Finance Office and Auditor's Office were restructured to improve processes, efficiencies and accountability as well as meet the current and future needs of the departments. As a result, a new position description, *Property Tax Specialist*, was created which Karen Winter has been performing since February 1, 2021. Attached is the position description for Property Tax Specialist. This job description was rated by Fox Lawson and was rated as a B25. Staff recommends promoting Karen Winter to Property Tax Specialist. This change is included in the 2021 budget.

Attachments:

Property Tax Specialist Position Description



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Property Tax Specialist	Department: Auditor
Immediate Supervisor's Position Title: County Auditor	FLSA Status: Non - Exempt
Job Summary: The Property Tax Specialist provides high quality customer services through interactions with Steele County residents, internal departments and various external entities. The Specialist processes payments on behalf of the County and ensures accuracy of receipts. The incumbent performs tasks related to property tax administration, elections, and property transfers, while ensuring compliance with policies, guidelines, and statutes.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Delivers high quality, technical, timely, respectful and effective customer service.
 - a) Responds to an extensive variety of public inquiries in person, by phone and by mail in the areas of property taxes, legal descriptions, voter registration and elections, fee collection and county licensing. Submitting and reporting sales tax, diesel tax, mortgage and deed tax and statewide property tax to the State.
 - b) Explains a variety of federal and state regulations and county and departmental policies relating to fees, deadlines, requirements, procedures and penalties.
 - c) Prepares and distributes external correspondence, including mass mailings and public notices.
 - d) Conducts financial transactions. Collects, posts, balances and cashiers the intake of aggregate receipts in the form of property tax payments and other monies from both the public and other departments over the counter and by mail.
 - e) Receives and processes special assessment certifications and payments.
 - f) Performs precise calculations of penalties, interest and tax.
 - g) Manually calculates taxes and tax estimates using tax capacity values, referendum market values, state classification rates, tax capacity and market value tax rates for taxpayers, title companies and attorneys.
 - h) Processes refunds for overpayments and correspondence for underpayments.
 - i) Prepares searches regarding property taxes and special assessments.
 - j) Performs moderately complex research, including analysis and interpretation of statutes, laws, policies and regulations.
 - k) Develops and maintains filing, retention and retrieval systems including electronic media, scan data and hard files in a manner that ensures effective and efficient retention and retrieval of material. Adheres to document retention policies.
 - l) Deputized to sign and certify documents on behalf of the Auditor's Department of Steele County.
- Supports the Auditor's Department with property tax administration.
 - a) Assists with escrow processing. Coordinates with banks and lending institutions for the processing of escrow data extracts and payment files. Inspects for accuracy, reconciles errors, posts payments and distributes confirmations to escrow agents.

- b) Calculates and distributes tax settlements and collection to various county funds (e.g. cities and townships).
- Processes a wide variety of technical land transaction documents including but not limited to warranty deeds, quit claim deeds, property splits, combinations, affidavits and plats to ensure proper title is being transferred and to determine the accuracy of the legal description for the property before preparing the required certifications needed and prior to the recording of the document.
 - a) Performs skilled and technical tasks to identify the parcel(s) included in the property transfer by drawing out the legal description using the GIS mapping system or utilizing other resources such as maps, compasses, etc.
 - b) Researches relevant records to verify information, identify lots and blocks or metes and bounds legal descriptions to resolve discrepancies in order to proceed or deny the transaction.
 - c) Determines whether the property is a split of a currently taxed parcel and collects current taxes and approval, when needed.
 - d) Communicates with agencies such as city, county, state, real estate agents and attorneys regarding the approval of land record transactions and the accuracy and completeness of documents presented for recording.
 - e) Verifies tax status, encumbrances, fee ownership and certificate of real estate value to determine acceptability and recordability of documents.
 - f) Researches historical records for the legal description and previous owners of property.
 - g) Computes and collects mortgage tax, deed tax and any outstanding delinquent or current property taxes, penalties and interest as required by statute.
 - h) Assists as back up with updates to records and validates changes have been made in system.
 - i) Performs peer reviews of documents to ensure proper processing.
 - j) Distributes information to Assessor's Office and Recorder's Office.
- Supports the Auditor's Department with election administration activities for the county, townships, municipalities and school districts.
 - a) Assists with the creation of election materials, supplies inventory and ballot preparation.
 - b) Assists with testing procedures of equipment and software. Verifies the logic and accuracy of each voting system and ballot style prior to each election.
 - c) Serves on the Absentee Ballot Board responsible for processing absentee ballots.
 - d) Responds to candidate filing, election, voter and polling inquiries from various stakeholders.
 - e) Performs election day duties for in-person, mail-in and absentee voting including but not limited to delivering instructions to voters, processing applications, tabulating results and receiving inbound election equipment.
- Performs other duties as assigned.
 - a) Processes incoming and outgoing mail.
 - b) Prepares quarterly billings for LEC and Sheriff.
 - c) Processes manual checks and is back up for Commissioner warrants.
 - d) Scans Steele County warrant

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Technical or Associate's Degree	
High school diploma or GED.				Major field of study or degree emphasis: Real estate property tax	
1 year college	x	2 years college			
3 years college		4 years college			
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Knowledge of real estate legal descriptions. • Knowledge of laws, rules, statutes, regulations, and/or guidelines pertaining to areas of responsibility. • Knowledge of computer software such as Word or Excel, strong attention to detail and organizational skills, multi-tasking skills, good verbal and written communication skills, and the ability to build effective working relationships with outside agencies and employees.	
2nd year graduate level					
Doctoral Degree					
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 year of experience in office administration, or any equivalent combination of education and experience.					
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a valid driver's license in the State of MN.			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: • Real estate property tax knowledge. • Excellent customer service skills. • Computer skills and knowledge of applications • Organizational and time management skills.			
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear			X	
Taste or smell	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

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

Unusual or hazardous working conditions related to performance of duties:

Duties of the job are primarily administrative functions in nature performed in a typical County office. While the incumbent may occasionally be subjected to irate county employees or members of the public making the job less than desirable, the physical and environmental hazards and risks associated with the job can best be characterized as minimal.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

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

Department Head's Signature

Date

Classification History:

Prepared 11/2013 by BCC. Revised 12/4/2013. Revised 4/2014



Steele County Agenda Item

Subject: Board Meetings - Live Streaming and In-person Attendance

Department: Administrator's Office

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

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

Policy Committee Recommendation:

Committee recommends approving the reopening of Board meetings to in-person attendance and discontinuing live-streaming on July 1st.

Recommendation:

Reopen meetings for in person attendance and discontinue live streaming starting on July 1st. Recommend continuation of virtual or phone attendance as an option for members of the public till further notice.

Background(Including Budget Impact):

Due to the federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, effective on 12/9/2020 in person attendance at all meetings of the of the Steele County Board of Commissioners were suspended till further notice in accordance with the Minnesota Statute 13D.021. Meetings by Telephone or Other Electronic means were available.

Following the Mn Stay Safe Plan updated on May 20, 2021, the plan fully lifts the indoor meeting attendee restrictions on May 27, 2021. Meetings can safely be reopened for in person attendance.

If Steele County chooses not to continue live streaming, Owatonna Live will record the meetings and make them available on the Owatonna Lives website and local public access. There is no charge for this. If the county would to continue livestreaming the main meetings, the cost would be reduced to \$150 per meeting with a long-term agreement.

The view numbers on the livestreams and the recorded video of the past year have been averaging 125 per meeting on the county Facebook page and 160 per meeting on Owatonnalive.com Facebook page. The count on the website has been an average of 85 per meeting. Before we started livestreaming the average count on Owatonnalive.com was 65 per meeting.

Attachments:



Steele County Agenda Item

Subject: Contract Award – CSAH 34 & CSAH 45 Roundabout

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: June 8, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Award contract for the CSAH 34 & CSAH 45 Roundabout, SAP 074-634-029 & 074-645-040, to Heselton Construction in the amount of \$1,271,146.05.

Background (*Including Budget Impact*):

This project will construct a roundabout at the intersection of CSAH 34 (26th Street) and CSAH 45 (State Avenue). The project is programmed using State Aid and Sales Tax funds and cost participation with the City of Owatonna.

The project was advertised for bids which were opened on Tuesday June 25, 2021. Four bids were received:

Bidder	Amount	Percent Over/Under Estimate
Engineer's Estimate	\$1,672,272.10	
Heselton Construction	\$1,271,146.05	23.99% UNDER
Pember Companies, Inc	\$1,363,573.68	18.46% UNDER
James Brothers Construction	\$1,389,255.98	16.92% UNDER
JJD Companies	\$1,472,780.00	11.93% UNDER

Heselton Construction is a responsible contractor capable of performing the work.

Attachments:

N/A

STEELE COUNTY PERSONNEL AGENDA ITEM

June 8, 2021 at 5:00 pm

JUNE EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position - Department</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Darrin Helget	Road Deputy – Sheriff's Office	06/01/21	23
Teresa Dudley	Victim Services Coord. – Cty Attorney	06/02/21	17
Steve Schroht	Park & Recreation Director	06/03/21	25
Travis Avelar	Correctional Officer – Detention Center	06/04/21	14
Anthony Buttera	Jail Administrator – Detention Center	06/04/21	14
Bernadette Kehler	Correctional Officer – Detention Center	06/04/21	3
Kathleen Schroeder	Records Supervisor – Sheriff's Office	06/05/21	4
Tanner Wobschall	Facilities Maint. Worker I – Facilities	06/10/21	8
Tara Pitzl	Probation Officer II – Comm. Corrections	06/12/21	4
Becky Melchert	Records Specialist – Sheriff's Office	06/15/21	4
Cynthia Fowler	Programs Coordinator – Detention Center	06/16/21	18
Adil Lebgue	Correctional Officer – Detention Center	06/16/21	18
Amy Caron	Public Health Director/CHS Admin – PH	06/22/21	6
Tim Larson	Landfill Operator – Landfill	06/22/21	11
Karen Meier	Administrative Assistant – Sheriff's Office	06/22/21	23
Deb Zeman	Probation Officer II – Comm. Corrections	06/24/21	30
Kendra Sirek	Probation Officer II – Comm. Corrections	06/27/21	3
Rusty Bailey	Correctional Officer – Detention Center	06/29/21	4



Steele County Agenda Item

Subject: Updated Draft Telecommuting Policy

Department: Administrator's Office

Committee Meeting Date: May 25, 2021

Board Meeting Date: June 8, 2021

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Recommend approval of updated Telecommuting Policy

Background (*Including Budget Impact*):

The draft updated Telecommuting Policy has been reviewed/discussed at three meetings in May, including most recently at a work session on May 25th. Additional changes have been made since May 25th to tighten up the policy more, per suggestions and feedback received from Commissioners. (changes highlighted in yellow)

Attachments:

Updated Draft Telecommuting Policy

Steele County Telecommuting Policy

Purpose of Policy. In an effort to achieve the following benefits, Steele County sets forth a policy to define telecommuting, to guide decisions about appropriate telecommuting arrangements, and to clarify employee and Steele County responsibilities and obligations when a telecommuting agreement is in place. The goal of any telecommuting arrangement is to maintain the same level of customer service being provided to customers.

Potential Benefits of Telecommuting. For Steele County, these may include:

- Improved employee recruitment and retention
- Improved employee morale and greater job satisfaction
- Reduced absenteeism
- Increased employee productivity
- Improved customer service through ability to focus on work
- Reduced travel time and costs
- Reduced worksite space, parking, and related overhead costs
- Reduced environmental impacts
- Improved disaster recovery and contingency strategy where dispersed workforce is advantageous

Definitions

Telecommuting: For the purposes of this policy, telecommuting is a voluntary arrangement, supported by a telecommuting agreement between Steele County and the employee to conduct their work in a designated offsite workspace, most often the employee's home, on a regular basis. Telecommuting is an option to be used in cases of local, state, and national emergencies or to comply with executive orders in order to maintain services for the County. Long-term telecommuting arrangements may also be used on a case by case basis for unique positions that can be successful in such an arrangement and are supported by departmental efficiencies and benefits. Telecommuting is neither a benefit nor a right, but instead is a privilege and may be discontinued at any time at the discretion of Steele County when it is determined to not be in the best interest of the County. Telecommuting does not change the basic terms and conditions of employment.

Other arrangements whereby an employee works at a location other than their normal Steele County worksite (such as visiting clients or attending meetings or training off site) or an employee is authorized by a supervisor to work at home for the purposes of completing a specific project or other brief and time-limited arrangements, are not governed by this policy.

Long-term Telecommuting: Telecommuting approved on a case by case basis as a long-term arrangement that occurs on a consistent, ongoing schedule with no end date, although required to be renewed annually.

Temporary Telecommuting: Telecommuting that occurs on a consistent schedule that is approved for a time-limited duration.

Telecommuting Worksite: The designated offsite workspace in which the employee will regularly work.

Steele County Property: Supplies, equipment, data or documents provided by Steele County or produced by a Steele County employee, client, or other party related to Steele County business.

Telecommuting Performance Expectations and Standards

- **Expectations of Telecommuters.** Telecommuters will at all times be cognizant of the public's expectations for productive, dedicated, and faithful service from all County employees. Both actual and apparent conflicts with this expectation must be avoided and the existence of any such conflicts will result in termination of the telecommute arrangement and/or disciplinary action.
- **Performance Standards.** Performance standards for teleworkers are no less than those of employees working in a County office doing the same work. If modifications to the standards are necessary, they must be discussed with and agreed to by the supervisor.

- Performance Expectations. The telecommuter is expected to be at least as productive, if not more so, than an employee who regularly works at a Steele County worksite.
- Policy Compliance. The telecommuter must comply with all Steele County policies. Failure to comply may result in revocation of the telecommuting agreement and/or other appropriate disciplinary action.

Minimum Criteria For Consideration of Telecommuting Arrangement. The success of a telecommuting arrangement is dependent upon the characteristics of the job, the employee, the employee's home technology, and the supervisor all being well-suited for such an arrangement. **Supervisory and Department Head positions are not eligible for long-term telecommuting agreements.**

Job Minimum Requirements. To be considered for a telecommuting arrangement, the employee's job must consist of duties that can be fulfilled while telecommuting, including the following:

- Needs of the department continue to be met.
- Customer/client service does not decrease.
- Duties can be fulfilled within the telecommuting structure.

Employee Minimum Requirements. To be considered for a telecommuting arrangement, the employee must meet the following minimum requirements:

- Be employed with Steele County for a minimum of 6 months of continuous employment and have successfully completed probationary period for the position. Any exception to this requirement may be considered, with final approval by the County Administrator.
- Be in compliance with Steele County policies.
- Meet or exceed expectations of their job.

Technology Minimum Requirements. To be considered for a telecommuting arrangement, the employee's proposed telecommuting worksite technology must meet the following minimum requirements:

- Minimum internet connection speed of 5 Mb per second.
- Internet connection by DSL (digital subscriber line), cable or fiber. Satellite based solutions do not have sufficient performance and reliability to be used at this time. Fixed wireless access through an ISP (Internet Service Provider) **MAY** meet this minimum requirement. The employee's supervisor in consultation with Steele County's Information Technology department can review the solution for reliability and performance to determine whether the Internet connection negatively impacts the employee's ability to do their job.

Employee's Technology Minimum Requirements. To be considered for a telecommuting arrangement, the employee must meet the following minimum requirements:

- Have the ability to solve basic hardware and software problems.
- Have a clear understanding of their intended telecommuting worksite network set-up and how to connect Steele County equipment to it, including:
 - Location of their home router and how to connect to it
 - Location of the Ethernet cable and the USB (universal serial bus) cable port and any other necessary ports, etc., as required
- Have read and acknowledged understanding of the remote access documents provided by the Steele County Information Technology (IT) department, specifically the guides on:
 - Connecting to the Steele County network using VPN (virtual private network)
 - Signing back into Microsoft Outlook, Microsoft Teams, and VPN after changing your password

- Have in place an approved [Steele County Remote Access User Agreement](#) at the time of the approval of the *Telecommuting Agreement*.

Worksite Minimum Requirements. In addition, the telecommuter's worksite must be established in a manner that enables the employee to:

- Work uninterrupted.
- Secure Steele County property for use only for County business.
- Secure non-public, protected, and sensitive data from **sight** and **sound** by other parties in compliance with federal, state, and local requirements.

Additional Factors Considered. When ascertaining whether a telecommuting arrangement is likely to be successful, the following additional factors will be considered:

- The needs of the employee's work team and department
- Team responsibilities
- Cost effectiveness and budget
- Employee's work skills, including organizational, time management, self-motivation, reliability, and ability to work independently
- Impact of telecommuting on the work of other employees
 - Telecommuters may require different in-office support (such as printing and mailing documents, checking and triaging physical mail). Such support may be made available, as determined by the employee's supervisor, only to the degree that it is not less efficient for Steele County in the aggregate as a result. It is important that explicit arrangements be made related to this as part of establishing the telecommuting arrangement.
- Telecommuting work location in determining an employee's ability to meet the requirements of the job.
- Any other prevailing conditions identified by the supervisor and/or department head.

Seniority is not a factor in determining eligibility to telecommute.

The final decision whether to approve a Telecommuting Request/Application will be the County Administrator, after consultation with the supervisor and/or department head.

Telecommuting Agreement Requirements. In addition to continuing to meet the minimum requirements for consideration of a telecommuting arrangement that are identified above, the *Steele County Telecommuting Agreement* contains additional requirements that will apply.

Compensation For Telecommuter Travel Time.

Commuting. A hybrid telecommuting employee shall not be compensated for time commuting between their designated primary Steele County worksite and their telecommuting worksite. A fully remote telecommuting employee whose alternate worksite is their designated primary worksite shall follow the County's mileage policy.

Compensation For Mileage. Compensation for mileage shall be made in accordance with the [Employee Expense and Mileage Reimbursement Policy](#).

Length of Agreement and Periodic Review; Termination.

Telecommuting Trial Period. Each new telecommuting agreement is subject to a trial period of up to 90 days.

Review During Trial Period. Evaluation of telecommuter performance during the trial period will include regular interaction by phone, videoconference and email between the supervisor and telecommuter to discuss work

progress and challenges. During the trial period, the employee and supervisor will each evaluate the arrangement and its effectiveness, making recommendations for continuing, continuing with modifications, or terminating the telecommuting agreement, with the final determination being made by Steele County.

Annual Review of Telecommuting Agreement. Each telecommuting agreement will be evaluated annually at the time of the employee’s regular performance review with continued suitability to be documented as part of the review. At this time, the employee’s supervisor shall also consult with Steele County’s IT department concerning the employee’s ability to meet the minimum technology requirements including consideration of the employee’s volume and type of IT help desk tickets.

This does not preclude more frequent review and evaluation if the situation merits.

Termination of Agreement During Trial Period. At any time during the trial period, the telecommuting agreement may be terminated by Steele County or the employee with a one-week notice.

Employee Termination of Telecommuting Agreement. An employee may terminate their telecommuting agreement and return to a traditional work arrangement upon 30-days written notice to the supervisor and upon the availability of office space at the Steele County worksite, unless a shorter period is mutually agreed upon.

The notice should include the date the employee intends to terminate the agreement and reason for doing so.

Employer Termination of Telecommuting Agreement. Telecommuting may be discontinued by Steele County at any time. When practical, the County shall provide a two-calendar-week advance notice of their intent to terminate the agreement. Reasons for termination of the telecommuting agreement may include, but are not limited to:

- Non-compliance with the telecommuting agreement. This may result in immediate termination of the agreement.
- Declining work performance.
- Changes in organizational needs.
- Factors outside the control of Steele County, including but not limited to changes in caseload, changes in program requirements, a change or decrease in funding.

Policy approval:

Author(s):	Administration/IT/HR/Administration
Reviewed by:	
Internal Central Services	05/05/21
Reviewed and Approved by:	
Board of Commissioners	

Revision history:	2012	(Original Adoption 02/14/12)
		(Revised 03/04/12)
	2021	(Revised 05/2021)



Steele County Agenda Item

Subject: Wine Licensing Fee

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: June 8, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Establish an Annual Wine License Fee of \$200.00

Background (*Including Budget Impact*):

Blooming Prairie Country Club is requesting a Wine License. No fee has been established to date. Review of other counties revealed a fee between \$50-\$600.

This is a request to set the On-Sale Wine License fee at \$200.00 for Steele County. Applicants must have received consent from the appropriate Township board, have the required authorized signatures and have provided the Certificate of Insurance.

Attachments:

N/A



Steele County Agenda Item

Subject: On-Sale/Off Sale 3.2 Beer and Wine License for Blooming Prairie Country Club

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: June 8, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve the On-Sale/Off-Sale 3.2 Beer License and Wine License for Blooming Prairie Country Club

Background (*Including Budget Impact*):

This is an annual request for On-Sale/Off-Sale 3.2 Beer License and also the additional Wine License. The applicant has received consent from the appropriate Township board, has the required authorized signatures and has provided the Certificate of Insurance.

Attachments:

N/A



Steele County Agenda Item

Subject: Approve Cooperative Agreement with City of Medford for Construction of the CSAH 45 (Main St.) Improvement

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: June 8, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve the Cooperative Agreement with the City of Medford for the construction of the CSAH 45 (Main St.) Improvement project and authorize the Chair and Administrator to execute the Agreement.

If bid results are available and favorable it is recommended to concur in a contract award.

Background (*Including Budget Impact*):

The 2021 Highway CIP includes the CSAH 45 (Main St.) Improvement project. The project is now ready for construction, bids were expected to be opened on June 8th.

The attached Cooperative Agreement outlines each parties' roles and responsibilities as well as how the costs will be split between the City and the County for both the engineering and construction.

Assuming bid results are available we will update the Board and request a concurrence with a contract award.

The City of Medford has already approved and executed the Agreement.

Attachments:

Cooperative Agreement

**COOPERATIVE AGREEMENT
BETWEEN
STEELE COUNTY AND THE CITY OF MEDFORD
FOR
CSAH 45 (MAIN ST.) IMPROVEMENTS**

THIS AGREEMENT, made and entered into by and between the City of Medford, a municipal corporation, organized under the laws of the State of Minnesota, party of the first part, hereinafter referred to as "City", and the County of Steele, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, party of the second part, hereinafter referred to as "County";

WITNESSETH:

WHEREAS, County State-Aid Highway (CSAH) 45 (Main St.) has been programmed for improvements in the Steele County Highway Capital Improvement Program for several years, and

WHEREAS, the City desires to construct watermain, water service, and sidewalk improvements, within the CSAH 45 right-of-way, and

WHEREAS, it is in the best interest of the County and City that each agency's infrastructure improvements be constructed concurrently, and

WHEREAS, CSAH 45 (Main St.) is under the jurisdiction of the County, for purposes of maintenance and improvements, and

WHEREAS, the City will serve as the lead agency for the CSAH 45 project, and

WHEREAS, the County and the City desire to share the costs of the improvements and the County has adopted a cost share framework for construction on County routes within City limits which provides that the County will pay for seventy-five (75) percent of State-Aid eligible costs and the City will pay for twenty-five (25) percent of State-Aid eligible costs and one-hundred (100) percent of non-State-Aid eligible, also known as non-participating, costs, and

WHEREAS, an estimate of construction cost has been prepared as Exhibit A, a copy of which is attached hereto and made a part hereof for reference, and

WHEREAS, it is the desire of both parties to enter into a written agreement regarding the improvements on CSAH 45 (Main St.).

NOW THEREFORE, pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the City and County as follows:

- A. That this agreement shall apply only to the improvements on CSAH 45 (Main St.).
- B. Prosecution of work will be performed on the following basis. The County will:
 - 1) Assist the City in addressing concerns of the public relating to the County improvement project, if needed.
 - 2) Provide the City with consent or denial for any proposed change order on State-Aid eligible work so the City can respond to the contractor in a timely fashion.
 - 3) The County shall be responsible for and liable for all costs it incurs in performing its obligations under this Agreement.
- C. The City will:
 - 1) Prepare plans and specifications with an estimate of cost for the improvement project.
 - 2) Act as the contracting agency for the project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.
 - 3) Provide the necessary surveying and construction engineering inspection services for the project.
 - 4) Obtain all permits and approvals required from other governmental agencies.
 - 5) Provide a licensed professional engineer to supervise the construction of all aspects of the project. Said supervision shall include keeping adequate records to document the quality of work and the substantiation of all pay quantities in accordance with MnDOT State-Aid requirements.
 - 6) Obtain approval of the County Highway Engineer for any change orders to the contract involving work in which the County is cost participating, prior to the performance of such work when feasible.
 - 7) Maintain the project open to inspection by the County or their duly authorized representatives.
 - 8) Address public concerns with the project.
 - 9) The City will be responsible for and liable for costs it incurs in performing its obligations under this Agreement, except as hereafter set forth.
- D. The County and City agree to do all things necessary for the construction of said project except as set forth in this agreement. Said project on CSAH 45 is to be designed and

constructed, consistent with current City and County State Aid Highway Standards in conformance with Minnesota State Aid Rules and processes.

- E. The method of financing the project shall be the prerogative of the County and City. Funding of the project is subject to the following cost provisions:

1) DETAILED DESIGN COSTS:

Detailed design costs are State-Aid eligible, except for the watermain and water services work. The County and the City will share in the final State-Aid eligible detailed design costs estimated at ten (10) percent of construction cost, \$136,881. Seventy-Five (75) percent being the County's share estimated at \$102,661 and twenty-five (25) percent being the City's share estimated at \$34,220.

2) CONSTRUCTION COSTS:

The County and the City will share in the final State-Aid eligible construction costs as defined in Exhibit A, estimated at \$1,368,810. Seventy-Five (75) percent being the County's share estimated at \$1,026,608, and twenty-five (25) percent being the City's share estimated at \$342,202.

3) CONSTRUCTION OBSERVATION AND INSPECTION COSTS:

Construction administration, observation, and inspection costs, except for watermain and water services, are State-Aid eligible. The County and the City will share in the final construction administration, observation and inspection costs estimated at eight (8) percent of State-Aid eligible construction costs, estimated at \$109,505. Seventy-five (75) percent being the County's share estimated at \$82,129, and twenty-five (25) percent being the City's share estimated at \$27,376.

4) DETERMINATION OF FINAL COSTS

Final detailed design costs will be determined based on the total consultant project billings from the date of the City Council authorization of plans and specifications through the date of contract award. The County's share will be determined as seventy-five (75) percent of the difference of total billings less the proportion equal to the non-participating construction costs to the total construction costs.

Final construction costs will be determined based on the final contract payment amount.

Final construction administration, observation and inspection costs will be determined after completion of the project and final acceptance of the project by the City Council and will be based on consultant project billings after contract award. The County's share will be determined as seventy-five (75) percent of the

difference of total billings less the proportion equal to the non-participating construction costs to the total construction costs.

5) PAYMENTS:

Upon receipt and review and approval of copies of consultant billings/invoices for the project from the date of City Council authorization of plans and specifications to the date of contract award, the County will reimburse the City for its share of the detailed design costs within thirty (30) days.

Upon receipt of copies of: a) an abstract of bids, b) the executed construction contract, c) Contractor's Certificate of Insurance with Steele County named an additional insured, and d) payment and performance bonds, the County will advance ninety-five (95) percent of its share of the contract amount to the City within thirty (30) days.

Upon completion and final acceptance of the project, and receipt of: a) detailed listing of the final actual construction costs, and b) all State-Aid Prevailing Wage Contract Compliance documentation, the County will reimburse the City for the balance of the actual construction costs within sixty (60) days.

Upon receipt and review and approval of copies of consultant billings for construction administration, inspection and observation from the date of contract award to the date of final acceptance, the County will reimburse the City for its share of construction administration, inspection and observation within (60) days. In the alternative, the City can send monthly invoices, including appropriate supporting documentation, to the County for monthly payment. A final settlement of these costs will be made after final acceptance of the project.

- F. Because the City chose not to provide the two-way left turn lane within the residential area between 2nd Ave. SE and 5th Ave. SE with this project, as recommended by the Steele County Highway Engineer, the City agrees that if any of the following criteria are met at any time in the future, the County is hereby approved to restripe said section to include the two-way left turn lane with one parking lane on the west side of the highway as depicted in Exhibit B, a copy of which is attached hereto and made a part hereof for reference.

Criteria:

- 1) One serious injury or fatal crash, or any combination of two minor injury/property damage crashes occur within one 12-month period. (Crashes which could have been prevented with a Two-Way Left Turn Lane).
- 2) The 5-year crash rate for this section, using ALL crashes, is greater than or equal to 1.5 crashes per million vehicle miles.

3) The Average Daily Traffic (ADT) exceeds 3,500 vehicles per day.

The City agrees to indemnify and hold harmless the County and all of the County's officials, agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character premised on any act or omission related to the restriping of CSAH 45 in the City of Medford and the City 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 any act or omission related to the restriping of CSAH 45 in the City of Medford.

- G. The City agrees to maintain all street and intersection lighting, dynamic speed displays, and pedestrian crossing beacons, to include, but not limited to, repair parts and labor, and electrical power.
- H. The City agrees that due to the change in scope of this project, from a reconstruction to a pavement reclamation, there will be no County or County State-Aid funds spent on construction or reconstruction of this highway section, or any portion thereof, before the year 2038.
- I. The County agrees to save, hold harmless and indemnify the City and the City's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the County's provision of services hereunder, and further the County agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the County's provision of services hereunder.

The City agrees to save, hold harmless and indemnify the County and the County's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the City's provisions of services hereunder, and further the City agrees to defend at its own sole cost and expense any action for proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of City's services hereunder

It is hereby understood and agreed that for the purpose of the Parties' performance hereunder, neither Party's employees shall be deemed employees of the other Party for any purpose and any and all claims made by third parties as a consequence of any act or omission on the part of a Party's employee(s) while engaged in the performance of any of the provisions of services hereunder shall in no way be the obligation or responsibility of the other Party

- J. Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment,

even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

- K. Pursuant to Minnesota Statute 16C.05, Subd. 5, the City agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City and involve transactions relating to this Agreement.

The City agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- L. Pursuant to Minnesota Statute 16C.05, Subd. 5, the County agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the County and involve transactions relating to this Agreement.

The County agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- M. During the performance of this Agreement, the City and the County agree to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

- N. Each party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing. In the event of cancellation of this Agreement, the County shall reimburse the City for its portion, as outlined in this Agreement, of expenses incurred through the date of cancellation.

- O. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

CSAH 45 (Main St.) Improvements
S.A.P. 074-645-039
Steele County and City of Medford

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

City of Medford, Minnesota

Steele County, Minnesota

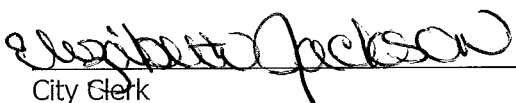
Acting 

Mayor, City of Medford
Date: May 24, 2021

Steele County Board Chair

Date: _____

Attest:



City Clerk
Date: May 24, 2021

County Administrator

Date: _____

2021 CSAH 45 (MAIN STREET) IMPROVEMENTS (SAP 074-645-039)
CITY OF MEDFORD - STEELE COUNTY, MINNESOTA

BMI PROJECT NO. M15.117088

DATE: 5/6/2021

Exhibit A

ENGINEER'S ESTIMATE												
LINE NO.	ITEM NO.	EXT. NO.	ITEM	NOTES	UNIT	ESTIMATED UNIT PRICE	TOTALS		PARTICIPATING SAP 074-645-039 (A)		NON-PARTICIPATING	
							ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST	ESTIMATED QUANTITY	ESTIMATED CONSTRUCTION COST
1	2021.501	00010	MOBILIZATION		LUMP SUM	\$85,000.00	1	\$85,000.00	0.75	\$63,750.00	0.25	\$21,250.00
2	2101.524	00040	CLEARING		TREE	\$400.00	2	\$800.00	2	\$800.00		
3	2101.524	00050	GRUBBING		TREE	\$100.00	2	\$200.00	2	\$200.00		
4	2102.503	00010	PAVEMENT MARKING REMOVAL		LIN FT	\$1.00	770	\$770.00	770	\$770.00		
5	2104.502	00470	REMOVE LIGHTING UNIT		EACH	\$300.00	16	\$4,800.00	16	\$4,800.00		
6	2104.502	00780	REMOVE MANHOLE		EACH	\$300.00	4	\$1,200.00			4	\$1,200.00
7	2104.502	00850	REMOVE GATE VALVE AND BOX		EACH	\$150.00	11	\$1,650.00			11	\$1,650.00
8	2104.502	00880	REMOVE HYDRANT		EACH	\$350.00	6	\$2,100.00			6	\$2,100.00
9	2104.502	00910	REMOVE DRAINAGE STRUCTURE		EACH	\$300.00	7	\$2,100.00	7	\$2,100.00		
10	2104.502	01220	REMOVE SIGN		EACH	\$50.00	41	\$2,050.00	41	\$2,050.00		
11	2104.502	01510	REMOVE FLASHER SIGNAL		EACH	\$500.00	1	\$500.00	1	\$500.00		
12	2104.502	02300	SALVAGE TANGENT TERMINAL		EACH	\$1,000.00	1	\$1,000.00	1	\$1,000.00		
13	2104.502	03320	SALVAGE SIGN TYPE C		EACH	\$50.00	5	\$250.00	5	\$250.00		
14	2104.502	03450	SALVAGE SIGN PANEL TYPE C		EACH	\$50.00	14	\$700.00	14	\$700.00		
15	2104.503	00315	REMOVE CURB AND GUTTER		LIN FT	\$4.00	1705	\$6,820.00	1705	\$6,820.00		
16	2104.503	00460	REMOVE GUARDRAIL-PLATE BEAM		LIN FT	\$10.00	62.5	\$625.00	62.5	\$625.00		
17	2104.504	00080	REMOVE CONCRETE DRIVEWAY PAVEMENT		SQ YD	\$6.00	520	\$3,120.00	520	\$3,120.00		
18	2104.504	00090	REMOVE CONCRETE PAVEMENT	(10)	SQ YD	\$10.00	80	\$800.00	80	\$800.00		
19	2104.504	00110	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		SQ YD	\$4.00	475	\$1,900.00	475	\$1,900.00		
20	2104.518	00130	REMOVE CONCRETE SIDEWALK		SQ FT	\$1.00	8100	\$8,100.00	8100	\$8,100.00		
21	2104.618	00110	SALVAGE BRICK PAVERS	(4)	SQ FT	\$2.00	1430	\$2,860.00	1430	\$2,860.00		
22	2105.507	00050	SUBGRADE EXCAVATION	(EV)(1)(8)	CU YD	\$15.00	434	\$6,510.00	434	\$6,510.00		
23	2105.507	00390	STABILIZING AGGREGATE	(CV)(1)(8)	CU YD	\$50.00	434	\$21,700.00	434	\$21,700.00		
24	2105.601	00030	SITE GRADING	(5)	LUMP SUM	\$125,000.00	1	\$125,000.00	1	\$125,000.00		
25	2105.604	00060	GEOGRID	(1)(8)	SQ YD	\$3.00	875	\$2,625.00	875	\$2,625.00		
26	2118.509	00030	AGGREGATE SURFACING CLASS 2	(8)	TON	\$30.00	45	\$1,350.00	45	\$1,350.00		
27	2123.510	00010	COMMON LABORERS	(1)(2)	hour	\$80.00	20	\$1,600.00	20	\$1,600.00		
28	2123.510	00080	3.0 CU YD SHOVEL	(1)(2)	hour	\$200.00	10	\$2,000.00	10	\$2,000.00		
29	2123.510	00130	DOZER	(1)(2)	hour	\$175.00	10	\$1,750.00	10	\$1,750.00		
30	2123.510	00150	10 CU YD TRUCK	(1)(2)	hour	\$120.00	10	\$1,200.00	10	\$1,200.00		
31	2123.510	00250	4.0 CU YD FRONT END LOADER	(1)(2)	hour	\$165.00	10	\$1,650.00	10	\$1,650.00		
32	2123.510	00290	TAMPING ROLLER	(1)(2)	hour	\$150.00	10	\$1,500.00	10	\$1,500.00		
33	2123.610	00370	SKID LOADER	(1)(2)	hour	\$125.00	20	\$2,500.00	20	\$2,500.00		
34	2215.504	00010	FULL DEPTH RECLAMATION		SQ YD	\$3.00	17246	\$51,738.00	17246	\$51,738.00		
35	2301.504	00070	CONCRETE PAVEMENT 7.0"	(11)	SQ YD	\$100.00	80	\$8,000.00	80	\$8,000.00		
36	2301.602	00071	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	(3)	EACH	\$10.00	120	\$1,200.00	120	\$1,200.00		
37	2331.603	00020	BITUMINOUS TAPER	(1)	LIN FT	\$1.50	6040	\$9,060.00	6040	\$9,060.00		
38	2360.509	13300	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	(8)	TON	\$75.00	1535	\$115,125.00	1535	\$115,125.00		
39	2360.509	23300	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	(8)	TON	\$70.00	4432	\$310,240.00	4432	\$310,240.00		

40	2411.607	04100	CONCRETE STEPS (9)	EACH	\$300.00	5	\$1,500.00	5	\$1,500.00		
41	2502.603	14080	DRAIN TILE (1)(6)	LIN FT	\$50.00	50	\$2,500.00	50	\$2,500.00		
42	2503.503	04120	12" TP PIPE SEWER	LIN FT	\$45.00	30	\$1,350.00	30	\$1,350.00		
43	2503.503	19125	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$45.00	279	\$12,555.00	279	\$12,555.00		
44	2503.602	00300	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,000.00	3	\$3,000.00			3	\$3,000.00
45	2503.602	00320	CONNECT TO EXISTING STORM SEWER	EACH	\$700.00	5	\$3,500.00	5	\$3,500.00		
46	2503.602	00410	REPAIR SEWER PIPE (P)(12)	EACH	\$2,000.00	11	\$22,000.00			11	\$22,000.00
47	2503.603	20130	FILL & ABANDON PIPE (1)	LIN FT	\$4.00	4935	\$19,740.00	70	\$280.00	4865	\$19,460.00
48	2503.603	21008	8" PVC PIPE SEWER	LIN FT	\$50.00	86	\$4,300.00			86	\$4,300.00
49	2503.603	25004	4" PVC FORCE MAIN	LIN FT	\$30.00	177	\$5,310.00			177	\$5,310.00
50	2503.608	00011	DUTILE IRON FITTINGS	POUND	\$7.50	76	\$570.00			76	\$570.00
51	2504.601	00040	TEMPORARY WATER SERVICE	LUMP SUM	\$10,000.00	1	\$10,000.00			1	\$10,000.00
52	2504.602	00010	CONNECT TO EXISTING WATER MAIN	EACH	\$700.00	8	\$5,600.00			8	\$5,600.00
53	2504.602	00020	HYDRANT (13)	EACH	\$4,500.00	8	\$36,000.00			8	\$36,000.00
54	2504.602	00034	ADJUST VALVE BOX	EACH	\$300.00	2	\$600.00	2	\$600.00		
55	2504.602	00410	1" CORPORATION STOP	EACH	\$300.00	47	\$14,100.00			47	\$14,100.00
56	2504.602	00806	6" GATE VALVE & BOX	EACH	\$1,700.00	12	\$20,400.00			12	\$20,400.00
57	2504.602	00808	8" GATE VALVE & BOX	EACH	\$2,200.00	4	\$8,800.00			4	\$8,800.00
58	2504.602	00810	10" GATE VALVE & BOX	EACH	\$2,700.00	7	\$18,900.00			7	\$18,900.00
59	2504.602	03100	1" CURB STOP & BOX	EACH	\$300.00	47	\$14,100.00			47	\$14,100.00
60	2504.603	00003	1" WATER SERVICE (DIRECTIONAL DRILLED)	LIN FT	\$30.00	1880	\$56,400.00			1880	\$56,400.00
61	2504.603	00810	1" TYPE PE PIPE	LIN FT	\$25.00	290	\$7,250.00			290	\$7,250.00
62	2504.603	02006	6" PVC WATERMAIN	LIN FT	\$40.00	294	\$11,760.00			294	\$11,760.00
63	2504.603	02008	8" PVC WATERMAIN	LIN FT	\$38.00	1323	\$50,274.00			1323	\$50,274.00
64	2504.603	02010	10" PVC WATERMAIN	LIN FT	\$43.00	1551	\$66,693.00			1551	\$66,693.00
65	2504.603	02011	10" PVC WATERMAIN (DIRECTIONAL DRILLED) (14)	LIN FT	\$120.00	50	\$6,000.00			50	\$6,000.00
66	2504.608	00015	WATERMAIN FITTINGS	POUND	\$7.50	2380	\$17,850.00			2380	\$17,850.00
67	2506.502	06000	CASTING ASSEMBLY	EACH	\$800.00	13	\$10,400.00	12	\$9,600.00	1	\$800.00
68	2506.502	06100	ADJUST FRAME AND RING CASTING	EACH	\$500.00	16	\$8,000.00	16	\$8,000.00		
69	2506.503	00070	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	LIN FT	\$300.00	10.1	\$3,030.00	10.1	\$3,030.00		
70	2506.503	00080	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	LIN FT	\$225.00	3.2	\$720.00	3.2	\$720.00		
71	2506.503	02007	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	LIN FT	\$325.00	15.2	\$4,940.00			15.2	\$4,940.00
72	2506.503	04220	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020	LIN FT	\$600.00	6.3	\$3,780.00	6.3	\$3,780.00		
73	2506.602	06430	CASTING ASSEMBLY SPECIAL	EACH	\$425.00	18	\$7,650.00			18	\$7,650.00
74	2506.603	30010	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	\$400.00	32.8	\$13,120.00	32.8	\$13,120.00		
75	2521.518	00040	4" CONCRETE WALK	SQ FT	\$5.50	17000	\$93,500.00	15175	\$83,462.50	1825	\$10,037.50
76	2521.518	00060	6" CONCRETE WALK	SQ FT	\$10.00	1550	\$15,500.00	1550	\$15,500.00		
77	2531.503	02120	CONCRETE CURB & GUTTER DESIGN B424	LIN FT	\$35.00	140	\$4,900.00	140	\$4,900.00		
78	2531.503	02315	CONCRETE CURB & GUTTER DESIGN B618 (15)	LIN FT	\$28.00	1625	\$45,500.00	1625	\$45,500.00		
79	2531.503	04111	CONCRETE CURB & GUTTER DESIGN D412 (MODIFIED)	LIN FT	\$35.00	90	\$3,150.00	90	\$3,150.00		
80	2531.504	00070	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$75.00	985	\$73,875.00	940	\$70,500.00	45	\$3,375.00
81	2531.603	24130	CONCRETE CURB DESIGN V	LIN FT	\$25.00	40	\$1,000.00	40	\$1,000.00		
82	2531.618	00010	TRUNCATED DOMES	SQ FT	\$55.00	296	\$16,280.00	296	\$16,280.00		
83	2540.603	00010	METAL RAILING (16)	LIN FT	\$150.00	60	\$9,000.00	60	\$9,000.00		
84	2540.618	00102	INSTALL BRICK PAVERS	SQ FT	\$10.00	400	\$4,000.00	400	\$4,000.00		
85	2545.501	00101	LIGHTING SYSTEM "A"	LUMP SUM	\$125,000.00	1	\$125,000.00	1	\$125,000.00		
86	2554.602	00128	INSTALL TANGENT TERMINAL	EACH	\$2,000.00	1	\$2,000.00	1	\$2,000.00		
87	2563.601	00010	TRAFFIC CONTROL	LUMP SUM	\$25,000.00	1	\$25,000.00	1	\$25,000.00		
88	2563.602	01000	DYNAMIC SPEED DISPLAY SIGN	EACH	\$7,500.00	2	\$15,000.00	2	\$15,000.00		
89	2564.502	01402	OBJECT MARKER TYPE X4-2	EACH	\$150.00	2	\$300.00	2	\$300.00		

90	2564.502	00113	INSTALL SIGN PANEL TYPE C	EACH	\$350.00	14	\$4,900.00	14	\$4,900.00		
91	2564.502	00213	INSTALL SIGN TYPE C	EACH	\$350.00	5	\$1,750.00	5	\$1,750.00		
92	2564.518	00130	SIGN PANELS TYPE C	SQ FT	\$55.00	451.25	\$24,818.75	451.25	\$24,818.75		
93	2565.616	00060	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYSTEM	\$25,000.00	1	\$25,000.00	1	\$25,000.00		
94	2573.501	00025	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$4,500.00	1	\$4,500.00	1	\$4,500.00		
95	2573.502	00110	STORM DRAIN INLET PROTECTION	EACH	\$300.00	36	\$10,800.00	36	\$10,800.00		
96	2573.503	00060	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	\$3.00	1100	\$3,300.00	1100	\$3,300.00		
97	2574.507	00106	ORGANIC TOPSOIL BORROW (LV)	CU YD	\$30.00	649	\$19,470.00	649	\$19,470.00		
98	2574.508	00013	FERTILIZER TYPE 3	POUND	\$2.00	316	\$632.00	316	\$632.00		
99	2575.505	00021	SEEDING (7)	ACRE	\$3,000.00	1.8	\$5,400.00	1.8	\$5,400.00		
100	2575.508	21111	SEED MIXTURE 21-111 (8)	POUND	\$3.00	90	\$270.00	90	\$270.00		
101	2575.508	25151	SEED MIXTURE 25-151 (8)	POUND	\$4.00	270	\$1,080.00	270	\$1,080.00		
102	2575.508	40001	HYDRAULIC MULCH MATRIX (7)(8)	POUND	\$1.00	4500	\$4,500.00	4500	\$4,500.00		
103	2575.604	01215	ROLLED EROSION PREVENTION CATEGORY 15	SQ YD	\$2.00	575	\$1,150.00	575	\$1,150.00		
104	2580.501	00010	INTERIM PAVEMENT MARKING (17)	LUMP SUM	\$5,000.00	1	\$5,000.00	1	\$5,000.00		
105	2582.503	10104	4" SOLID LINE PAINT	LIN FT	\$0.25	6420	\$1,605.00	6420	\$1,605.00		
106	2582.503	10124	24" SOLID LINE PAINT	LIN FT	\$4.00	80	\$320.00	80	\$320.00		
107	2582.503	10204	4" BROKEN LINE PAINT	LIN FT	\$0.50	200	\$100.00	200	\$100.00		
108	2582.503	10404	4" DOUBLE SOLID LINE PAINT	LIN FT	\$1.00	2430	\$2,430.00	2430	\$2,430.00		
109	2582.518	01000	PAVEMENT MESSAGE PAINT	SQ FT	\$5.00	262.65	\$1,313.25	262.65	\$1,313.25		
110	2582.518	01000	CROSSWALK PAINT	SQ FT	\$5.00	690	\$3,450.00	690	\$3,450.00		
TOTAL ESTIMATED CONSTRUCTION COST						\$1,820,579.00	\$1,368,809.50	\$451,769.50			

NOTES:

(A) 75% STATE (CSAH) AND 25% NON-ELIGIBLE (CITY OF MEDFORD)

(P) DENOTES PLANNED QUANTITY

(CV) DENOTES COMPACTED VOLUME QUANTITY

(EV) DENOTES EXCAVATED VOLUME QUANTITY

(LV) DENOTES LOOSE VOLUME QUANTITY

(1) QUANTITY IS STRICTLY AN ESTIMATE AND MAY BE INCREASED OR DECREASED BY ANY AMOUNT WITHOUT A CHANGE IN THE UNIT PRICE BID.

(2) ITEM TO BE USED FOR EXPLORATORY EXCAVATION AND OTHER MISCELLANEOUS WORK AS DIRECTED BY THE ENGINEER.

(3) DRILLING & GROUTING REINFORCEMENT BARS SHALL ONLY BE PAID FOR WHEN USED AT PEDESTRIAN RAMP LANDINGS AS SHOWN IN THE STANDARD PLANS. ALL OTHER REINFORCEMENT BARS REQUIRED FOR THE VARIOUS ITEMS OF WORK SHALL BE INCIDENTAL.

(4) EXCESS SALVAGED PAVERS SHALL BE OFFERED TO THE PROPERTY OWNER. ITEM INCLUDES CONTRACTOR DISPOSAL OF UNWANTED PAVERS.

(5) ITEM INCLUDES EXCAVATION AND SHAPING REQUIRED FOR SIDEWALK CONSTRUCTION. ITEM ALSO INCLUDES SUGRADE AND BASE RESTORATION OVER UNDERGROUND UTILITY TRENCHES.

(6) ITEM TO BE USED FOR REPAIRING DRAIN TILE ENCOUNTERED DURING CONSTRUCTION.

(7) SEEDING & MULCH QUANTITIES INCLUDE TEMPORARY SEEDING.

(8) SEE INDIVIDUAL TABS FOR BASIS OF QUANTITIES.

(9) CONCRETE STEPS SHALL BE MEASURED AND PAID PER EACH RISER.

(10) THE EXISTING PAVEMENT IS DOWELED AND REINFORCED (SEE PLANS).

(11) CONTRACTION JOINTS, HEADERS, AND ALL REQUIRED REINFORCEMENT SHALL BE INCLUDED IN THE UNIT PRICE BID.

(12) ITEM TO BE USED FOR REPAIRING AND/OR TUNNELING BENEATH EXISTING STORM SEWER AS NEEDED FOR WATERMAIN CONSTRUCTION.

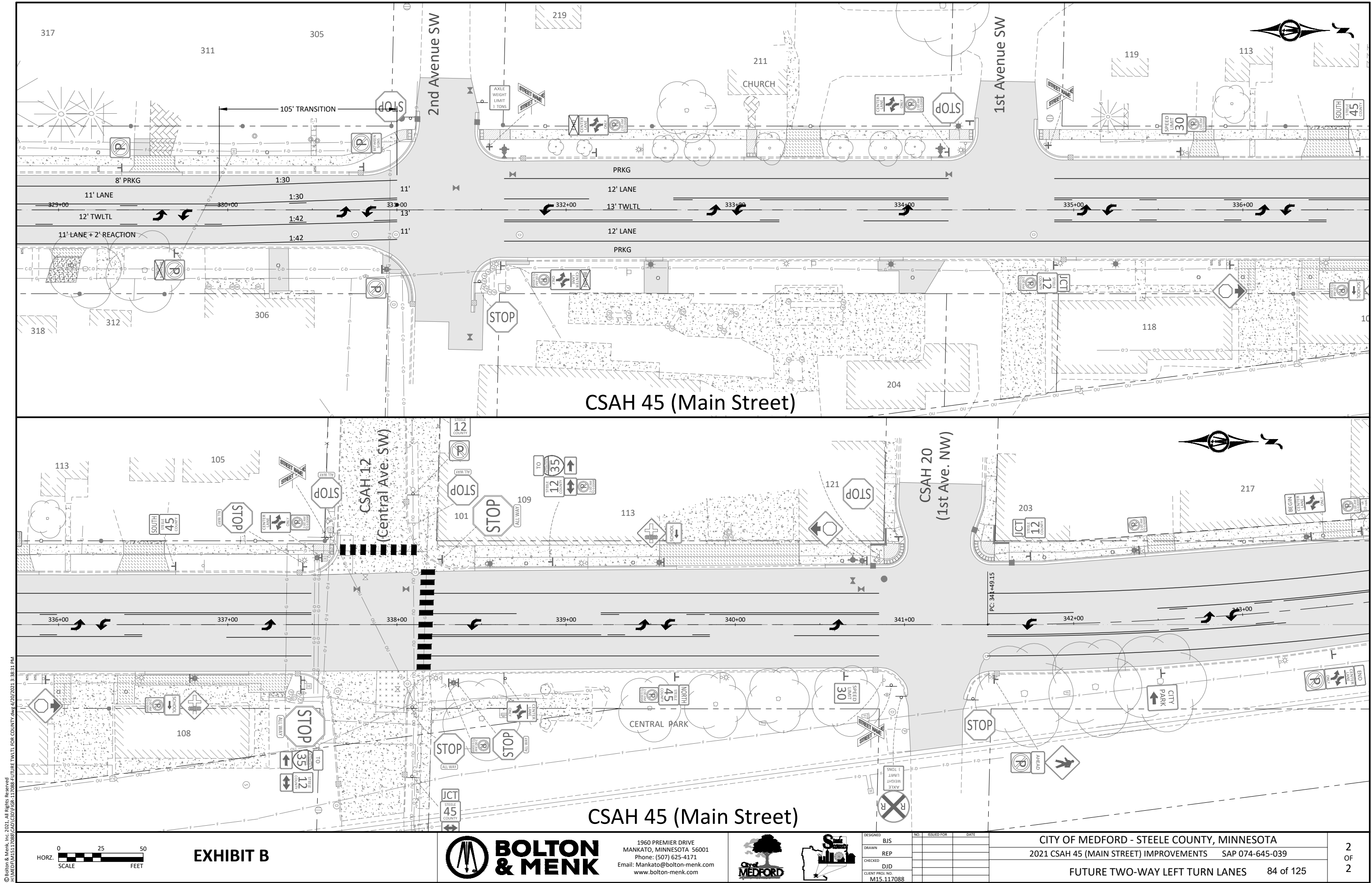
(13) PROPOSED HYDRANTS ARE TYPICALLY 8'-0" BURY. ONE 8'-6" BURY HYDRANT IS ANTICIPATED ON 5TH AVENUE (VERIFY IN FIELD PRIOR TO ORDERING).

(14) ITEM INCLUDES WORK REQUIRED TO CONSTRUCT WATERMAIN UNDER CSAH 45 AT 2ND AVENUE NW WITHOUT BLOCKING TRAFFIC.

(15) SPECIAL B318 CURB & GUTTER AT 2ND AVENUE NW (DETAILED IN THE PLANS) SHALL BE PAID AS DESIGN B618.

(16) PAYMENT SHALL BE MADE AS LENGTH ALONG GROUND SURFACE. POSTS, INTERMEDIATE RAILS, AND BOTTOM RAILS ARE INCLUDED IN THE UNIT PRICE BID.

(17) INTERIM EDGE LINES, CROSSHATCHING, PAVEMENT MESSAGES, AND CROSSWALKS ARE NOT REQUIRED.



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1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
Phone: (507) 625-4171
Email: Mankato@bolton-menk.com
www.bolton-menk.com



DESIGNED	BJS	NO.	ISSUED FOR	DATE
DRAWN	REP			
CHECKED	DJD			
CLIENT PROJ. NO.	M15-117088			

CITY OF MEDFORD - STEELE COUNTY, MINNESOTA
2021 CSAH 45 (MAIN STREET) IMPROVEMENTS SAP 074-645-039

FUTURE TWO-WAY LEFT TURN LANES 84 of 125



Steele County Agenda Item

Subject: Personnel Policy Amendment – Professional

employees Department: Human Resources

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving proposed policy amendment 19.5.4

Recommendation:

Several current County positions – including peace officers, registered nurses, attorneys, engineers, assessor, appraisers – require professional licenses to hold the position. The current policy states that the County covers the costs of professional license fees and continuing education necessary to remain licensed. See Sections 19.5.4. County policy (19.5.2) *previously* stated the County covered employees', "work related expenses [that] serve a public purpose when those expenses are incurred by an employee in connection with their actual work assignments or official duties." This policy language was removed in 2020 and replaced with an updated meals policy in 19.5.2. Current policy also provides that the County will, "to indemnify and provide defense for any employee or officer against judgments or any amounts paid in settlement, actually and reasonably incurred in connection with any tort claim or demand, arising out of an alleged act or omission occurring within the scope of employment or official duties, subject to the limitations set forth in M.S. §466.04." Section 1.4.4. This protection does not apply in the event of, "willful commission of an unlawful or wrongful act which is outside the scope of the authority of the public official in which it infringes on the rights of any person or entity while in office or willful or wanton neglect of duty." The proposed policy amendment would provide that for professional positions for which licensure is required by a regulatory body, the County would provide defense for any employee or official who is subject to a complaint through any professional regulatory body, provided that the complaint is based upon actions taken in performance of the employee's or official's duties and such actions do not constitute an intentional or criminal violation of the law. Unlike the tort claims that are already covered, there are not damages associated with professional regulatory proceedings.

Background (Including Budget Impact):

Attachments:

Proposed policy amendment: Two options:

- 1.) Proposed Policy 19.5.4 (added language is underlined; deleted language ~~struck~~):

19.5.4 Professional License ~~Fee Renewal~~ Required for Employment

Reimbursement for the cost of maintenance and renewal of professional licenses shall be permitted for those positions for which holding and maintaining the professional license is a requirement of the position or is deemed necessary by the Department Head (for example: peace officer license for patrol deputies, attorney license for assistant county attorneys, etc.) Rates paid either in full or part as stated in Department policy. The County will indemnify and provide defense for any employee or official who is subject to a complaint through any professional regulatory body, provided that the complaint is based upon actions taken in performance of the employee's or official's duties and such actions as outlined in the complaint do not constitute an intentional or criminal violation of the law or actions taken outside the scope of employment. This policy only indemnifies the employee or official for costs directly related to the regulatory proceeding and necessary to respond to the complaint. Collateral costs, such as any resulting wage loss or fines, will not be reimbursed by the County. An employee or official intending to request defense under this policy may do so only after consultation with the County Administrator.

- 2.) Proposed Policy 1.4.4 (added language is underlined; deleted language ~~struck~~):

1.4.4 Indemnification

The County Board hereby declares its intent to indemnify and provide defense for any employee or officer against judgments or any amounts paid in settlement, actually and reasonably incurred in connection with any tort claim or demand, arising out of an alleged act or omission occurring within the scope of employment or official duties, subject to the limitations set forth in M.S. §466.04. The County will not be required to indemnify pursuant to this policy in the case of willful commission of an unlawful or wrongful act which is outside the scope of the authority of the public official in which it infringes on the rights of any person or entity while in office or willful or wanton neglect of duty. The County Board will further defend, save harmless and indemnify any of its officers and employees against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty to the extent of insurance coverage available and in force for this purpose.

The County will also indemnify and provide defense for any employee or official who is subject to a complaint through any professional regulatory body, provided that the complaint is based upon actions taken in performance of the employee's or official's duties and such actions as outlined in the complaint do not constitute an intentional or criminal violation of the law or actions taken outside the scope of employment. This policy only indemnifies the employee or official for costs directly related to the regulatory proceeding and necessary to respond to the complaint. Collateral costs, such as any resulting wage loss or fines, will not be reimbursed by the County. An employee or official intending to request defense under this policy may do so only after consultation with the County Administrator.



Steele County Agenda Item

Subject: Steele County Detention Center Security Upgrades/Contract Award

Department: Building & Grounds

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

Consent Agenda: ☐ Yes x ☒ No

Resolution: ☐ Yes x ☒ No

Policy Committee Recommendation:

Committee recommends accepting low bid and to authorize Facilities and Fleet Director to execute contract and make scope reductions as submitted.

Recommendation:

To approve the Facilities and Fleet Director to accept the low bid in the amount of \$1,596,000.00 and to execute the contract with Rochon for the Detention Center Security Upgrades Project.

Background(Including Budget Impact):

Previously the County Board authorized the Facilities and Fleet Director to Advertise for Bids for the Steele County Detention Center Security Upgrades Project. Three bids were received on May 13, 2021 with Rochon being the low bidder in the amount of \$1,596,000.00. The low bid was over budget and value engineering items were reviewed. These items will be reflected in change order #1.

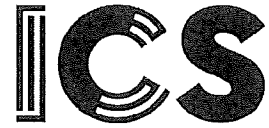
Attachments:

ICS letter

Bid Information

Contract

* Additional information as of June 3, 2021 (post committee meeting)



1331 Tyler Street NE #101
Minneapolis, Minnesota 55413
ics-builds.com
(763) 354-2670

May 26, 2021

Steele County Administration
630 Florence Avenue
Owatonna, MN. 55060

Re: Steele County Detention Center - Integrator Upgrades

Dear Administrators,

At 2:00 p.m. on Thursday, May 13, 2021 we received three (3) bids for the above-referenced project. A copy of the bid tabulation is enclosed for your review.

ICS has reviewed the bids received for the above-referenced project and the apparent low responsible bidder is within the project budget. We have contacted the apparent low bidder, Rochon Corporation and have confirmed that their bid is valid. Our itemized recommendation is as follows:

Base Bid: — Recommendation: Accept \$1,596,000.00

Work under the base bid includes all construction associated with the replacement of the existing cabling and security systems, camera, card access system and associated server equipment and programming to support new system required to complete the project.

Alternate No. 01: \$422,000.00

Master Control and Visitation - Recommendation: NOT Accept

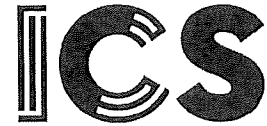
Work under this alternate includes a cost for renovation and remodeling existing Master Control Rooms. New Detention and Architectural doors and windows. Detention furniture and equipment; modification & relocation of existing video Visitation Booths.

Alternate No. 02: \$54,000.00

Medical Area - Recommendation: NOT Accept

Work under this alternate includes a cost to renovate and remodel existing medical staff offices.

TOTAL CONTRACT: \$1,596,000.00



We recommend that the County enter into a contract with Rochon Corporation of Osseo, Minnesota for the total bid amount of one million five hundred ninety six thousand and No/Cents (\$1,596,000.00).

Upon Board action, we will draft a contract reflecting this amount to the Contractor.

Enclosed are copies of the official bid tabulation, bid forms, bid securities, Rochon Corporation's proposed first tier subcontractor list. Please contact us at 763-354-2670 should you have any questions regarding our recommendation.

Regards,

Todd Wetzel
Project Director

TW/kb
Enclosures
cc: file

STEELE COUNTY

DETENTION CENTER INTEGRATOR UPGRADES

OWNER: STEELE COUNTY

PROGRAM MANAGER: ICS

ARCHITECT: DEWBERRY ARCHITECTS

BID TABULATIONS

May 13, 2021

Single Prime



	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	The Joseph Company			Morcon	
BID SECURITY	x	x	x		
ADDENDA REC'D.	2	2	2		
MN RESPONSIBLE CONTRACTOR-ACKNOWLEDGED	yes	yes	yes		
BASE BID	\$2,232,000.00	\$1,596,000.00	\$2,434,790.00		
ALTERNATES					
Alt. No. 1: Master Control & Visitation	\$485,200.00	\$422,000.00	\$910,376.00		
Alt. No. 2: Medical Area	\$70,200.00	\$54,000.00	\$49,228.00		

ATTACHMENT A

FIRST-TIER SUBCONTRACTORS LIST

SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT

PROJECT TITLE: _____ Steele County Detention Center _____

Minn. Stat. §16C.285, Subd. 5: A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to the execution of a construction contract with each subcontractor.

First-Tier Subcontractor Names (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
Bredemus	St Paul
Laketown	Mankato
Accurate Controls	Ripon, WI
LVC	

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

All first-tier subcontractors listed on Attachment A have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. §16C.285

Authorized Signature of Owner or Officer:

Printed Name:

Tim Lindquist

Tim Lindquist

Title: PM

Date: 5/26/2021

Company Name: Rochon Corporation

SECTION 00 20 00
BID FORM

PROPOSAL BID FORM

BID TO: Steele County
630 Florence Avenue
Owatonna, MN 55060

BID FROM: Rochon Corporation
28 2nd Street NW, #200
Osseo, MN 55369

In accordance with the Advertisement for Bids and the proposed construction documents prepared by ICS and Dewberry dated April 6, 2021, relating to the security upgrades and renovations of the Steele County Detention Center Integrator Upgrades, the undersigned, having visited the site of proposed construction and having become thoroughly familiar with local conditions affecting the cost and performance of the work and with all requirements of the Contract Documents and related Addenda, hereby proposes and agrees to provide all labor, materials and equipment required to construct and complete the Work in accordance with the Contract Documents and Addenda for the following amounts:

Base Bid

\$ one million five hundred ninety six thousand

\$ 1,596,000

Alternates:

Alternate No. 1: Modifications made to master control and personal visitation area as noted in plans and described in section 01 23 00.

(Add, Deduct, No Change) \$ four hundred twenty two thousand

\$ 422,000

Alternate No. 2: Modifications made to the medical area as noted on plans and described in section 01 23 00

(Add, Deduct, No Change) \$ fifty four thousand

\$ 54,000

Steele County Detention Center
Detention Center Integrator Upgrades

Project # S20030C

Addenda: Receipt of the following Addenda to the Contract Documents and their costs being incorporated into the Bid is acknowledged (provide Addenda numbers below):

Addenda No. 1 Dated 4/30/2021 Addenda No. 2 Dated 5/7/2021

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

Responsible Contractor: By Submitting a bid for the above-named project, per Minnesota State Statue Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED, the undersigned is confirming that the Contractor meets the Minimum criteria defining a Responsible Contractor as listed in Minnesota State Statue Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED. Subdivision 3. Minimum criteria.

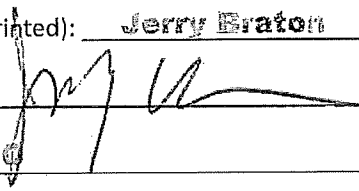
Bid Acceptance: If written notice of the acceptance of this Bid is received by the undersigned within 60 days after date set for opening of this Bid, or at any other time thereafter before Bid is withdrawn, the undersigned agrees to enter into and execute a Contract with the Owner in accordance with this Bid as accepted and in a form acceptable to Owner, and to furnish and deliver to Owner the Performance Bond, Labor and Material Payment Bond, and proof of insurance coverage, all within 10 days after notice of acceptance of this Bid.

Street Address: 28 2nd Street NW, #200

City: Osseo State: MN Zip: 55369

Phone Number: 763 559-9393 Fax Number: 763 559-8101

Name (typed or printed): Jerry Braton

Signature: 

Title: CEO

Date: 5/13/2012

END OF SECTION 00 20 00

BID FORM
00 20 00-2

SECTION 00 50 00
LIST OF CONTRACT FORMS

1.01 GENERAL

- A. The following is a list of forms and standards applicable to this Project.

1.02 FORMS

- A. Bid Form: As bound in this Project Manual, section 00 20 00.
- B. Bid Bond Form: Standard AIA Document A-310 that complies with all state requirements. Submit with Bid with proper Power of Attorney certificate and acknowledgment.
- C. Contract Form: The Contract form will be AIA document A101, 2017 edition.
- D. Performance/Payment Bond: Standard AIA Document A312 Performance Bond and Payment Bond, 1984 edition that complies with all state requirements. Submit in two copies, with proper Power of Attorney and acknowledgement upon execution of contract agreement with Owner.

END OF SECTION 00 50 00

LIST OF CONTRACT FORMS
00 50 00-1



Swiss Re Corporate Solutions

BID BOND

CONTRACTOR:

(Name, legal status and address)
Rochon Corporation
28 2nd Street NW, Suite 200
Osseo, MN 55369

OWNER:

(Name, legal status and address) County of Steele
630 Florence Avenue
Owatonna, MN

BOND AMOUNT: Five Percent of the Bid Submitted

PROJECT:

(Name, location or address, and Project number, if any)

Steele County Detention Center - Owatonna, MN

SURETY:

North American Specialty Insurance Company
1450 American Lane, Suite 1100
Schaumburg, IL 60173

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 26th

day of April

2021

(Witness)

(Witness)

Rochon Corporation

(Principal)

(Title)

North American Specialty Insurance Company

(Surety)

(Title)

Megan Nicole Scott

Attorney-In-Fact

STATE OF MINNESOTA

On this 26th day of April, 2021, before me appeared Megan Nicole Scott to me personally known, who, being duly sworn, did say that he or she is the Attorney-in-Fact of North American Specialty Insurance Company, that the seal affixed to the foregoing instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said acknowledged said instrument to be the free act and deed of said corporation.

Rita Carlson

notary public



SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

CHRISTINE M. SCOTT, WENDY M. SCHMID, EMILY TSCHIMPERLE, TRACY CHEHOSKI, MEGAN NICOLE SCOTT,
KARLA DEUTSCH-HUNT, RITA CARLSON, STEPHEN M. KLEIN, JOHN C. KLEIN and MICHAEL ZAHN

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By

Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By

Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 6TH day of APRIL, 2020.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook

ss:

On this 6TH day of APRIL, 2020, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 26th day of April, 2021.

Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

SECTION 00 20 00
BID FORM

PROPOSAL BID FORM

BID TO: Steele County
630 Florence Avenue
Owatonna, MN 55060

BID FROM: MORCON CONSTRUCTION CO., INC.

5151 INDUSTRIAL BLVD NE

FRIDLEY, MN 55421

In accordance with the Advertisement for Bids and the proposed construction documents prepared by ICS and Dewberry dated April 6, 2021, relating to the security upgrades and renovations of the Steele County Detention Center Integrator Upgrades, the undersigned, having visited the site of proposed construction and having become thoroughly familiar with local conditions affecting the cost and performance of the work and with all requirements of the Contract Documents and related Addenda, hereby proposes and agrees to provide all labor, materials and equipment required to construct and complete the Work in accordance with the Contract Documents and Addenda for the following amounts:

Base Bid

\$ two million four hundred thirty-four thousand seven hundred
ninety

\$ 2,434,790

Alternates:

Alternate No. 1: Modifications made to master control and personal visitation area as noted in plans and described in section 01 23 00.

(Add, Deduct, No Change) \$ nine hundred ten thousand three hundred
twenty-six

\$ 910,376

Alternate No. 2: Modifications made to the medical area as noted on plans and described in section 01 23 00

(Add, Deduct, No Change) \$ forty-nine thousand two hundred
twenty-eight

\$ 49,228

Addenda: Receipt of the following Addenda to the Contract Documents and their costs being incorporated into the Bid is acknowledged (provide Addenda numbers below):

Addenda No. 1 Dated 04-30-21 Addenda No. _____ Dated _____

Addenda No. 2 Dated 05-07-21 Addenda No. _____ Dated _____

Responsible Contractor: By Submitting a bid for the above-named project, per Minnesota State Statue Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED, the undersigned is confirming that the Contractor meets the Minimum criteria defining a Responsible Contractor as listed in Minnesota State Statue Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED. Subdivision 3. Minimum criteria.

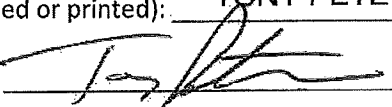
Bid Acceptance: If written notice of the acceptance of this Bid is received by the undersigned within 60 days after date set for opening of this Bid, or at any other time thereafter before Bid is withdrawn, the undersigned agrees to enter into and execute a Contract with the Owner in accordance with this Bid as accepted and in a form acceptable to Owner, and to furnish and deliver to Owner the Performance Bond, Labor and Material Payment Bond, and proof of insurance coverage, all within 10 days after notice of acceptance of this Bid.

Street Address: 5151 INDUSTRIAL BLVD NE

City: FRIDLEY State: MN Zip: 55421

Phone Number: 763-546-6066 Fax Number: 763-546-3129

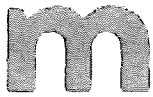
Name (typed or printed): TONY PETERSON

Signature: 

Title: VICE PRESIDENT

Date: 05-13-21

END OF SECTION 00 20 00



DEPARTMENT OF HUMAN RIGHTS

WORKFORCE CERTIFICATE OF COMPLIANCE

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **MORCON CONSTRUCTION, INC.** is hereby certified as a contractor under the Minnesota Human Rights Act, §363A.

Certificate start date: **5/15/2018**

Certificate expiration date: **5/14/2022**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:

Kevin M. Lindsey, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

Freeman Building • 625 Robert Street North • Saint Paul, MN 55155 • Tel 651.539.1100
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • Fax 651.296.9042 • mn.gov/indhr



DEPARTMENT OF HUMAN RIGHTS

EQUAL PAY CERTIFICATE OF COMPLIANCE

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that MORCON CONSTRUCTION, INC. is hereby certified as a contractor under the Minnesota Human Rights Act, §363A.44.

Certificate start date: July 31, 2018

Certificate expiration date: July 30, 2022

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:

Kevin M. Lindsey, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Morcon Construction Co., Inc.

1515 Industrial Boulevard N.E.

Fridley, MN 55421

OWNER:

(Name, legal status and address)
Steele County

630 Florence Avenue
Owatonna, MN 55060

BOND AMOUNT:

Five Percent (5%) of Total Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)
Steele County Detention Center Integrator Upgrades, Owatonna, MN

SURETY:

(Name, legal status and principal place of business)

Liberty Mutual Insurance Company

175 Berkeley Street
Boston, MA 02116

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of May, 2021.


(Witness)

Morcon Construction Co., Inc.
(Principal)

(Seal)

(Title), Tony Peterson, Vice President

Melinda Blodgett
(Witness)

Liberty Mutual Insurance Company

(Seal)

(Title) Nathan Weaver, Attorney-in-Fact

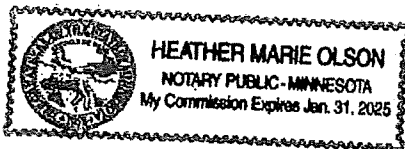


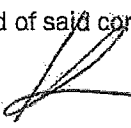
By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) (www.nasbp.org) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond.

CORPORATE ACKNOWLEDGMENT

State of Minnesota)
County of Anoka) ss

On this 13th day of May, 2021, before me appeared Tony Peterson, to me personally known, who, being by me duly sworn, did say that he/she is the Vice President of Morcon Construction Co., Inc., a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said Tony Peterson acknowledged said instrument to be the free act and deed of said corporation.

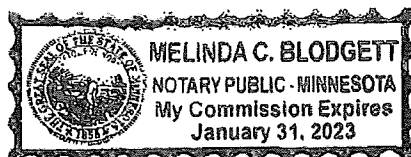



Notary Public Hennepin County, MN
My commission expires 1-31-25

SURETY ACKNOWLEDGMENT

State of Minnesota)
County of Hennepin) ss

On this 13th day of May, 2021, before me appeared Nathan Weaver, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of Liberty Mutual Insurance Company, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said Nathan Weaver acknowledged said instrument to be the free act and deed of said corporation.




Notary Public Washington County, Minnesota
My commission expires 1/31/2023



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8205072-190054**

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Brian J. Oestreich; Colby D. White; Emily White; Jerome T. Ouimet; Joshua R. Loftis; Kurt C. Lundblad; Lin Ulven; Melinda C. Blodgett; Nathan Weaver; Nicole Stillings; R. C. Bowman; R. W. Frank; Rachel Thomas; Ross S. Squires; Sandra M. Engstrom; Ted Jorgensen; Tina L. Domask

all of the city of Minneapolis state of MN each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 22nd day of March, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By:

David M. Carey
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 22nd day of March, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1128044
Member, Pennsylvania Association of Notaries

By:

Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 13th day of May, 2021.



By:

Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

Steele County Detention Center
Detention Center Integrator Upgrades

Project # S20030C

SECTION 00 20 00
BID FORM

PROPOSAL BID FORM

BID TO: Steele County
630 Florence Avenue
Owatonna, MN 55060

BID FROM: The Joseph Company Inc

2003 14th St NE Ste 106

Austin MN 55912

In accordance with the Advertisement for Bids and the proposed construction documents prepared by ICS and Dewberry dated April 6, 2021, relating to the security upgrades and renovations of the Steele County Detention Center Integrator Upgrades, the undersigned, having visited the site of proposed construction and having become thoroughly familiar with local conditions affecting the cost and performance of the work and with all requirements of the Contract Documents and related Addenda, hereby proposes and agrees to provide all labor, materials and equipment required to construct and complete the Work in accordance with the Contract Documents and Addenda for the following amounts:

Base Bid

\$ Two million two hundred thirty two thousand
dollars

\$ 2,232,000⁰⁰

Alternates:

Alternate No. 1: Modifications made to master control and personal visitation area as noted in plans and described in section 01 23 00.

(Add, Deduct, No Change) \$ Add Four hundred eighty-five
thousand two hundred dollars

\$ 485,200⁰⁰

Alternate No. 2: Modifications made to the medical area as noted on plans and described in section 01 23 00

(Add, Deduct, No Change) \$ Add Seventy thousand
two hundred dollars

\$ 70,200⁰⁰

BID FORM
00 20 00-1

Addenda: Receipt of the following Addenda to the Contract Documents and their costs being incorporated into the Bid is acknowledged (provide Addenda numbers below):

Addenda No. 1 Dated 4/30/21 Addenda No. Dated

Addenda No. 2 Dated 5/7/21 Addenda No. Dated

Responsible Contractor: By Submitting a bid for the above-named project, per Minnesota State Statue Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED, the undersigned is confirming that the Contractor meets the Minimum criteria defining a Responsible Contractor as listed in Minnesota State Statue Chapter 16C.285 - RESPONSIBLE CONTRACTOR REQUIREMENT DEFINED. Subdivision 3. Minimum criteria.

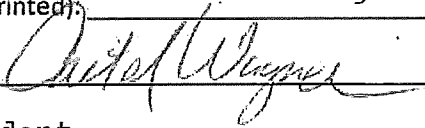
Bid Acceptance: If written notice of the acceptance of this Bid is received by the undersigned within 60 days after date set for opening of this Bid, or at any other time thereafter before Bid is withdrawn, the undersigned agrees to enter into and execute a Contract with the Owner in accordance with this Bid as accepted and in a form acceptable to Owner, and to furnish and deliver to Owner the Performance Bond, Labor and Material Payment Bond, and proof of insurance coverage, all within 10 days after notice of acceptance of this Bid.

Street Address: 2003 14th St NE Ste 106

City: Austin State: MN Zip: 55912

Phone Number: 507-437-3284 Fax Number: 507-437-7093

Name (typed or printed): Carter J Wagner

Signature: 

Title: President

Date: May 13, 2021

END OF SECTION 00 20 00

Bid Bond

CONTRACTOR:

(Name, legal status and address)
The Joseph Company, Inc.

P.O. Box 427

Austin, MN 55912

OWNER:

(Name, legal status and address)
Steele County

630 Florence Avenue
Owatonna, MN 55060
BOND AMOUNT:

Five Percent (5%) of Total Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)
Steele County Detention Center Integrator Upgrades in Owatonna, MN

SURETY:

(Name, legal status and principal place of business)

Western Surety Company
151 N Franklin Street
Chicago, IL 60606

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of May, 2021.

Standing
(Witness)

The Joseph Company, Inc.

(Principal)

(Seal)

(Title),

Carter J Wagner, President

Western Surety Company

(Surety)

(Seal)

Melinda Blodgett
(Witness)

(Title) Nathan Weaver, Attorney-in-Fact

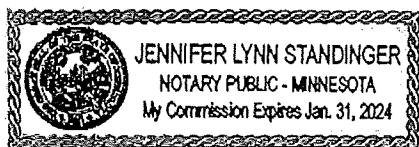


By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) (www.nasbp.org) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond.

CORPORATE ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Mower)

On this 13th day of May, 2021, before me appeared Carter J Wagner,
to me personally known, who, being by me duly sworn, did say that he/she is the President
of The Joseph Company, Inc., a corporation, that the seal affixed to the
foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in
behalf of said corporation by authority of its Board of Directors, and that said Carter J Wagner
acknowledged said instrument to be the free act and deed of said corporation.

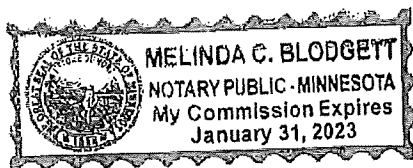


Jennifer Lynn Standinger
Notary Public Mower County, MN
My commission expires January 31, 2024

SURETY ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Hennepin)

On this 13th day of May, 2021, before me appeared Nathan Weaver,
to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of Western Surety Company,
a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was
executed in behalf of said corporation by authority of its Board of Directors; and that said Nathan Weaver
acknowledged said instrument to be the free act and deed of said corporation.



Melinda C. Blodgett
Notary Public Washington County, Minnesota
My commission expires 1/31/2023

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Kurt C. Lundblad, R. W. Frank, Jerome T. Ouimet, Nicole Stillings, Joshua R. Loftis, Rachel Thomas, Ted Jorgensen, Sandra M. Engstrum, Melinda C. Blodgett, Brian J. Oestreich, Lin Ulven, Colby D. White, R. C. Bowman, Emily White, Nathan Weaver, Individually

of Minneapolis, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 23rd day of July, 2020.



WESTERN SURETY COMPANY

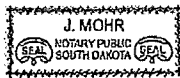
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 23rd day of July, 2020, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 13th day of May 2021

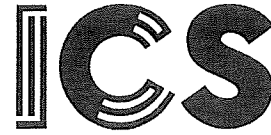


WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.



1331 Tyler Street NE #101
Minneapolis, Minnesota 55413
ics-builds.com
(763) 354-2670

May 26, 2021

Steele County Administration
630 Florence Avenue
Owatonna, MN. 55060

Re: Steele County Detention Center - Integrator Upgrades

Dear Administrators,

In addition to awarding the bid to Rochon Corporation in the of \$1,596,000.00 we are also recommending approving the following list of scope reductions and value engineering items to get the project within the construction budget. With the cost of materials increasing over the last 6 months when the budgets were set, we are no longer able to fit everything into the project as we had hoped. Our revised construction budget is \$1,460,305.00.

Remove detention doors, frames, hardware and glazing from the scope – (\$79,030.00)

Vendor Misc. Credit – (\$8,000.00)

Use ACI HP switches in lieu of Extreme switches which were specified – (\$64,000.00)

Total Credits – (\$151,030)

With the approval of the above items this brings the contract down to \$1,444,970.00.

Regards,

Todd Wetzel
Project Director

TW/kb
Enclosures
cc: file



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

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

Wednesday, June 2, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Glynn, Commissioner Brady, IT Director Dave Purscell, Finance Director Cathy Piepho, Auditor Laura Ihrke, Attorney Dan McIntosh, Jail Administrator Anthony Buttera, Sheriff Lon Thiele, Assistant Jail Administrator Paul Prissel, Facilities Director Jake Rysavy, Human Resource Director Julie Johnson and Administrator Scott Golberg.

Consent Agenda

1. Recommends promotion of Karen Winter to Property Tax Specialist position
2. Recommends approving Resolution re-appointing of the Steele County Snowmobile Trail Administrator
3. Recommends Board Meetings re-open to in-person attendance and discontinue live streaming on July 1st.

ICS Committee Agenda

4. Recommends accepting Personnel Policy Amendment – Professional Employees, Option 1 (19.5.4)
5. Recommends accepting Detention Center Security Upgrades accepting low bid and authorize Facilities and Fleet Director to execute contract and make scope reductions as submitted.

Information

6. Detention Center discussion on the MN DOC approved temporary variance for inmate housing / operational changes due to staffing levels. This change will reduce employee overtime and staff burnout.
7. Compensation comparison discussion regarding elected versus non-elected employees.
8. Old Highway Shop South Property – interested buyer contacted Administrator recently; Board had decided in March to continue ownership of this parcel.

Department Head Reports

Treasurer/Finance: Tax collection went well, less foot traffic and a higher use of electronic payment. More late taxes than in previous years. Currently going through an audit and working through budgets.

Detention Center: Onsite visiting and open lobby starting today.

Sheriff Department: Advertising for the School Liaison position. Looking at setting up electronic tracking similar to what is currently being used in the IT Department. Started to review the Enterprise contract.

Human Resources: Working on filling positions. Update given on Probation Officer union contract.

Information Technology: Granicus update; Highway Department has been using the program and the Sheriff's department has started using the program by sending out the newsletter.

Facilities: Update on Integrator project, design on Courthouse HVAC project and getting ready for the Master plan space study review coming up.

Administration: First half of ARPA money has been received.

Auditor: Working on tax settlements and tax forfeitures. Update and brief discussion on Confessions of Judgement. Update given on ditches and land owner meetings will start in person after July 1st, 2021.



Steele County Agenda Item

Subject: Detention Center Operational Adjustment

Department: Sheriff's Office

Committee Meeting Date: 6/2/2021

Board Meeting Date: June 8, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Informational

Recommendation:

Informational

Background (*Including Budget Impact*):

In light of current inmate populations and Detention Center staffing level, we will be making a temporary operational adjustment to the way inmates are housed. This decision comes after exhausting all available options surrounding inmate housing, while keeping in mind possible partnerships with other local agencies and still adhering to our contractual obligations with partnering counties. Making this temporary operational adjustment will allow us to save roughly 24 hours of OT per day while we work through the hiring process, which on average can take up to 4 to 6 months from start to finish.

MN DOC has approved a temporary variance for inmate housing to ensure this is conducted safely and within the guidelines set forth by 2911 statute.

Attachments: None



Steele County Agenda Item

Subject: Compensation and Benefits Comparison - Elected vs. Non-elected Employees

Department: Administrator's Office

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

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

Policy Committee Recommendation:

Recommendation:

Informational

Background (*Including Budget Impact*):

Information is attached showing benefit and compensation comparisons of elected officials (Sheriff, Attorney, Treasurer, Auditor) and non-elected exempt employees. The Board had requested information about the elected official's compensation.

In 2015 the County Board approved a 5% compensation (not compounding) amount each year to the elected official's base salary. The additional 5% amount is paid out over the entire year in each payroll period; it does not increase the base salary and does not carryover into the next year. This Board action was taken in recognition of the fact that exempt employees (nonelected) accrue PTO and have the option to cash out up to 100 hours (approximately 5% of salaries) of PTO each year.

Attachments:

Benefits Comparisons

Compensation Scenarios

**Comparison of Wages and Benefits Between Appointed Position and Elected Position
With Additional 5% Pay for Elects**

Example #1 - 8th year			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2021	\$ 135,200	Base Pay 2021	\$ 135,200
PTO Cashout	6,500	5% add'l pay	6,760
Total Wages & PTO Cashout	141,700	Total Wages	141,960
PERA	10,628	PERA	10,647
P/R Taxes	10,840	P/R Taxes	10,860
Total Wages & Benefits	<u>\$ 163,168</u>	Total Wages & Benefits	<u>\$ 163,467</u>
In this scenario, both employees make the same amount per hour during their 8th year working in their positions at the County. The appointed employee cashes out 100 hours of PTO while the Elect does not have that option/benefit.			

Example #2 - 9th year			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2021	\$ 135,200	Base Pay 2021	\$ 135,200
PTO Cashout	6,500	5% add'l pay	6,760
Total Wages & PTO Cashout	141,700	Total Wages	141,960
PERA	10,628	PERA	10,647
P/R Taxes	10,840	P/R Taxes	10,860
		Health Care Spending Plan (HCSP) Contribution	24,133
Total Wages & Benefits	<u>\$ 163,168</u>	Total Wages & Benefits	<u>\$ 187,600</u>
In this scenario, both employees make the same amount per hour during their 9th year working in their positions at the County. The appointed employee cashes out 100 hours of PTO every year while the elected employee does not have that benefit/option but is now eligible for the 2% post retirement health care spending plan contribution (worked > 8 years at County).			

Example #3 - Termination Year - Year 10			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2022	\$ 135,200	Base Pay 2022	\$ 135,200
PTO Cashout	6,500	5% add'l pay	6,760
Total Wages & PTO Cashout	141,700	Total Wages	141,960
PERA	10,628	PERA	10,647
P/R Taxes	10,840	P/R Taxes	10,860
Subtotal	\$ 163,168	HCSP Contribution	2,839
Remaining PTO Cashout	26,780		
Total Wages & Benefits	<u>\$ 189,948</u>	Total Wages & Benefits	<u>\$ 166,306</u>
In this scenario, both employees are in their 10th year working at the County and retires at the end of the year. This example assumes the appointed employee will still cash out 100 hours of PTO during the year and will have a remaining balance of 800 hours in their PTO bank at retirement			

Example #4 - 10 Year, Accumulation			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2022	\$ 1,352,000	Base Pay 2022	\$ 1,352,000
PTO Cashout	58,500	5% add'l pay	67,600
Total Wages & PTO Cashout	1,410,500	Total Wages	1,419,600
PERA	105,788	PERA	106,470
P/R Taxes	107,903	P/R Taxes	108,599
Subtotal	\$ 1,624,191	HCSP Contribution	29,812
Remaining PTO Cashout	26,780		-
Total Wages & Benefits	\$ 1,650,971	Total Wages & Benefits	\$ 1,664,481

This information shows the accumulated totals for the two positions over the 10 years of their service. Over the course of 10 years, the elected position cost nearly \$14,000 (<1%) more than the appointed position.

Example #5 - 20 Year, Accumulation			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2032	\$ 2,704,000	Base Pay 2032	\$ 2,704,000
PTO Cashout	123,500	5% add'l pay	135,200
Total Compensation	2,827,500	Total Wages	2,839,200
PERA	212,063	PERA	212,940
P/R Taxes	216,304	P/R Taxes	217,199
Subtotal	\$ 3,255,866	HCSP Contribution	58,204
Remaining PTO Cashout	52,000		-
Total Wages & Benefits	\$ 3,307,866	Total Wages & Benefits	\$ 3,327,542

This information shows the accumulated totals for the two positions over the 20 years of their service. Over the course of 20 years, the elected position would cost about \$20,000 (<1%) more than the appointed position. The longer an elected position serves and the County continues to contribute towards their HCSP account, the more it will exceed the pay and benefits of the appointed position, assuming all other pay and benefits remain the same.

**Comparison of Wages and Benefits Between Appointed Position and Elected Position
Without Additional 5% Pay for Elects**

Example #1 - 8th year			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2021	\$ 135,200	Base Pay 2021	\$ 135,200
PTO Cashout	6,500	5% add'l pay	-
Total Wages & PTO Cashout	141,700	Total Wages	135,200
PERA	10,628	PERA	10,140
P/R Taxes	10,840	P/R Taxes	10,343
Total Wages & Benefits	<u>\$ 163,168</u>	Total Wages & Benefits	<u>\$ 155,683</u>
In this scenario, both employees make the same amount per hour during their 8th year working in their positions at the County. The appointed employee cashes out 100 hours of PTO while the Elect does not have that option/benefit.			

Example #2 - 9th year			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2021	\$ 135,200	Base Pay 2021	\$ 135,200
PTO Cashout	6,500	5% add'l pay	-
Total Wages & PTO Cashout	141,700	Total Wages	135,200
PERA	10,628	PERA	10,140
P/R Taxes	10,840	P/R Taxes	10,343
		Health Care Spending Plan (HCSP) Contribution	22,984
Total Wages & Benefits	<u>\$ 163,168</u>	Total Wages & Benefits	<u>\$ 178,667</u>
In this scenario, both employees make the same amount per hour during their 9th year working in their positions at the County. The appointed employee cashes out 100 hours of PTO every year while the elected employee does not have that benefit/option but is now eligible for the 2% post retirement health care spending plan contribution (worked > 8 years at County).			

Example #3 - Termination Year - Year 10			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2022	\$ 135,200	Base Pay 2022	\$ 135,200
PTO Cashout	6,500	5% add'l pay	-
Total Wages & PTO Cashout	141,700	Total Wages	135,200
PERA	10,628	PERA	10,140
P/R Taxes	10,840	P/R Taxes	10,343
Subtotal	\$ 163,168	HCSP Contribution	2,704
Remaining PTO Cashout	26,780		
Total Wages & Benefits	<u>\$ 189,948</u>	Total Wages & Benefits	<u>\$ 158,387</u>
In this scenario, both employees are in their 10th year working at the County and retires at the end of the year. This example assumes the appointed employee will still cash out 100 hours of PTO during the year and will have a remaining balance of 800 hours in their PTO bank at retirement			

Example #4 - 10 Year, Accumulation			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2022	\$ 1,352,000	Base Pay 2022	\$ 1,352,000
PTO Cashout	58,500	5% add'l pay	-
Total Compensation	1,410,500	Total Compensation	1,352,000
PERA	105,788	PERA	101,400
P/R Taxes	107,903	P/R Taxes	103,428
Subtotal	\$ 1,624,191	HCSP Contribution	28,392
Remaining PTO Cashout	26,780		-
Total Wages & Benefits	<u>\$ 1,650,971</u>	Total Wages & Benefits	<u>\$ 1,585,220</u>
This information shows the accumulated totals for the two positions over the 10 years of their service. Over the course of 10 years, the appointed position would cost nearly \$66,000 more than the elected position.			

Example #5 - 20 Year, Accumulation			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2032	\$ 2,704,000	Base Pay 2032	\$ 2,704,000
PTO Cashout	123,500	5% add'l pay	-
Total Compensation	2,827,500	Total Compensation	2,704,000
PERA	212,063	PERA	202,800
P/R Taxes	216,304	P/R Taxes	206,856
Subtotal	\$ 3,255,866	HCSP Contribution	55,432
Remaining PTO Cashout	52,000		-
Total Cost over 20 Years of Employment	<u>\$ 3,307,866</u>	Total Cost over 20 Years of Employment	<u>\$ 3,169,088</u>
This information shows the accumulated totals for the two positions over the 20 years of their service. Over the course of 20 years, the appointed position compensation would cost about \$139,000 more than the elected position.			

Benefit	Elected	Appointed
Step Increase	Same	Same
COLA	Same	Same
Life Insurance	Same	Same
Health Care	Same	Same
Health Care Savings Plan (HSA/VEBA) - County Funded portion	Same	Same
Longevity Pay	Same	Same
PERA	Same	Same
Short Term Disability	No	Yes
PTO	No	Yes
PTO Cash Out Option: Max of 100 hrs. per year	No	Yes
Termination PTO Benefit - Up to 800 hours: Retirement: 50% goes to PRHCS Plan and 50% cash payout or approved compensation plan. Before retirement: 100% cash out	No	Yes
Post Retirement Health Care Savings (PRHCS) Plan : 17% after 8 years completed, 2% every year after	Yes	No
5% Additiona Annual Compensation (Non-compounding)	Yes	No



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

Collaborating for Regional Vitality

Steele County Investments

We envision southern Minnesota as a prosperous and growing region with vibrant communities, innovative and successful economies, and engaged and valued citizens. To achieve this vision, Southern Minnesota Initiative Foundation, a regional development and philanthropic organization, fosters economic and community vitality in 20 counties of southern Minnesota through a culture of collaboration and partnership.

For every donation of
from Steele County

\$1

=

\$8

is invested back
into Steele County
communities.*

*Includes grants, loans & programming

69 LOANS

\$3 million to Steele County entrepreneurs

308 GRANTS

\$1.8 million to support community initiatives

***\$5 million invested annually to the 20 counties of
south central and southeastern Minnesota***

Since 1986, Southern Minnesota Initiative Foundation has leveraged local investments & partnerships to create a stronger **Steele County**:

\$1 million in local donations to SMIF

\$8.2 million

invested by SMIF in Steele County
through grants, loans, and programming for
stronger kids, businesses and communities

Loans & Equity Investments* Supporting local entrepreneurs & creating jobs

MKT Glass Aggregate LLC, Meriden	Trucking
Curly Girlz, Owatonna	Homemade candy and treats
New Leaf Transport, Claremont	Trucking
Advantage Cabinets Incorporated, Owatonna	Cabinet manufacturer
Bio-Plastic Solutions LLC, Blooming Prairie	Plastic extrusion & molding
Sollid Yoga, Owatonna	Yoga studio
Ron's Repair Service, Owatonna	Auto Repair

*SCORE Chapter; Southern Minnesota Initiative Foundation in partnership with CEDA and DEED hold the Comprehensive Economic Development Strategy for Region 10, allowing these counties to apply for Economic Development Administration funding at the Federal level.

Grants Investments in economic development, early childhood and community vitality

Mama Stoen's, Owatonna	FEAST! Smart Start client
SE MN Together	Collaborative regional project to address workforce issues
Quality Child Care Program, Owatonna	Increasing quality child care through provider training
Exchange Center for Family Unity, Owatonna	In-home mentoring to teach parenting skills for children ages 0-5
Junior Achievement of the Upper Midwest, Owatonna	Program to help students understand the role of business
Parenting Matters	Provide parenting education classes at local businesses
Good Shepherd Preschool, Owatonna	Hundreds of books awarded through multiple literacy grants
Blooming Prairie Public Schools	Hundreds of books awarded through multiple literacy grants
Steele County Public Health	Books awarded to support new mom baby visits
AmeriCorps LEAP Initiative, Medford and Blooming Prairie	Members helping with social emotional skill development
A Chance to Grow, Owatonna	Continued S.M.A.R.T. training to prepare children for kindergarten
Owatonna Public Schools	Expand literacy curriculum to support PreK - Grade 1 alignment
Small Business Relief Grants	51 businesses received COVID-19 relief grants

Affiliate Funds Increasing rural philanthropy

Ellendale Community Foundation

Community Collaborations Bringing communities together for change

Owatonna Early Childhood Initiative (started in 2014)
City of Medford Community Growth Initiative (started in 2017)

Making a Difference Providing relief to small business owners



In partnership with the Minnesota Department of Employment and Economic Development (DEED), SMIF verified, administered and distributed 1,024 Small Business Relief Grants to southern Minnesota businesses for a total of \$10,240,000. The grants were directed to Minnesota-owned and -operated businesses that can demonstrate financial hardship as a result of the COVID-19 outbreak. In Steele county, 51 businesses received relief grants totaling \$510,000. These grants provided needed relief for entrepreneurs who were affected by the uncertainty of the pandemic.



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695

PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

May 5, 2021

Scott Golberg
Steele County
630 Florence Ave
PO Box 890
Owatonna, MN 55060

Hello Mr. Golberg and County Board,

35 years ago, a devastating farming crisis swept across greater Minnesota. In response, Southern Minnesota Initiative Foundation (SMIF) along with five other regional foundations, were created to provide economic and philanthropic support to the 80 rural counties of Minnesota. 35 years later, we are faced with another crisis threatening the vitality of our region.

Southern Minnesotans have inspired us with their strength and unity in the face of the COVID-19 pandemic. At SMIF, we are proud to have facilitated more than \$12 million in relief to our region through emergency grants, loans and additional support such as professional trainings and one-on-one assistance. We have also continued our \$5 million in annual programming and grantmaking. Below is the impact we made last year in your county:

In Steele County...



\$570K in COVID-19 response funding was distributed to entrepreneurs, child care providers and communities.



83 early childhood professionals were impacted through grants, trainings and technical assistance.

89 businesses were impacted through our entrepreneur programming, grantmaking and lending.



For 35 years, SMIF has served the region in times of need. The enclosed fact sheets highlight this work and feature stories from those impacted by your financial gift. Thank you for your gift of \$6,000 on 10/5/2020. ***Will you consider making a donation to SMIF again in 2022?*** With your support, we can continue to invest in our region's early childhood professionals, entrepreneurs and communities.

Sincerely,

Tim Penny
President & CEO

cc: Corey Mensink, Board Member; Cindy Scheid, Board Member



Your Gift ENABLED US TO RESPOND QUICKLY TO THE COVID-19 CRISIS

TOTAL IMPACT: **MORE THAN \$12 MILLION**



Community Foundation Relief Grants

SMIF provided \$101,218 in matching grants to 21 of our community foundations to support their localized relief efforts. By leveraging this opportunity, they were able to provide a total of \$121,050 to their communities, impacting more than 56,000 people.

Emergency Child Care Grants

SMIF provided \$254,950 in immediate financial support to licensed child care providers. 491 family providers and 34 centers were awarded with immediate funds, serving approximately 1,800 children in southern Minnesota.



Grow a Farmer Assistance Grants

SMIF awarded three organizations \$10,000 each through the Grow a Farmer Assistance Fund. They are working collaboratively to support at least 120 farmers in southern Minnesota through grants that help their businesses respond to new challenges.

Small Town Grants

SMIF awarded 22 organizations a total of \$192,500 to respond and recover from the hardships created by the crisis and the impact on their communities, all of which have populations of less than 10,000.



Small Business Relief Grants and Loans

SMIF distributed 1,024 MN DEED Small Business Relief Grants to southern Minnesota businesses for a total of \$10,240,000. The grants support businesses that have experienced financial hardship as a result of the crisis. Additionally, SMIF dispersed 50 MN DEED Small Business Emergency Loans for a total of \$1.2 million.

Early Care and Education Wrap Around Grants

SMIF approved 18 Early Care and Education Wrap Around Grants totaling \$180,000 in partnership with Minnesota Department of Education. This grant helped fund early care and education wrap around services for children birth to age eight from underserved populations impacted by the pandemic.



Learn how you can help!

To learn more about our **COVID-19 RESPONSE**, and the many partners and donors who have supported these efforts, visit smifoundation.org/covid-19. Making a gift to SMIF's general endowment supports these response efforts, including expenses related to the administration of these emergency funds and other essential response resources. Visit smifoundation.org/donate to make a gift.

Your Gift MADE AN IMPACT ON THEIR STORIES

“

In February 2020 when we were jumping-up-and-down-ecstatic to receive a Child Care Expansion Grant through SMIF, we didn't fully understand the true impact it would have on our ability to provide a safe, caring environment for children and families during one of the darkest times of our lives. Not only did the grant allow us to open an additional classroom during the pandemic so the children could learn safely in smaller group sizes, we also received critical support from the dedicated professionals at SMIF. Jeff Andrews helped us work through financial management and planning while John Katz went above and beyond to help us solve issues we were having with our online QuickBooks program. In this time of social distancing, it's this encouragement and generosity that helped our staff remain positive and know that their work was making a true difference in the lives of others. We cannot thank the donors and professionals of Southern Minnesota Initiative Foundation enough for your foresight, dedication and support throughout this pandemic."

-CHRISTINA VALDEZ, DIRECTOR OF LISTOS PRESCHOOL AND CHILDCARE



“

I'm so grateful to Southern Minnesota Initiative Foundation for their Grow A Farmer Assistance Grant. We've so far distributed funds to our members for things as diverse as installing internet on their farm, getting drone photography, starting up a tea business, buying COVID safety and health equipment and supplies, setting up an online fiber sale site, and more than that. It's been really interesting to see what the farmers are doing with these funds. We're all really dependent on each other when we're small entrepreneurs like this and the more healthy our local economy is we all do better. We've kind of adopted that model for ourselves, 'We all do better when we all do better.' From everyone in the Cannon River Sustainable Farming Association to Southern Minnesota Initiative Foundation, a big thank you for supporting us in our Cannon Valley Grown Project."

-GWEN ANDERSON, BOARD SECRETARY OF CANNON RIVER SUSTAINABLE FARMING ASSOCIATION



“

In April of 2020, Preston Area Community Foundation (PACF) discussed ways to help the local business community at the onset of the pandemic challenges. PACF reached out to the local EDA to develop a grant and loan program for local businesses to use for normal operating expenses. At this same time, SMIF made available a Community Foundation Relief Fund to be used by community foundations to address pandemic issues in their community. PACF reached out to the F & M Community Bank for support to take advantage of the \$5,000 SMIF matching grant and generously, the bank agreed to underwrite the entire \$5,000 PACF contribution. Thanks to SMIF and F & M Community Bank, the EDA loan and grant program funds increased to \$30,000. To date, over \$21,000 has been provided to local businesses with applications still being accepted. Preston area businesses have been so grateful to receive this support during these challenging times. Our community stepped up this year and we are proud of the work PACF accomplished with the help of local organizations and SMIF."

- CHUCK AUG, BOARD MEMBER OF PRESTON AREA COMMUNITY FOUNDATION

