



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, AUGUST 10, 2021 at 5:00 PM
County Boardroom, Steele County Administration Center

Persons with background material for agenda items are asked to provide them to the Administrator's Office 5 days prior to the meeting date so that the material can be linked to the online agenda. If handouts at the Board meeting are necessary, please bring enough copies for the Board, county staff, the press and the public. Generally, 15 copies should be sufficient.

Agenda

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

Public Comment

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

Speakers will address all comments to the Board as a whole. 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

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

4. Approve July 27, 2021 Board Minutes (pg. 3)
5. Approve Bills (pg. 5)
6. Approve Personnel Report (pg. 34)
7. Approve HSEM Radiological Preparedness Grant for 2022/2023 (pg. 35)

8. Approve Out-of-State Travel for IT Director to attend 2021 ISM Annual Conference (pg. 39)
9. Approve Backfilling Highway Maintenance Technician Position (pg. 40)

General

10. August Anniversaries (pg. 44)
11. CUP #426 (Dokken – RC Car Track) with 7 conditions and Findings of Fact (pg. 45)
12. Coronavirus Updates and Considerations (pg. n/a)

Internal Central Services Committee – August 4, 2021

13. CD 20 Redetermination of Benefits Resolution (pg. 56)
14. CD 20 Appointment of Viewers (pg. 58)
15. CD 20 Appointment of Engineer (pg. 60)

Information Items

16. Planning Commission Minutes – Monday, August 2, 2021 (pg. 62)
17. Board of Adjustments – Tuesday, August 3, 2021 (pg. 64)
18. ICS Policy Committee Minutes – Wednesday, August 4, 2021 (pg. 67)

Commissioner Reports:

Next Meeting Notices:

Public Safety Committee–**Wednesday, August 11 at 8 a.m. in the Boardroom**

Public Works Committee– **Thursday, August 12 at 7:30 a.m., Public Works Facility**

Land Use/Records Committee– **Tuesday, August 17 at 8 a.m. in the Boardroom**

Internal Central Services Committee–**Wednesday, August 18 at 8 a.m. in Boardroom**(tentative)

County Board Meeting – **Tuesday, August 24 at 5:00 p.m. in the Boardroom**

Adjourn

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

July 27, 2021

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on July 27, 2021 with Commissioner's Gnemi, Krueger, Glynn and Brady present, Commissioner Abbe absent. Also present were County Engineer Greg Illka, IT Director Dave Purscell, County Attorney Dan McIntosh, Human Resources Director Julie Johnson, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

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

Correspondence acknowledged.

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

A. Approve the minutes of July 13, 2021

B. Approve Bills and Journal Entries

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the contract award for striping, signing, and channelization on CSAH's 19, 34, and 45 to Triple A Striping Services in the amount of \$147,176.92. Ayes all.

Scott Golberg, County Administrator, gave an update on the Old Highway Shop Properties and 26th Street lots.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to authorize the Administrator to explore additional options with the City in regard to properties. Ayes all.

Commissioner Reports:

Commissioner Krueger reported on his attendance at South Country Health Alliance employee appreciation event.

Commissioner Abbe - absent.

Commissioner Gnemi reported on his attendance at Drug Court meeting, Steele County History Center meeting, Work Force meeting, Mn Prairie meeting and South Central Human Relations Center meeting.

Commissioner Glynn - no report.

Commissioner Brady reported on his attendance at a Mn Prairie meeting and South Central Human Relations Center meeting.

LISTING OF BILLS
7/13/2021

Avenu Insights & Analytics LLC	6,224.08
Central Farm Services	19,515.35
City of Medford	89,945.03
Crane Creek Asphalt	7,124.60
Erickson Engineering Co LLC	6,376.10
High Point Networks	17,220.00
I & S Group Inc	20,000.00
ICS Consulting Inc	7,383.96
ID Wholesaler	2,115.00
Kronos Incorporated	3,590.42
Lembke Masonry LLC	2,575.00
Liberty Tire Recycling LLC	2,129.13
Lumberjack Landscaping and Tree LLC	9,172.75
Moore Md/Kellyanna J	3,536.33

Olmsted Co Health, Housing & Human Se	4,736.00
Rice-Steele 911 Center	7,159.80
SAND CREEK EAP LLC	2,785.00
Short Elliott Hendrickson Inc	3,903.51
SRF Consulting Group Inc	8,201.76
Steele County Treasurer	6,358.25
Summit Food Services LLC	11,159.60
Thomson Reuters – West	2,234.73
77 Payments less than 2,000	<u>33,120.45</u>
Final Total:	276,566.85

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to go into closed session at 5:20 p.m. 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. Ayes all.

Board came out of closed session at 5:43 p.m.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the settlement terms of the 7/13/21 court record pertaining to the Coffey, et al. v Sheriff Lon Thiele litigation and authorize the Chair to sign the final agreement. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 5:44 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

NGRITZ
8/4/21

4:10PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
8/4/21 4:10PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT			Administration			
	8867 Bently Systems Inc.						
1	10-301-000-0000-6301		829.25	OpenRoads SignCAD Select Subsc	48216307	Equip/Software Maint	N
2	10-301-000-0000-6301		817.20	OpenRoads SignCAD Select Subsc	48216986	Equip/Software Maint	N
3	10-301-000-0000-6301		829.25-	Credit Open Roads Signcad	97116121	Equip/Software Maint	N
	8867 Bently Systems Inc.		817.20	3 Transactions			
	8251 BRN Lawn & Landscape LLC						
4	10-301-000-0000-6512		835.00	Weekly lawn care (6) weeks	1532	Bldg Repair & Maintenance	N
	8251 BRN Lawn & Landscape LLC		835.00	1 Transactions			
	10157 Cartegraph Systems Inc						
11	10-301-000-0000-6301		1,561.14	Annual AMS Subscription	BD0002696	Equip/Software Maint	N
	10157 Cartegraph Systems Inc		1,561.14	1 Transactions			
	33550 Hillyard-Hutchinson						
14	10-301-000-0000-6410		41.06	(2) boxes urinal screen wave	604409682	Office Supplies	N
15	10-301-000-0000-6410		78.93	(3) cs multifold white towels	604409682	Office Supplies	N
16	10-301-000-0000-6410		44.28	(12) mild bowl & procelain cle	604409682	Office Supplies	N
	33550 Hillyard-Hutchinson		164.27	3 Transactions			
	4710 Interstate Power Systems Inc						
20	10-301-000-0000-6512		675.00	Annual generator Insp (B)	0117812801	Bldg Repair & Maintenance	N
	4710 Interstate Power Systems Inc		675.00	1 Transactions			
	61952 Overhead Door Co Of Albert Lea, Inc.						
42	10-301-000-0000-6512		795.70	Wash bay overhead door repair	67818-000	Bldg Repair & Maintenance	N
	61952 Overhead Door Co Of Albert Lea, Inc.		795.70	1 Transactions			
	4247 RT Vision Inc						
49	10-301-000-0000-6301		500.00	Annual OneGov Pymts subscript	2021101530	Equip/Software Maint	N
	4247 RT Vision Inc		500.00	1 Transactions			
301	DEPT Total:		5,348.31	Administration	7 Vendors	11 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	5327 Cemstone Products Co Inc						
12	10-302-000-0000-6552		33.30	Adjusting ring 4x27	571090	County Leased Facility Improvements	N

NGRITZ
8/4/21 4:10PM
10 Road & Bridge 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
5327	Cemstone Products Co Inc		33.30	1 Transactions		
48700	M-R Sign Company, Inc					
23	10-302-000-0000-6534		410.10	(20) Hazard Markers	213010	Supplies - Signing N
24	10-302-000-0000-6534		253.46	(4) State Law Stop for Ped	213010	Supplies - Signing N
48700	M-R Sign Company, Inc		663.56	2 Transactions		
8711	Minnesota Paving & Materials					
33	10-302-000-0000-6525		1,414.92	127.47 ton Class 5 modified	1657398	CSAH Supplies - Aggregate/Asphalt N
34	10-302-000-0000-6525		456.45	35.66 ton 1 1/2" dust free	1657398	CSAH Supplies - Aggregate/Asphalt N
8711	Minnesota Paving & Materials		1,871.37	2 Transactions		
74005	Sherwin-Williams Company					
50	10-302-000-0000-6534		11.54	(2) 48" wood pole	2212-9	Supplies - Signing N
51	10-302-000-0000-6534		147.95	(5) STFS A303 Primer	2212-9	Supplies - Signing N
52	10-302-000-0000-6534		32.36	(3) 14 ult finish 3/8 co	2212-9	Supplies - Signing N
53	10-302-000-0000-6534		32.28	(2) 14" revolution frame	2212-9	Supplies - Signing N
74005	Sherwin-Williams Company		224.13	4 Transactions		
302	DEPT Total:		2,792.36	Road & Bridge Maintenance Expense	4 Vendors	9 Transactions
303	DEPT			Construction Expense		
52513	Mn Dept Of Transportation					
35	10-303-000-0000-6260		368.58	Bridge inspections	P00013388	Consultants/Admin Fee N
36	10-303-000-0000-6260		115.76	Material insp 074-612-041	P00013502	Consultants/Admin Fee N
37	10-303-000-0000-6260		1,749.64	Material insp 074-021-002	P00013502	Consultants/Admin Fee N
52513	Mn Dept Of Transportation		2,233.98	3 Transactions		
77570	Short Elliott Hendrickson Inc					
54	10-303-000-0000-6260		5,807.57	Steel Signal maint 074-021-004	408249	Consultants/Admin Fee N
77570	Short Elliott Hendrickson Inc		5,807.57	1 Transactions		
303	DEPT Total:		8,041.55	Construction Expense	2 Vendors	4 Transactions
304	DEPT			Equipment Maintenance & Shops		
10150	Carquest Auto Parts					
5	10-304-000-0000-6520		7.10	CFI 85820 Lube	411378	Machinery/Vehicle Parts N
6	10-304-000-0000-6520		4.69	CFI 84730 Lube	411424	Machinery/Vehicle Parts N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
7	10-304-000-0000-6520	27.98	Band clamp	411865	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520	46.02	Fuel element	412099	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520	49.97	Add a circuit, (2) junction bo	412407	Machinery/Vehicle Parts	N
10	10-304-000-0000-6513	175.49	Push puller 10-ton	412512	Tools	N
10150	Carquest Auto Parts	311.25	6 Transactions			
23800	Fastenal Company					
13	10-304-000-0000-6515	65.98	(24) pairs of gloves	OWA233555	Shop Equip Repair & Maintenance	N
23800	Fastenal Company	65.98	1 Transactions			
36550	IFACS					
17	10-304-000-0000-6520	165.30	16-45 acid/oil resistant cable	5273396	Machinery/Vehicle Parts	N
18	10-304-000-0000-6520	2.53	Phil pan & K-lock nuts	5273418	Machinery/Vehicle Parts	N
19	10-304-000-0000-6513	81.23	(2) step drills	5273426	Tools	N
36550	IFACS	249.06	3 Transactions			
43336	Kris Engineering Inc					
21	10-304-000-0000-6519	3,851.52	(17) 7/8x5x4 flat carbide	35236	Cutting Edges	N
22	10-304-000-0000-6519	11,895.10	(70) 7/8x5x3 flat carbide	35236	Cutting Edges	N
43336	Kris Engineering Inc	15,746.62	2 Transactions			
49625	Matejcek Implement Co					
25	10-304-000-0000-6520	247.00	Shaft PTO	IB19861	Machinery/Vehicle Parts	N
26	10-304-000-0000-6520	5.90	Ring snap	IB20013	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co	252.90	2 Transactions			
50510	McNeilus Steel Inc					
27	10-304-000-0000-6520	172.50	3 1/2" black pipe	01705380	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc	172.50	1 Transactions			
4984	Medford Sand & Gravel LLC					
28	10-304-000-0000-6512	417.96	25.88 ton 4x6 crushed rock	20256	Bldg Repair & Maintenance	N
4984	Medford Sand & Gravel LLC	417.96	1 Transactions			
51630	Mike's Repair					
29	10-304-000-0000-6520	79.71	Tire repair & tube unit#9980	093106	Machinery/Vehicle Parts	N
30	10-304-000-0000-6522	25.00	Custom labor unit#2152	093244	Contracted Services	Y
31	10-304-000-0000-6520	1,621.40	(8) Bushmaster tires&tube #215	093244	Machinery/Vehicle Parts	Y
32	10-304-000-0000-6520	2,908.00	(2) tracks unit#2125	093244	Machinery/Vehicle Parts	N

NGRITZ
8/4/21 4:10PM
10 Road & Bridge 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	
51630	Mike's Repair		4 Transactions			
56125	NAPA Auto Parts					
38	10-304-000-0000-6520	12.29	Exhaust clamp	903218	Machinery/Vehicle Parts	N
39	10-304-000-0000-6520	12.24	Oil filter	904153	Machinery/Vehicle Parts	N
40	10-304-000-0000-6520	61.20	Oil filter	904153	Machinery/Vehicle Parts	N
41	10-304-000-0000-6520	22.99	Glass butyl tapes	904270	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	108.72	4 Transactions			
61560	Owatonna Public Utilities					
43	10-304-000-0000-6514	104.37	Utilities - 828 Hoffman Drive	718553	Utility Services	N
44	10-304-000-0000-6514	5,585.47	Utilities - 3000 Hoffman Drive	718562	Utility Services	N
61560	Owatonna Public Utilities	5,689.84	2 Transactions			
73956	Road Machinery & Supplies Co					
45	10-304-000-0000-6520	99.26	Cable Throttle	S0419401	Machinery/Vehicle Parts	N
73956	Road Machinery & Supplies Co	99.26	1 Transactions			
3314	Ronco Engineering Sales					
46	10-304-000-0000-6520	180.00	4 - Amber & 2 - White Strobe Lite	3253893	Machinery/Vehicle Parts	N
47	10-304-000-0000-6520	23.91	Thermoplastic fire hose	3255023	Machinery/Vehicle Parts	N
48	10-304-000-0000-6520	46.68	(5) wtr suction tape	3255023	Machinery/Vehicle Parts	N
3314	Ronco Engineering Sales	250.59	3 Transactions			
5507	Titan Machinery - Shakopee					
55	10-304-000-0000-6520	132.69	Oil seal, protection cover	15782477	Machinery/Vehicle Parts	N
5507	Titan Machinery - Shakopee	132.69	1 Transactions			
304	DEPT Total:	28,131.48	Equipment Maintenance & Shops	13 Vendors	31 Transactions	
10	Fund Total:	44,313.70	Road & Bridge Fund		55 Transactions	
	Final Total:	44,313.70	26 Vendors	55 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
10	44,313.70	Road & Bridge Fund	
All Funds	44,313.70	Total	Approved by,
			
			

NGRITZ
8/5/21

3:08PM

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
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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
8/5/21 3:08PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	7757 Gallagher Benefits Services Inc						
17	01-003-000-0000-6194		400.00	Eval Prop Tax Specialist	202132082	Personnel Policy	Y
	7757 Gallagher Benefits Services Inc		400.00	1 Transactions			
3	DEPT Total:		400.00	County Wide	1 Vendors	1 Transactions	
5	DEPT			Board Of Commissioners			
	4212 Bussler Publishing Inc						
12	01-005-000-0000-6242		31.83	Synopsis Comm Brd mtg 6/22/21	31642	Publishing	N
	4212 Bussler Publishing Inc		31.83	1 Transactions			
5	DEPT Total:		31.83	Board Of Commissioners	1 Vendors	1 Transactions	
11	DEPT			District Court Admin.			
	5655 High Point Networks						
19	01-011-000-0000-6480		1,832.96	UPS - Courthouse	185964	Non-Capitalized Inventory	N
	5655 High Point Networks		1,832.96	1 Transactions			
11	DEPT Total:		1,832.96	District Court Admin.	1 Vendors	1 Transactions	
13	DEPT			Law Library			
	63730 Owatonna Public Library						
37	01-013-000-0000-6501		335.57	Law Books - 13		Books	N
	63730 Owatonna Public Library		335.57	1 Transactions			
13	DEPT Total:		335.57	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	4879 Shred Right						
76	01-031-000-0000-6801		5.00	Shredding service	555594	General Expense	Y
	4879 Shred Right		5.00	1 Transactions			
	83500 Steele County Highway Dept						
47	01-031-000-0000-6540		18.10	Fuel - AMC District Meeting	1797	Gas & Oil	N
	83500 Steele County Highway Dept		18.10	1 Transactions			

NGRITZ
8/5/21 3:08PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	<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>
31	DEPT Total:		23.10	County Administrator	2 Vendors	2 Transactions
32	DEPT			Human Resources		
	4879 Shred Right					
77	01-032-000-0000-6801		5.00	Shredding service	555594	General Expense Y
	4879 Shred Right		5.00	1 Transactions		
	8338 Verified First LLC					
110	01-032-000-0000-6260		26.00	BKG check - HR & HHA	320052	Background Checks Y
	8338 Verified First LLC		26.00	1 Transactions		
32	DEPT Total:		31.00	Human Resources	2 Vendors	2 Transactions
41	DEPT			Auditor		
	8589 Baker Tilly US, LLP					
53	01-041-000-0000-6279		5,000.00	Progress billing - 2020 Audit	BT1876152	Audit Costs Y
	8589 Baker Tilly US, LLP		5,000.00	1 Transactions		
	4501 Safeguard Business Systems					
107	01-041-000-0000-6410		900.88	Pink check stock - 6000	34635409	Office Supplies N
	4501 Safeguard Business Systems		900.88	1 Transactions		
41	DEPT Total:		5,900.88	Auditor	2 Vendors	2 Transactions
61	DEPT			Information Technology		
	83500 Steele County Highway Dept					
46	01-061-000-0000-6540		25.21	Fuel - June	1802	Gas & Oil N
	83500 Steele County Highway Dept		25.21	1 Transactions		
61	DEPT Total:		25.21	Information Technology	1 Vendors	1 Transactions
62	DEPT			Central Services		
	8499 Counties Providing Technology					
156	01-062-000-0000-6301		4,222.00	Gen Tech Assist/Support - Aug		Equip/Software Maint Y
	8499 Counties Providing Technology		4,222.00	1 Transactions		
	16282 Crosstown Cartage Inc					
13	01-062-000-0000-6801		297.00	Contracted mail service	7/23/2021	General Expense N

NGRITZ
8/5/21 3:08PM
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	
14	01-062-000-0000-6802	110.00	Additonal mail service	7/23/2021	Internal Chargeback	N
16282	Crosstown Cartage Inc	407.00	2 Transactions			
572	Kronos Incorporated					
23	01-062-000-0000-6301	8,400.00	Adding Pay Calc 2	11789986	Equip/Software Maint	N
572	Kronos Incorporated	8,400.00	1 Transactions			
4419	Matrix Communications Inc					
94	01-062-000-0000-6210	753.46	Monthly phone system mtc - Aug	M003718	Telephone	N
4419	Matrix Communications Inc	753.46	1 Transactions			
8859	Quadient Leasing USA Inc					
106	01-062-000-0000-6215	886.41	Coverage 5/28 - 8/27	8978204	Postage	N
8859	Quadient Leasing USA Inc	886.41	1 Transactions			
62	DEPT Total:	14,668.87	Central Services	5 Vendors	6 Transactions	
91	DEPT		County Attorney			
5655	High Point Networks					
20	01-091-000-0000-6480	893.04	UPS - Attorney	185964	Non-Capitalized Inventory	N
5655	High Point Networks	893.04	1 Transactions			
37025	Innovative Office Solutions LLC					
91	01-091-000-0000-6410	169.64	Color ink/Legal pads/copy pape	3431727	Office Supplies	N
37025	Innovative Office Solutions LLC	169.64	1 Transactions			
91	DEPT Total:	1,062.68	County Attorney	2 Vendors	2 Transactions	
101	DEPT		County Recorder			
8910	No Wait Inside LLC					
97	01-101-000-0000-6410	38.95	Lobby scheduling software-Oct	1220	Office Supplies	Y
98	01-101-000-0000-6410	105.15	Lobby scheduling software-Nov	1268	Office Supplies	Y
99	01-101-000-0000-6410	66.75	Lobby scheduling software-Feb	1436	Office Supplies	Y
100	01-101-000-0000-6410	68.65	Lobby scheduling software-Mar	1493	Office Supplies	Y
101	01-101-000-0000-6410	72.15	Lobby scheduling software-Apr	1557	Office Supplies	Y
102	01-101-000-0000-6410	42.90	Lobby scheduling software-May	1613	Office Supplies	Y
103	01-101-000-0000-6410	52.95	Lobby scheduling software-June	1674	Office Supplies	Y
205	01-101-000-0000-6410	61.95	Monthly subscription service	1725	Office Supplies	Y

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8910	No Wait Inside LLC		509.45		8 Transactions		
83500	Steele County Highway Dept						
175	01-101-000-0000-6261		20.91	Fuel - MCRA Training	1796	Conference & Training	N
176	01-101-000-0000-6261		29.96	Fuel - MCRA Training	1796	Conference & Training	N
83500	Steele County Highway Dept		50.87		2 Transactions		
101	DEPT Total:		560.32	County Recorder	2 Vendors	10 Transactions	
103	DEPT			Assessor			
8176	Anderson/Brian						
3	01-103-000-0000-6261		248.54	Lodging-MN Res Case Study clas		Conference & Training	N
4	01-103-000-0000-6261		7.92	Meals-MN Res Case Study class		Conference & Training	N
8176	Anderson/Brian		256.46		2 Transactions		
9114	Hager/Benjamin						
89	01-103-000-0000-6261		484.32	Lodging/Basic Appraisal Class		Conference & Training	N
90	01-103-000-0000-6261		71.75	Meals/Basic Appraisal class		Conference & Training	N
9114	Hager/Benjamin		556.07		2 Transactions		
8490	Nelson/Brock						
32	01-103-000-0000-6261		432.48	Lodging-Licensing class		Conference & Training	N
33	01-103-000-0000-6261		47.96	Meals-Licensing class		Conference & Training	N
8490	Nelson/Brock		480.44		2 Transactions		
83500	Steele County Highway Dept						
41	01-103-000-0000-6540		46.95	Fuel - June	1769	Gas & Oil	N
83500	Steele County Highway Dept		46.95		1 Transactions		
103	DEPT Total:		1,339.92	Assessor	4 Vendors	7 Transactions	
105	DEPT			Planning & Zoning			
4212	Bussler Publishing Inc						
155	01-105-000-0000-6242		8.93	Planning Comm notice	31643	Publishing	N
154	01-105-000-0000-6242		8.93	Board of Adjustment notice	31644	Publishing	N
4212	Bussler Publishing Inc		17.86		2 Transactions		
13000	City Of Blooming Prairie						

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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
149 01-105-000-0000-6805		1,209.62	Bldg permit reimb - July		Bl Pr Reimb-Bldg Permit N
13000 City Of Blooming Prairie		1,209.62	1 Transactions		
999999000 Michelle Lund					
166 01-105-000-0000-6820		9,000.00	SSTS Grant		Grant Expense N
999999000 Michelle Lund		9,000.00	1 Transactions		
83500 Steele County Highway Dept					
177 01-105-000-0000-6540		62.12	Fuel - July	1793	Gas & Oil N
83500 Steele County Highway Dept		62.12	1 Transactions		
105 DEPT Total:		10,289.60	Planning & Zoning	4 Vendors	5 Transactions
111 DEPT			Buildings & Grounds		
8855 Decklever Mechanical					
83 01-111-042-0000-6300		244.63	Repair chiller - CH	218003532	Bldg Repairs & Maintenance N
8855 Decklever Mechanical		244.63	1 Transactions		
21202 Ed's Backhoe Service LLC					
84 01-111-040-0000-6380		8.00	Bush - 1 yard	2021068	Grounds Maintenance Y
21202 Ed's Backhoe Service LLC		8.00	1 Transactions		
8288 Four Seasons Electric					
85 01-111-040-0000-6300		320.00	Re-hook boiler - Admin	10364	Bldg Repairs & Maintenance N
8288 Four Seasons Electric		320.00	1 Transactions		
604 General Parts LLC					
86 01-111-044-0000-6300		395.00	Semi annual service agreement	625433	Bldg Repairs & Maintenance Y
604 General Parts LLC		395.00	1 Transactions		
4753 Godfather's Exterminating Inc					
87 01-111-040-0000-6300		70.00	Pest controll - Admin	161840	Bldg Repairs & Maintenance N
88 01-111-041-0000-6300		70.00	Pest controll - Annex	161840	Bldg Repairs & Maintenance N
4753 Godfather's Exterminating Inc		140.00	2 Transactions		
988 Jetter Clean Inc					
93 01-111-044-0000-6300		200.00	Unclog shower line - DC	OWT9615	Bldg Repairs & Maintenance N
988 Jetter Clean Inc		200.00	1 Transactions		

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
61560	Owatonna Public Utilities					
105	01-111-047-0000-6250		56.92	Utilities - Gym	716285	Utilities N
66	01-111-042-0000-6250		3,637.49	Utilities - CH	718555	Utilities N
67	01-111-041-0000-6250		1,915.37	Utilities - Annex	718556	Utilities N
65	01-111-040-0000-6250		7,150.32	Utilities - SCAC	718557	Utilities N
104	01-111-044-0000-6250		18,387.34	Utilities - DC	718563	Utilities N
61560	Owatonna Public Utilities		31,147.44	5 Transactions		
83500	Steele County Highway Dept					
79	01-111-000-0000-6562		203.82	Fuel - June	1798	Fuel And Gas N
83500	Steele County Highway Dept		203.82	1 Transactions		
5889	Wold Architects and Engineers					
111	01-111-000-0000-6480		188.16	Space study	74099	Non-Capitalized Inventory Y
5889	Wold Architects and Engineers		188.16	1 Transactions		
111	DEPT Total:		32,847.05	Buildings & Grounds	9 Vendors	14 Transactions
121	DEPT			Veteran Service		
6032	APG Media of Southern Minnesota LLC					
194	01-121-000-0000-6242		114.00	Memorial Flag Announcements	13476-0721	Publishing N
6032	APG Media of Southern Minnesota LLC		114.00	1 Transactions		
14420	Culligan Inc					
82	01-121-000-0000-6301		15.00	Water - July	2092508	Repairs/Maintenance N
14420	Culligan Inc		15.00	1 Transactions		
37025	Innovative Office Solutions LLC					
22	01-121-000-0000-6410		25.20	Office supplies	3423645	Office Supplies N
21	01-121-000-0000-6410		4.28	Office supplies	3423832	Office Supplies N
37025	Innovative Office Solutions LLC		29.48	2 Transactions		
4230	Mn Dept Of Veterans Affairs					
26	01-121-751-0000-6820		5,097.35	Grant Fund Refund		Grant Expense N
4230	Mn Dept Of Veterans Affairs		5,097.35	1 Transactions		
83500	Steele County Highway Dept					
48	01-121-000-0000-6540		160.16	Fuel - June	1795	Gas & Oil N

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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>	
	83500 Steele County Highway Dept		160.16	1 Transactions			
121	DEPT Total:		5,415.99	Veteran Service	5 Vendors	6 Transactions	
201	DEPT			Sheriff			
	18110 Dean's Westside Towing						
15	01-201-000-0000-6806		264.00	Vehicle tow-SC21-000753	123449	Vehicle Towing	N
	18110 Dean's Westside Towing		264.00	1 Transactions			
	9127 Klemmensen/Tamora						
165	01-201-000-0115-6320		677.84	Eagle all weather tires - 4	113592	Squad 7405 Maintenance	N
	9127 Klemmensen/Tamora		677.84	1 Transactions			
	56125 NAPA Auto Parts						
31	01-201-000-0000-6801		12.68	Bonding glue for squads - 2	902797	Misc Expense	N
	56125 NAPA Auto Parts		12.68	1 Transactions			
	18450 Office of MN IT Services						
34	01-201-000-0000-6210		101.43	Sheriff telecom - June	W21060533	Telephone	N
	18450 Office of MN IT Services		101.43	1 Transactions			
	83500 Steele County Highway Dept						
78	01-201-000-0000-6562		5,201.09	Squad fuel - June	1800	Gas & Oil Squads	N
	83500 Steele County Highway Dept		5,201.09	1 Transactions			
	85300 Streichers Inc						
80	01-201-000-0000-6801		39.96	LED switch assembly - 3	11513990	Misc Expense	N
	85300 Streichers Inc		39.96	1 Transactions			
	3050 Tactical Solutions						
81	01-201-000-0000-6211		712.00	Radar certifications	8404	Radio-Computers-Cameras	Y
	3050 Tactical Solutions		712.00	1 Transactions			
201	DEPT Total:		7,009.00	Sheriff	7 Vendors	7 Transactions	
207	DEPT			Sheriff Special Deputies			
	23225 Fame Awards						
55	01-207-000-0000-6410		70.00	Kreutter - Stand up plaque	20210928	Office Supplies	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
56	01-207-000-0000-6410		Schutz - Stand up plaque	20210928	Office Supplies	N
57	01-207-000-0000-6410		Kreutter -Yrs of Service Award	20210928	Office Supplies	N
58	01-207-000-0000-6410		Meyer - Yrs of Service Award	20210928	Office Supplies	N
59	01-207-000-0000-6410		Kirchener -Yrs of Service Award	20210928	Office Supplies	N
60	01-207-000-0000-6410		Hanson -Yrs of Service Award	20210928	Office Supplies	N
61	01-207-000-0000-6410		Berg -Yrs of Service Award	20210928	Office Supplies	N
62	01-207-000-0000-6410		Sales tax	20210928	Office Supplies	N
23225	Fame Awards	311.39	8 Transactions			
207	DEPT Total:	311.39	Sheriff Special Deputies	1 Vendors	8 Transactions	
208	DEPT		Coroner			
5357	Bluhm/Christine					
206	01-208-000-0000-6801	1,400.00	Death Investigation - 7	3/2 - 5/5//21	General Expense	Y
5357	Bluhm/Christine	1,400.00	1 Transactions			
8048	Edwardsen/Danette Marie					
207	01-208-000-0000-6801	250.00	Death Investigation - 1	4/13/2021	General Expense	Y
8048	Edwardsen/Danette Marie	250.00	1 Transactions			
49916	Mayo Clinic					
208	01-208-000-0000-6801	1,800.00	Autopsy - April - Lauwers	231704	General Expense	Y
209	01-208-000-0000-6801	1,800.00	Autopsy - April - Slezak	231704	General Expense	Y
210	01-208-000-0000-6801	1,800.00	Autopsy - April - Dhaliwal	231704	General Expense	Y
211	01-208-000-0000-6801	1,800.00	Autopsy - April - Duenes	231704	General Expense	Y
212	01-208-000-0000-6801	216.00	Autopsy - April - Interest	231704	General Expense	Y
213	01-208-000-0000-6801	1,800.00	Autopsy - May - Boxrucker	232648	General Expense	Y
214	01-208-000-0000-6801	27.00	Autopsy - May - Interest	232648	General Expense	Y
215	01-208-000-0000-6801	1,800.00	Autopsy - June - Torres	233779	General Expense	Y
49916	Mayo Clinic	11,043.00	8 Transactions			
208	DEPT Total:	12,693.00	Coroner	3 Vendors	10 Transactions	
251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
147	01-251-000-0000-6270	1,055.60-	Billing reconciliation	108864	Medical Services	Y
146	01-251-000-0000-6432	10.10	Dodge County pharmacy	108907	Medical Payments	Y
145	01-251-000-0000-6269	1,611.88	Onsite mental health services	109128	Site Mental Health Services	Y

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144	01-251-000-0000-6270		Onsite medical services	109128	Medical Services	Y
4346	Advanced Correctional Healthcare Inc		4 Transactions			
7798	Anchor Paper Company					
2	01-251-000-0000-6560	216.00	Can liners	10659825	Janitorial Supplies	N
7798	Anchor Paper Company	216.00	1 Transactions			
5750	Bob Barker Company Inc					
150	01-251-000-0000-6418	54.59	Inmate t-shirts	1645331	Lock-Up Supplies	N
5750	Bob Barker Company Inc	54.59	1 Transactions			
3134	Dash Medical Gloves					
160	01-251-000-0000-6451	1,495.20	Latex gloves - 8 cases	1240275	Operating Supplies	N
3134	Dash Medical Gloves	1,495.20	1 Transactions			
9084	Metro FiberNet LLC					
24	01-251-000-0000-6304	245.00	Internet service	1675291	Contract Serv./Bldg Maint	N
9084	Metro FiberNet LLC	245.00	1 Transactions			
18450	Office of MN IT Services					
36	01-251-000-0000-6410	101.42	Jail telecom - May	W21060533	Office Supplies	N
18450	Office of MN IT Services	101.42	1 Transactions			
4879	Shred Right					
172	01-251-000-0000-6304	20.00	Shredding service	555911	Contract Serv./Bldg Maint	Y
4879	Shred Right	20.00	1 Transactions			
83500	Steele County Highway Dept					
45	01-251-000-0000-6562	297.48	Fuel - June	1805	Gas & Oil	N
83500	Steele County Highway Dept	297.48	1 Transactions			
8247	Summit Food Services LLC					
49	01-251-000-0000-6441	3,912.07	Inmate meals 7/17-23/2021	2000117858	Prisoner Meals	N
181	01-251-000-0000-6441	3,800.12	Inmate meals 7/24-30/2021	2000118405	Prisoner Meals	N
8247	Summit Food Services LLC	7,712.19	2 Transactions			
251	DEPT Total:	18,607.73	Jail	9 Vendors	13 Transactions	

252 DEPT Community Corrections

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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	
6	8919 ArchKey Technologies		2,265.65	CCA Access Control Conversion	78877496852	Non-Capitalized Inventory	Y
	01-252-000-0000-6480			1 Transactions			
	8919 ArchKey Technologies		2,265.65				
	8263 CRK Properties LLC						
157	01-252-000-0000-6341		5,794.00	Rent - September		Office Rent	1
158	01-252-000-0000-6341		811.24	Utilities		Office Rent	N
	8263 CRK Properties LLC		6,605.24	2 Transactions			
	37025 Innovative Office Solutions LLC						
92	01-252-000-0000-6410		79.96	Copy paper - 2 boxes	3423664	Office Supplies	N
163	01-252-000-0000-6410		25.95	Wall clock	3435417	Office Supplies	N
	37025 Innovative Office Solutions LLC		105.91	2 Transactions			
	5830 Midwest Monitoring & Surveillance						
167	01-252-000-0000-6270		120.01	Lab services/Collection Cups	DT0721107	Chemical Testing	Y
	5830 Midwest Monitoring & Surveillance		120.01	1 Transactions			
	8996 Nicole Ranae Consulting LLC						
95	01-252-775-0000-6261		75.00	The missing ingredient class	7/21/2021	Conference & Training - CCA Subsidy	Y
96	01-252-775-0000-6261		75.00	When everything is fine class	8/18/2021	Conference & Training - CCA Subsidy	Y
	8996 Nicole Ranae Consulting LLC		150.00	2 Transactions			
	83500 Steele County Highway Dept						
108	01-252-000-0000-6540		73.19	Fuel - June	1804	Gas & Oil	N
	83500 Steele County Highway Dept		73.19	1 Transactions			
	84035 Tri-M Graphics						
109	01-252-000-0000-6410		84.76	Business cards - 5 staff	95710	Office Supplies	N
	84035 Tri-M Graphics		84.76	1 Transactions			
252	DEPT Total:		9,404.76	Community Corrections	7 Vendors	10 Transactions	
253	DEPT			Law Enforcement Center			
	8919 ArchKey Technologies						
5	01-253-000-0000-6480		1,853.73	LEC Access Control Conversion	78877496852	Non-Capitalized Inventory	Y
	8919 ArchKey Technologies		1,853.73	1 Transactions			
	4753 Godfather's Exterminating Inc						

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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	
63	01-253-000-0000-6304		Pest control	164395	Contract Services/Bldg Mtce	N
4753	Godfather's Exterminating Inc		1 Transactions			
18450	Office of MN IT Services					
35	01-253-000-0000-6211	75.17	LEC telecom - June	W21060533	Radio And Telephone	N
18450	Office of MN IT Services	75.17	1 Transactions			
4879	Shred Right					
40	01-253-000-0000-6254	40.50	Shredding service	555625	Garbage Disposal	Y
4879	Shred Right	40.50	1 Transactions			
253	DEPT Total:	2,009.40	Law Enforcement Center	4 Vendors	4 Transactions	
281	DEPT		Emergency Management			
8975	Minnesota Counties Computer Coop					
25	01-281-000-0000-6410	34.77	Adobe Acrobat Pro Lisen	2107195	Office Supplies	N
8975	Minnesota Counties Computer Coop	34.77	1 Transactions			
281	DEPT Total:	34.77	Emergency Management	1 Vendors	1 Transactions	
391	DEPT		Environmental Services			
435	OSI Environmental Inc					
170	01-391-000-0000-6550	150.00	Used oil	2093030	Household Hazardous Waste	N
171	01-391-000-0000-6550	50.00	Used filters	2093101	Household Hazardous Waste	N
435	OSI Environmental Inc	200.00	2 Transactions			
391	DEPT Total:	200.00	Environmental Services	1 Vendors	2 Transactions	
481	DEPT		Public Health Nursing			
115	Aaseth/Amber					
112	01-481-460-6009-6331	50.96	Mileage - July		Mileage Reimbursement	N
113	01-481-464-6061-6331	2.80	Mileage - July - COVID		Mileage Reimbursement	N
115	Aaseth/Amber	53.76	2 Transactions			
3282	Aaseth/Nijole					
114	01-481-460-6009-6331	21.28	Mileage - July		Mileage Reimbursement	N
3282	Aaseth/Nijole	21.28	1 Transactions			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8204	Adams/Penny					
115	01-481-460-6009-6331		15.68	Mileage - July		Mileage Reimbursement N
8204	Adams/Penny		15.68	1 Transactions		
2574	Archambault/Kristi					
116	01-481-460-6009-6331		62.16	Mileage - July		Mileage Reimbursement N
2574	Archambault/Kristi		62.16	1 Transactions		
7	Bartsch/Christine					
117	01-481-460-6009-6331		80.64	Mileage - July		Mileage Reimbursement N
7	Bartsch/Christine		80.64	1 Transactions		
8486	Baumgartner/Ann					
118	01-481-460-6009-6331		16.80	Mileage - July		Mileage Reimbursement N
8486	Baumgartner/Ann		16.80	1 Transactions		
8440	Braaten/Beverly A					
119	01-481-460-6009-6331		5.60	Mileage - July		Mileage Reimbursement N
8440	Braaten/Beverly A		5.60	1 Transactions		
9128	Cage/Lisa					
120	01-481-461-6034-6331		8.96	Mileage - July		Mileage Reimbursement N
121	01-481-464-6061-6331		2.80	Mileage - July - COVID		Mileage Reimbursement N
9128	Cage/Lisa		11.76	2 Transactions		
7933	Caron/Amy					
122	01-481-465-6057-6331		161.28	Mileage - July		Mileage Reimbursement N
7933	Caron/Amy		161.28	1 Transactions		
12590	Christenson/Yukari					
123	01-481-460-6009-6331		57.12	Mileage - July		Mileage Reimbursement N
12590	Christenson/Yukari		57.12	1 Transactions		
8076	Fast/Heather					
124	01-481-460-6009-6331		52.08	Mileage - July		Mileage Reimbursement N
8076	Fast/Heather		52.08	1 Transactions		
8735	Flemming/Julie					
125	01-481-460-6009-6331		12.88	Mileage - May June July		Mileage Reimbursement N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8735	Flemming/Julie		12.88	1 Transactions		
8790	Groeneweg/Alisha					
126	01-481-461-6030-6331		10.74	Mileage - July	Mileage Reimbursement	N
8790	Groeneweg/Alisha		10.74	1 Transactions		
32735	HemoCue America					
18	01-481-461-6040-6464		56.00	Hemocue adapter kit	3258183	General Supplies & Outreach N
32735	HemoCue America		56.00	1 Transactions		
5987	Hoffmann/Christine A					
127	01-481-464-6061-6331		7.84	Mileage - July - COVID	Mileage Reimbursement	N
5987	Hoffmann/Christine A		7.84	1 Transactions		
5109	Houck Transit Advertising					
162	01-481-460-6011-6243		280.00	Bus Advert Transit Media space	99352	Advertising,Marketing & Promotional N
5109	Houck Transit Advertising		280.00	1 Transactions		
1669	Houser/Jodi					
128	01-481-460-6009-6331		5.60	Mileage - July	Mileage Reimbursement	N
1669	Houser/Jodi		5.60	1 Transactions		
37025	Innovative Office Solutions LLC					
195	01-481-460-6009-6410		14.41	Office supplies	3432940	Office Supplies N
196	01-481-460-6011-6410		0.83	Office supplies	3432940	Office Supplies N
197	01-481-461-6025-6410		1.39	Office supplies	3432940	Office Supplies N
198	01-481-461-6030-6410		0.83	Office supplies	3432940	Office Supplies N
199	01-481-461-6032-6410		0.83	Office supplies	3432940	Office Supplies N
200	01-481-461-6034-6410		0.55	Office supplies	3432940	Office Supplies N
201	01-481-461-6040-6410		2.49	Office supplies	3432940	Office Supplies N
202	01-481-461-6059-6410		4.85	Office supplies	3432940	Office Supplies N
203	01-481-462-6047-6410		0.83	Office supplies	3432940	Office Supplies N
204	01-481-465-6057-6410		4.72	Office supplies	3432940	Office Supplies N
37025	Innovative Office Solutions LLC		31.73	10 Transactions		
3256	Kofstad/Melissa					
131	01-481-460-6009-6261		85.00	Nurse License renewal	Conference & Training	N
129	01-481-460-6009-6331		43.12	Mileage - July	Mileage Reimbursement	N
130	01-481-464-6061-6331		2.24	Mileage - July - COVID	Mileage Reimbursement	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3256	Kofstad/Melissa		130.36	3 Transactions		
5754	McMann/Katy					
132	01-481-460-6009-6331		252.00	Mileage - July		Mileage Reimbursement N
133	01-481-464-6061-6331		1.12	Mileage - July - COVID		Mileage Reimbursement N
5754	McMann/Katy		253.12	2 Transactions		
8341	Mead/Kathleen					
134	01-481-460-6009-6331		8.40	Mileage - July		Mileage Reimbursement N
8341	Mead/Kathleen		8.40	1 Transactions		
52975	Minnesota Valley Testing Labs					
28	01-481-463-6049-6322		37.80	Lab water testing charges	1090835	Well Water Service Agreements N
29	01-481-463-6049-6322		24.00	Lab water testing charges	1098149	Well Water Service Agreements N
30	01-481-463-6049-6322		37.80	Lab water testing charges	1098531	Well Water Service Agreements N
27	01-481-463-6049-6322		24.00	Lab water testing charges	1099282	Well Water Service Agreements N
168	01-481-463-6049-6322		37.80	Lab water testing charges	1100425	Well Water Service Agreements N
52975	Minnesota Valley Testing Labs		161.40	5 Transactions		
7848	Nelson/Connie					
135	01-481-460-6009-6331		36.96	Mileage - July		Mileage Reimbursement N
7848	Nelson/Connie		36.96	1 Transactions		
2587	Piepho/Nancy J					
136	01-481-461-6034-6331		135.07	Mileage - July		Mileage Reimbursement N
2587	Piepho/Nancy J		135.07	1 Transactions		
5252	Probst/Angie					
137	01-481-460-6009-6331		66.64	Mileage - July		Mileage Reimbursement N
5252	Probst/Angie		66.64	1 Transactions		
8889	Rau/Terri					
138	01-481-461-6025-6331		5.04	Mileage - July		Mileage Reimbursement N
139	01-481-461-6059-6331		23.52	Mileage - July		Mileage Reimbursement N
8889	Rau/Terri		28.56	2 Transactions		
8237	Schroeder/Sue					
140	01-481-460-6009-6331		12.88	Mileage - July		Mileage Reimbursement N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8237	Schroeder/Sue					
		12.88		1 Transactions		
4879	Shred Right					
173	01-481-460-6009-6322	3.51	Shredding service	555595	Service Agreements	Y
173	01-481-460-6011-6322	0.20	Shredding service	555595	Service Agreements	Y
173	01-481-461-6025-6322	0.34	Shredding service	555595	Service Agreements	Y
173	01-481-461-6030-6322	0.20	Shredding service	555595	Service Agreements	Y
173	01-481-461-6032-6322	0.20	Shredding service	555595	Service Agreements	Y
173	01-481-461-6034-6322	0.14	Shredding service	555595	Service Agreements	Y
173	01-481-461-6040-6322	0.61	Shredding service	555595	Service Agreements	Y
173	01-481-461-6059-6322	0.20	Shredding service	555595	Service Agreements	Y
173	01-481-462-6047-6322	0.20	Shredding service	555595	Service Agreements	Y
173	01-481-464-6052-6322	0.07	Shredding service	555595	Service Agreements	Y
173	01-481-465-6057-6322	1.08	Shredding service	555595	Service Agreements	Y
4879	Shred Right	6.75		11 Transactions		
83500	Steele County Highway Dept					
44	01-481-464-6061-6464	13.88	Fuel - June - COVID	1803	General Supplies & Outreach	N
43	01-481-465-6057-6540	13.88	Fuel - June	1803	Gas & Oil	N
83500	Steele County Highway Dept	27.76		2 Transactions		
85147	Stericycle Inc					
179	01-481-460-6009-6322	54.86	Hazardous waste	4010271679	Service Agreements	N
178	01-481-462-6047-6322	82.31	Hazardous waste	4010271679	Service Agreements	N
180	01-481-464-6061-6322	82.31	Hazardous waste	4010271679	Service Agreements	N
85147	Stericycle Inc	219.48		3 Transactions		
8810	Stricklin/Katie					
141	01-481-460-6009-6331	45.92	Mileage - July		Mileage Reimbursement	N
8810	Stricklin/Katie	45.92		1 Transactions		
8907	Tappe/Jane					
142	01-481-460-6009-6331	16.80	Mileage - July		Mileage Reimbursement	N
8907	Tappe/Jane	16.80		1 Transactions		
4100	Wencl/Dianne Marie					
143	01-481-460-6009-6331	25.20	Mileage - July		Mileage Reimbursement	N
4100	Wencl/Dianne Marie	25.20		1 Transactions		

NGRITZ
8/5/21 3:08PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
481	DEPT Total:		2,118.25	Public Health Nursing	33 Vendors	65 Transactions	
521	DEPT			Park And Recreation			
	3738 Arrow Ace Hardware						
148	01-521-000-0000-6410		37.96	Utility knives/blades	266632	Operating Supplies/Truck Repairs	N
	3738 Arrow Ace Hardware		37.96	1 Transactions			
	8251 BRN Lawn & Landscape LLC						
152	01-521-000-0000-6304		200.00	Mowings-Canoe landing-July-5x	1508	Lawn Mowing Contract	Y
151	01-521-000-0000-6304		475.00	Mowings-Beaver Lake-July-5x	1509	Lawn Mowing Contract	Y
153	01-521-000-0000-6823		180.00	Beach tilling - July-3x	1510	Beaver Lake	Y
	8251 BRN Lawn & Landscape LLC		855.00	3 Transactions			
	26699 Four Seasons Centre						
16	01-521-000-0000-6831		9,525.00	All summer open ice	4077-1	Ice Rental Pymts	N
	26699 Four Seasons Centre		9,525.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
164	01-521-000-0000-6410		85.22	Copy paper/3 ring binders	3435600	Operating Supplies/Truck Repairs	N
	37025 Innovative Office Solutions LLC		85.22	1 Transactions			
	83500 Steele County Highway Dept						
42	01-521-000-0000-6540		187.40	Fuel - June	1794	Gas & Oil	N
	83500 Steele County Highway Dept		187.40	1 Transactions			
	87305 Thompson Sanitation						
182	01-521-000-0000-6823		215.80	Garbage service-Beaver Lake	15740	Beaver Lake	N
	87305 Thompson Sanitation		215.80	1 Transactions			
521	DEPT Total:		10,906.38	Park And Recreation	6 Vendors	8 Transactions	
550	DEPT			Four Seasons			
	3738 Arrow Ace Hardware						
52	01-550-000-0000-6410		16.08	Duct tape/hose mender	266596	Operating Supplies - Contracts	N
	3738 Arrow Ace Hardware		16.08	1 Transactions			
	8424 Cintas						
54	01-550-000-0000-6420		122.88	Monthly linens	4091307523	Linen Service	Y

NGRITZ
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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	
8424	Cintas		1 Transactions			
23800	Fastenal Company					
161	01-550-000-0000-6410	39.19	Safety gloves/Glasses	MNOWA233569	Operating Supplies - Contracts	N
23800	Fastenal Company	39.19	1 Transactions			
585	Olympic Fire Protection Corp					
169	01-550-000-0000-6410	120.00	Replace fire tamper switch	25439485	Operating Supplies - Contracts	N
585	Olympic Fire Protection Corp	120.00	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc					
38	01-550-000-0000-6314	70.00	Zamboni blade sharpening	73151	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc	70.00	1 Transactions			
5123	SCR					
75	01-550-000-0000-6410	771.28-	Credit	W28613	Operating Supplies - Contracts	N
74	01-550-000-0000-6410	3,957.63	E Rink repairs-Condenser	W29295	Operating Supplies - Contracts	N
5123	SCR	3,186.35	2 Transactions			
550	DEPT Total:	3,554.50	Four Seasons	6 Vendors	7 Transactions	
602	DEPT		Co-Op Extension			
9075	Access Tonna Lock Service					
1	01-602-000-0214-6453	102.16	New locks-Comm Garden Shed	1399	Extension Programing Ag Exp	Y
9075	Access Tonna Lock Service	102.16	1 Transactions			
3600	Arlt/Timothy					
7	01-602-000-0214-6453	270.36	Plants for Rain Garden - MG		Extension Programing Ag Exp	N
8	01-602-000-0214-6453	171.76	Garden hose-Comm Garden		Extension Programing Ag Exp	N
9	01-602-000-0214-6453	69.58	Trailer rental-Straw for Comm		Extension Programing Ag Exp	N
10	01-602-000-0214-6453	150.00	Straw-2 bales-Comm Garden		Extension Programing Ag Exp	N
11	01-602-000-0214-6453	56.00	Mileage-Goodhue for straw		Extension Programing Ag Exp	N
3600	Arlt/Timothy	717.70	5 Transactions			
14420	Culligan Inc					
159	01-602-000-0000-6410	48.41	Cooler rent - July & water	15396671	Office Supplies	N
14420	Culligan Inc	48.41	1 Transactions			
37025	Innovative Office Solutions LLC					

NGRITZ
8/5/21 3:08PM
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	
64	01-602-000-0000-6410	70.29	Envelopes/Tyvek envelopes etc	3431532	Office Supplies	N
37025	Innovative Office Solutions LLC	70.29	1 Transactions			
83470	Steele County 4H					
174	01-602-000-0214-6453	25.00	Fair Awards-Master Gardeners		Extension Programing Ag Exp	N
83470	Steele County 4H	25.00	1 Transactions			
9117	Thiede/Don					
50	01-602-000-0214-6453	8.76	Reimb - Coupling/Hose repair		Extension Programing Ag Exp	N
51	01-602-000-0214-6453	24.08	Reimb - Shed supplies		Extension Programing Ag Exp	N
9117	Thiede/Don	32.84	2 Transactions			
72120	Univ Of Mn Regents					
70	01-602-000-0000-6306	340.00	Rugg-Salary 6/21-7/4/2021	03000027486	Contracted Services	N
71	01-602-000-0000-6306	25.50	Rugg-Benefits 6/21-7/4/2021	03000027486	Contracted Services	N
72	01-602-000-0000-6306	340.00	Rugg-Salary 7/15-18/2021	03000027486	Contracted Services	N
73	01-602-000-0000-6306	25.50	Rugg-Benefits 7/15-18/2021	03000027486	Contracted Services	N
69	01-602-000-0000-6306	2,175.35	Hassen-Salary-6/21-7/18/2021	03000027509	Contracted Services	N
68	01-602-000-0000-6306	2,100.00	Brown-Salary 6/21-7/18/21	03000027571	Contracted Services	N
39	01-602-000-0000-6410	500.00	Subscription-4H App	0300027383	Office Supplies	N
72120	Univ Of Mn Regents	5,506.35	7 Transactions			
602	DEPT Total:	6,502.75	Co-Op Extension	7 Vendors	18 Transactions	
1	Fund Total:	148,116.91	General Revenue Fund		214 Transactions	

NGRITZ
8/5/21 3:08PM
53 Landfill 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>	
398	DEPT			Landfill			
	9087 7 Rivers Recyding LLC						
184	53-398-000-0000-6304		2,375.55	140 Mattress	8307	Contract Services	Y
	9087 7 Rivers Recyding LLC		2,375.55	1 Transactions			
	691 Blooming Prairie Well Co						
183	53-398-000-0000-6300		121.00	Well repair switch	7-25-2021	Bldg Repairs & Maintenance	Y
	691 Blooming Prairie Well Co		121.00	1 Transactions			
	38160 J R's Advanced Recyclers Inc						
187	53-398-000-0000-6304		5,416.95	11055 lbs electronics	104799	Contract Services	N
186	53-398-000-0000-6304		465.00	93 Appliances	104886	Contract Services	N
	38160 J R's Advanced Recyclers Inc		5,881.95	2 Transactions			
	39600 Jones Haugh & Smith Inc						
185	53-398-000-0000-6304		752.80	Surveying contours-active demo	42146	Contract Services	N
	39600 Jones Haugh & Smith Inc		752.80	1 Transactions			
	83500 Steele County Highway Dept						
188	53-398-000-0000-5842		831.06	Helped out at Landfill	1799	Wage Reimbursement	N
	83500 Steele County Highway Dept		831.06	1 Transactions			
398	DEPT Total:		9,962.36	Landfill	5 Vendors	6 Transactions	
53	Fund Total:		9,962.36	Landfill Fund		6 Transactions	

NGRITZ
8/5/21 3:08PM
70 Tax Collections 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>
0	DEPT		...			
	4212 Bussler Publishing Inc					
189	70-000-000-0000-2162		26.95	Notice of Exp - 7/4 - 7/21	31641	Unapportioned Rev Sale Forfeited Lar N
	4212 Bussler Publishing Inc		26.95	1 Transactions		
0	DEPT Total:		26.95	...	1 Vendors	1 Transactions
70	Fund Total:		26.95	Tax Collections Fund		1 Transactions

NGRITZ
8/5/21 3:08PM
72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
865	DEPT		Planning & Zoning Surcharge			
	7771 MN Dept of Labor & Industry					
190	72-865-000-0320-2100		Quarter 2 Surcharge-Steele Co		Steele County Surcharge	N
192	72-865-000-0321-2100		Quarter 2 Surcharge - Blo Pra		Bl Pr Surcharge	N
191	72-865-000-0332-2100		Quarter 2 Surcharge - Medford		Medford Surcharge	N
193	72-865-000-0333-2100		Quarter 2 Surcharge-Ellendale		Ellendale Surcharge	N
	7771 MN Dept of Labor & Industry		4 Transactions			
865	DEPT Total:		Planning & Zoning Surcharge	1 Vendors	4 Transactions	
72	Fund Total:		State Collections Fund		4 Transactions	
	Final Total:		134 Vendors	225 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	148,116.91	General Revenue Fund	
	53	9,962.36	Landfill Fund	
	70	26.95	Tax Collections Fund	
	72	3,234.37	State Collections Fund	
	All Funds	161,340.59	Total	Approved by,
				
				

PERSONNEL REPORT
August 10, 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>
Jordynn Finer (rehire)	Benefits Specialist/HR Generalist	B25/6	08/10/21

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Charlie Karsten (retirement)	Maintenance Tech	Highway	10/15/21

Open Positions-Pending Board Approval:

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

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Emerg. Prep. Coord/SCHA Care Coord.	Public Health	Interviewing
Environmental Specialist	Planning & Zoning	Scoring applicants
Registered Nurse	Detention Center	Exploring options
Correctional Officers (6)	Detention Center/Sheriff's Office	1 in background; others on-hold
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



Steele County Agenda Item

Subject: Radiological Preparedness Grant – 2022/2023

Department: Emergency Management

Committee Meeting Date: August 4, 2021

Board Meeting Date: August 11, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Accept HSEM Radiological Preparedness (REP) Grant for 2022/2023.

Recommendation:

Accept HSEM Radiological Preparedness (REP) Grant for 2022/2023.

Background (*Including Budget Impact*):

The Radiological Emergency Preparedness (REP) Program grant provides assistance to state agencies and other political subdivisions to maintain the state's nuclear power plant emergency response capacity.

Steele County is identified as a location within 50 miles of a nuclear power plant. Counties within this radius are designated as Ingestion Counties where individuals may be directed to after an evacuation due to a nuclear emergency. The objective of the REP Grant is to assist Ingestion Counties:

- Maintain an Ingestion County Annex to the County Emergency Operations.
- Attend state sponsored ingestion planning workshops.
- Ensure annual training is completed by essential emergency responders in your agency and provide documentation of all personnel trained.
- Participate in tabletop exercises, as requested.

The REP Grant provides:

- \$3,000 to the County for the period of 01-Jul-2021 to 20-Jun-2022.
- \$3,000 to the County for the period of 01-Jul-2022 to 20-Jun-2023.

There is no cost share or match requirements for this grant.

Attachments:

2022/2023 REP Grant



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, MN 55101-2190	Grant Program: 2022-2023 Radiological Emergency Preparedness Grant Contract Agreement No.: A-REP-2022/23-STEELECO-043
Grantee: Steele County 630 Florence Avenue, PO Box 890 Owatonna, MN 55060-4700	Grant Contract Agreement Term: Effective Date: 07/01/2021 Expiration Date: 06/30/2023
Grantee’s Authorized Representative: Steele County Kristen Sailer 630 Florence Avenue Owatonna, MN 55060-4704 Phone: 507-444-7501 E-Mail: kristen.sailer@co.steele.mn.us	Grant Contract Agreement Amount: Original Agreement \$6,000.00 Matching Requirement \$ 0.00
State’s Authorized Representative: Patrick McLaughlin Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, MN 55101-2190 Phone: 651-201-7434 E-Mail: Patrick.McLaughlin@state.mn.us	Federal Funding: None FAIN: None State Funding: Minnesota Statutes Chapter 12, Section 12.22, Subd.2 and Sections 12.13 and 12.14 Special Conditions: None

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

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2022-2023 Radiological Emergency Preparedness Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223, St Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2022-2023 Radiological Emergency Preparedness Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

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

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



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

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

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-REP-2022/23-STEELECO-043 / 3000073814

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

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

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Steele County

A-REP-2022/23-STEELECO-043

Budget Summary (Report)

FY22: REP				
Budget Category	Awarded			
Planning/Training/Drills/Exercise				
22 Ingestion Planning	\$3,000.00			
Total	\$3,000.00			
Total	\$3,000.00			
FY23: REP				
Budget Category	Awarded			
Planning/Training/Drills/Exercise				
23 Ingestion Planning	\$3,000.00			
Total	\$3,000.00			
Total	\$3,000.00			
Total	\$6,000.00			
Allocation	\$6,000.00			
Balance	\$0.00			



Steele County Agenda Item

Subject: Out of State Travel Request

Department: Information Technology

Committee Meeting Date: August 4, 2021

Board Meeting Date: August 10, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

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

Recommendation:

Approve Out of State Travel for IT Director to attend the 2021 ISM Annual Conference (IT Solutions Management for Human Services) at the Duke Energy Center, Cincinnati, OH from September 26-29.

Background (*Including Budget Impact*):

The American Public Human Services Association (APHSA) holds an annual ISM (IT Solutions Management) Conference. This year the conference is in Cincinnati. There are multiple general and breakout sessions directly applicable to Information Technology and IT Security as we provide services to MNPrairie and Steele County. In addition to the general and breakout sessions there are multiple opportunities to network with peers and exchange ideas and challenges with other IT leaders dealing with Human Services. I last attended in 2019, and it was extremely beneficial.

There is no direct budgetary impact as the costs for my attending this conference are covered by MNPrairie. However, our policy requires prior authorization for Out of State Travel.

Attachments:



Steele County Agenda Item

Subject: Approve Filling Vacant Highway Maintenance Technician Position

Department: Highway

Committee Meeting Date: August 4, 2021

Board Meeting Date: August 10, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend Approval

Recommendation:

Recommend filling the Highway Maintenance Technician position in Highway Maintenance.

Background (*Including Budget Impact*):

With a pending retirement, effective October 15, 2021, there will be a vacant Highway Maintenance Technician position. With the approaching snow & ice control season it is critical to start recruitment for this position as soon as possible in order to have someone trained and ready to go when the season begins.

Attachments:

Position Requisition Form

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: 7/26/2021

Is this a new position? No

Title: <u>Highway Maintenance Technician</u>	Division: <u>N/A</u>
Former Incumbent: <u>Charlie Karsten</u>	Department: <u>Highway</u>
Former Incumbent's Wage: <u>\$27.53</u>	DBM Rating: <u>B22</u> Step: <u>13</u> Full-time/Part-time: <u>FT</u>
Incumbent's Last Working Day: <u>October 15, 2021</u>	

Section 2: Proposed Position Information

Title: <u>Highway Maintenance Technician</u>	Division: <u>N/A</u>
Department: <u>Highway</u>	Date of Need: <u>October 1, 2021</u>
Regular/Seasonal/Temporary: <u>Regular</u> <i>If seasonal or temporary, list state/end dates:</i> _____	

Section 3: Position Type

☐ Supervisory	☒ Non-Supervisory	Full-time/Part-time: ^{Full-Time} _____	Hours per week: <u>40</u>
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Section 4: Funding Source (Chart of Accounts)

Fund Code: _____	Department: _____	Program Code: _____	Account: _____	% Percentage: _____
Fund Code: _____	Department: _____	Program Code: _____	Account: _____	% Percentage: _____
Target Salary: <u>\$22.00-\$24.00/hr</u>		Estimated Budget Impact: <u>Included in 2021/22 budget</u>		
Budgeted position: <u>Yes</u> Reallocation: _____				

Section 5: Revenue Source

Grant (Amount/Percent): _____	Reimbursement (Amount/Percent): <u>75%</u>	Levy (Amount/Percent): <u>25%</u>
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Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes ☐ No ☒
2. Can the job function be restructured in such a way as to:
- Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes ☐ No ☒
 - Contracting with/purchasing services from another agency/government? Yes ☐ No ☒
 - Contracting with a consultant/contractor/vendor? Yes ☐ No ☒
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County: *If yes, please specify.*
No
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
No, however, the position is one of several required to get the County Highway system cleared of snow and ice in a timely manner to meet constituent expectations.
5. How is this position critical to achieving departmental goals with are aligned to the strategic initiatives of the County? *Please specify.*
Consistent with the County Vision of "First in Service, First in Stewardship", the Highway Maintenance operation strives to exceed our constituents expectations. Every operator position is critical to this end as we compete with MnDOT and their 24/7 operations in the court of public opinion.
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
Constituents depend on a reliable transportation system in all weather conditions. The ability to provide the expected level of service during snow and ice operations is directly tied to the number of operator positions in Highway Maintenance. Generally speaking, County Highway Maintenance staffing is driven by snow and ice operations and level of service expectations.
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?
The County Board previously created efficiencies and salary savings within the Highway Maintenance operation. Further staff reductions would be detrimental to current levels of service.

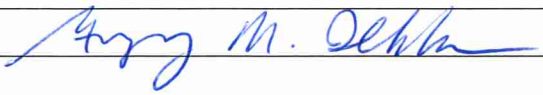
8. If the position were not filled, indicate the organizational impact and recommended action to address the mission critical duties.

Longer snow plow routes taking longer to get the system cleared. We already experience complaints on occasion. Recommend filling the position, though augmenting the crew through contracting could be explored it would likely prove more expensive and add administrative burden.

9. Will this position require additional resources? (computing equipment, furniture, special accommodations, etc.)

No, the incumbent's equipment will be available.

<u>APPROVAL SIGNATURES</u>

Department Head: <u></u>	Date: <u>7/26/2021</u>
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Division Director: <u>N/A</u>	Date: _____
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(If Applicable)

Human Resources Director: _____	Date: _____
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County Administrator Signature: _____	Date: _____
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<u>HR USE ONLY</u>

___ Non-Exempt (OT Eligible)	___ Exempt (OT Ineligible)
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Bargaining Unit : _____	DBM Rating: _____
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Salary amount budgeted for position: _____
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STEELE COUNTY PERSONNEL AGENDA ITEM

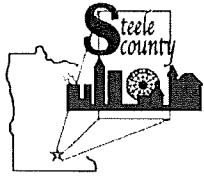
August 10, 2021 at 5:00 pm

AUGUST EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Scott Hanson	Chief Deputy – Sheriff's Office	08/01/21	21
Nick Flatgard	GIS Coordinator – IT Dept.	08/01/21	10
Steve Halvorson	Appraiser – Assessor's Office	08/01/21	27
Mary Ulrich	Investigator – Sheriff's Office	08/04/21	24
Amber Kniefel	Admin. Asst. – Community Corrections	08/07/21	4
Charlie Karsten	Hwy Maint. Tech. – Highway Dept.	08/10/21	34
Rebecca Kubicek	Executive Assistant – Administration	08/13/21	3
Scott Golberg	County Administrator – Administration	08/13/21	40
Mary Ripple	Custodian – Bldg & Grounds Dept.	08/19/21	7
Brian Bogen	Arena Maint. Worker – Park & Rec.	08/20/21	3
Christine Hoffmann	PHN – Public Health Dept.	08/20/21	9
Katie Stricklin	RN – Public Health Dept.	08/20/21	2
Aaron Guzman	Deputy – Sheriff's Officer	08/23/21	17
Kristin Deplitch	Correctional Officer – Det. Ctr.	08/23/21	17
Paul Prissel	Asst. Jail Administrator – Det. Ctr.	08/23/21	22
Rick Kvien	County Recorder – Recorder's Office	08/24/21	12
Alisha Groeneweg	PHN – Public Health Dept.	08/26/21	2
Nancy Gritz	Accounting Support Specialist – Auditor	08/27/21	14
Greg Huebbe	Correctional Sergeant – Det. Ctr.	08/27/21	9
Barb Jindra	Custodian – Bldg & Grounds Dept.	08/28/21	3
Jayson Teichroew	Deputy – Sheriff's Office	08/29/21	5



Steele County Agenda Item

Subject: CUP #426 (Dokken – RC Car Track)

Department: Planning & Zoning

Committee Meeting Date: August 2, 2021

Board Meeting Date: August 10, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 7 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Justin and Naida Dokken to operate a remote control race car track and facility on property located in the SE ¼, NE ¼, Section 36 Blooming Prairie Township. The property address is 16153 Hwy 218, Blooming Prairie.

Attachments:

Findings of Fact

Location Map

Site Maps

Staff Report

**COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #426**

Applicant:

Justin & Naida Dokken

Land Owner(s):

Brian Wicklein

Project Description:

The applicant is requesting to operate a remote control car race track. The facility would include an outdoor track, storage, potentially concessions, hobby shop and eventually an indoor track.

Zoning District(s):

Agricultural

Ordinance Section:

Section 704.2 allows Commercial outdoor recreation areas including private campgrounds, non-commercial recreational facilities, public and private clubs.

Property Address:

16153 Hwy 218
Blooming Prairie, MN 55917

Project Site Legal Description:

All that part of the Southeast Quarter of Northeast Quarter of Section 36, Township 105 North, Range 19 West, Steele County, Minnesota, described as follows:

Commencing at the East Quarter corner of said Section 36; thence North 00°00'45" East a distance of 245.00 feet, on an assumed bearing on the east line of said Northeast Quarter, to a point on the easterly right of way line of U.S. Highway No. 218, which is the point of beginning; thence North 00°00'45" East a distance of 661.00 feet, on the east line of said Northeast Quarter, to the point of intersection with an easterly extension of the south line of the Plat of Blooming Prairie Cemetery, as the same is platted and recorded in the office of the County Recorder of Steele County, Minnesota; thence N89°59'15" West a distance of 482.65 feet, on the south line of said Plat of Blooming Prairie Cemetery and on easterly and westerly extensions of said south line, to a point on the easterly right of way line of said U.S. Highway 218; thence Southeasterly a distance of 821.37 feet, on the easterly right of way line of said U.S. Highway 218, on a non-tangential curve, concave to the northeast with a radius of 2814.90 feet, a central angle of 16°43'07" and a chord bearing of South 36°07'27" East, to the point of beginning.

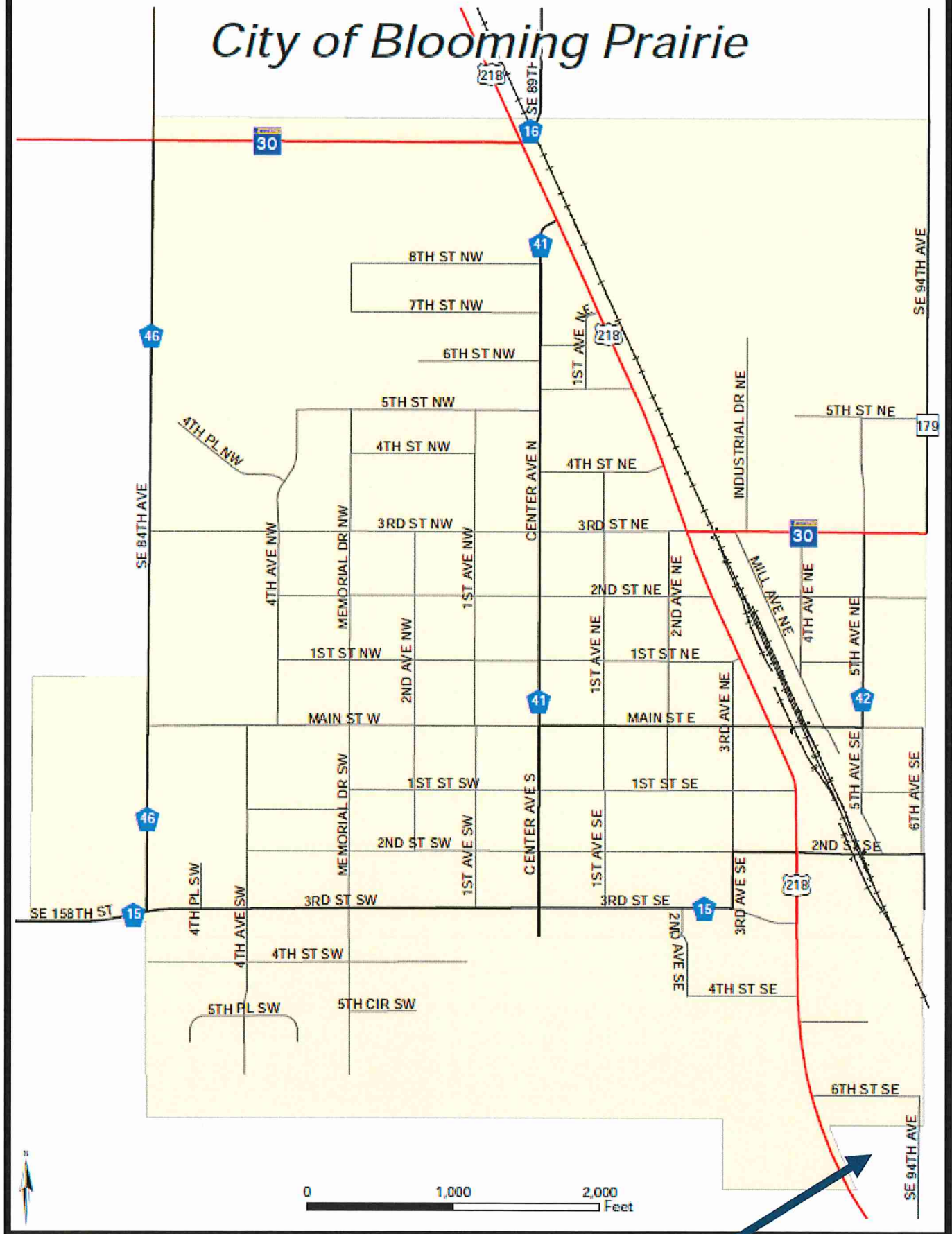
True Point of Beginning.

General Criteria for considering a Conditional Use Permit:

1) The use will not create a burden on parks, schools, streets, public facilities or utilities:

The planning commission finds the proposal should not affect parks or schools. Electrical service is already provided to the site. The site is accessed from State Highway 218 which is a 10 ton per axel paved state road. Traffic to and from the site will be passenger type vehicles. The road is adequate to handle this type of traffic.

City of Blooming Prairie



Dokken Request Location



Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or reuse of the data provided herewith, regardless of the format or the means of transmission. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION ABOUT THE ACCURACY, CURRENCY, SUITABILITY, PERFORMANCE, MERCHANTABILITY, RELIABILITY, OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN, shall not be liable for any direct, indirect, special, incidental, compensatory or consequential damages or third party claims resulting in the use of this data, even if Steele County, MN, has been advised of the possibility of such potential loss or damage. This data may not be used in states that do not allow the exclusion or limitation of incidental or consequential damages.

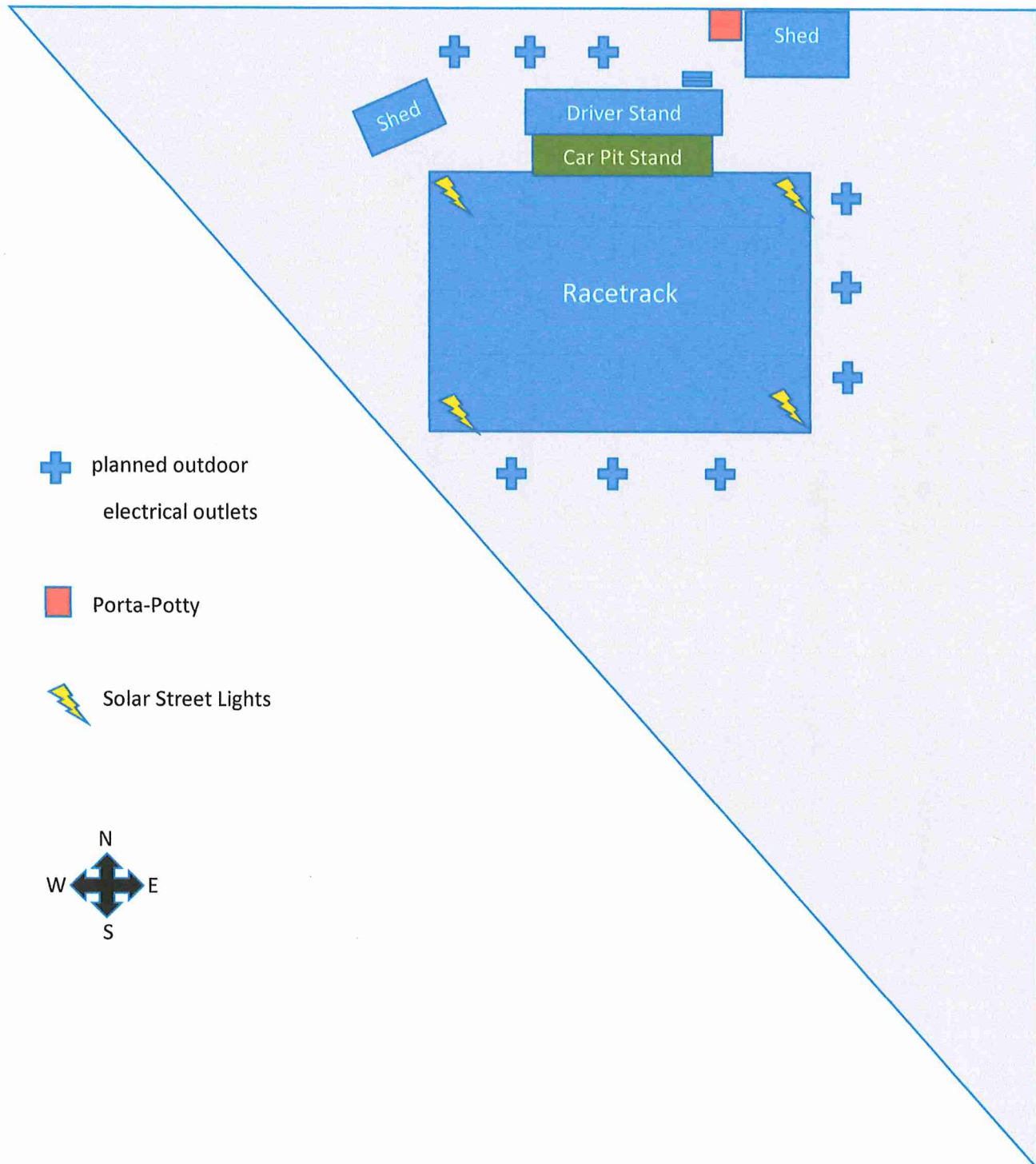
Dokken RC Car Track

August 03, 2021



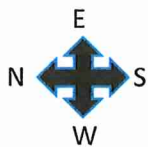
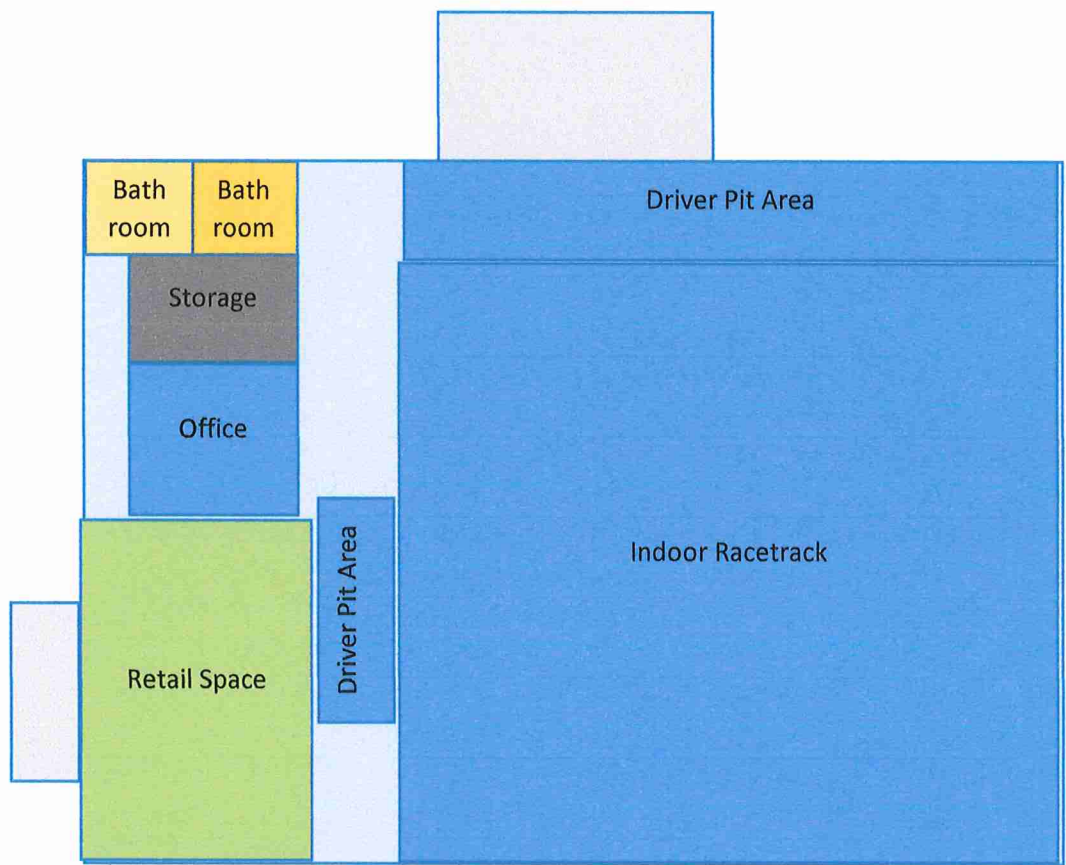
Parcel # 01-036-1302

Currently zoned agriculture, class commercial. Planned use is a 150-ft x 125-ft Remote Control Racetrack composed of clay. Temporary structures include one small 8-ft x 16-ft wood constructed storage shed on skids, one 10-ft x 16-ft wood constructed shed on skids, one 4-ft wide x 30-ft long wood constructed car pit stand, and one 5-ft wide x 32-ft long x 16-ft tall steel constructed driver stand with 4-ft wide x 10-ft long attached steel staircase to allow access to driver stand. Events planned include holding race events. Onsite porta-potty rented for outdoor events. Please see attached sheets for legal description and GIS map pictures.



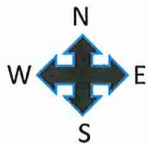
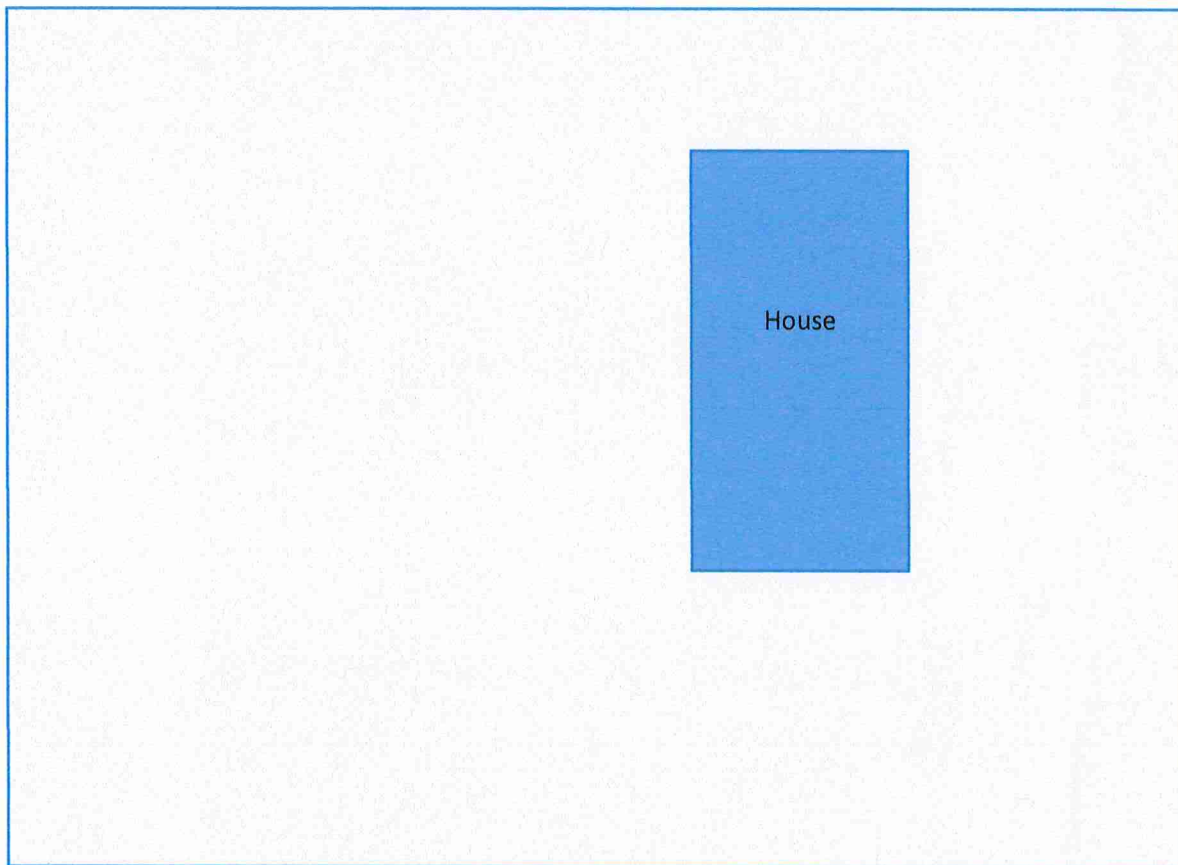
Parcel # 01-036-1303

Currently zoned agriculture, class commercial. Permanent steel building structure currently exists on property. Planned use is to construct an indoor clay racetrack in the “shop” area. Indoor track operation timeframe expected to be during late fall and winter. Expected events include organized race events. Small retail hobby area with remote control car parts, kits and track merchandise for sale. Crushed rock lot surrounding building to be used for customer parking.



Parcel # 01-036-1301

Currently zoned agriculture, class commercial. Residential home in extensive disrepair. Planned use is demolition for green space.



Planned Construction and Improvements

Planned construction for the entire property includes installation of a 6-ft privacy fence along the entire northern perimeter of the property that sits adjacent to a community cemetery to allow for privacy of any activities occurring on that property.

Additional planned construction includes installation of outdoor electrical outlets along the perimeter of the outdoor racetrack for racers to charge batteries for their cars. Solar Street lights to be installed around the perimeter of the outdoor track to provide lighting for any potentially late running race events.

Crushed rock to be hauled in to fortify existing parking area, and landscaping to be done throughout entire property to make more aesthetically pleasing.

Current indoor lighting will be converted to LED to promote energy efficiency.

Community Impact

Negative Impact

Little to no community noise impact anticipated as neighboring lot to the north is a community cemetery. Adjacent lot to the west is a large-scale grain elevator operation. Adjacent lot to the east is a Dodge County located farming operation. No adjacent lot to the South. Closest residential area is located approximately ½ mile to the south. Property is surrounded by mature trees that provide noise buffering.

No anticipated community traffic impediment anticipated as planned activities will occur solely on property with event parking space on property sufficient for anticipated event participation.

Positive Impact

Anticipated increase in revenue at various community venues as racers travelling to track will spend money on food, fuel and community attractions.

Staff Report
for
Conditional Use Permit # 426
Dokken – RC Car Track

Applicant:

Justin & Naida Dokken

Property Owner(s):

Brian Wicklein

Property Address:

16153 Hwy 218
Blooming Prairie, MN 55917

Property Legal Description:

All that part of the Southeast Quarter of Northeast Quarter of Section 36, Township 105 North, Range 19 West, Steele County, Minnesota, described as follows:

Commencing at the East Quarter corner of said Section 36; thence North 00°00'45" East a distance of 245.00 feet, on an assumed bearing on the east line of said Northeast Quarter, to a point on the easterly right of way line of U.S. Highway No. 218, which is the point of beginning; thence North 00°00'45" East a distance of 661.00 feet, on the east line of said Northeast Quarter, to the point of intersection with an easterly extension of the south line of the Plat of Blooming Prairie Cemetery, as the same is platted and recorded in the office of the County Recorder of Steele County, Minnesota; thence North 89°59'15" West a distance of 482.65 feet, on the south line of said Plat of Blooming Prairie Cemetery and on easterly and westerly extensions of said south line, to a point on the easterly right of way line of said U.S. Highway 218; thence Southeasterly a distance of 821.37 feet, on the easterly right of way line of said U.S. Highway 218, on a non-tangential curve, concave to the northeast with a radius of 2814.90 feet, a central angle of 16°43'07" and a chord bearing of South 36°07'27" East, to the point of beginning.

Project Description:

The applicant is requesting to operate a remote control car race track. The facility would include an outdoor track, storage, potentially concessions, hobby shop and eventually an indoor track.

Zoning District:

Agricultural

Reason for Conditional Use Permit Application:

Section 704.2 allows Commercial outdoor recreation areas including private campgrounds, non-commercial recreational facilities, public and private clubs.

General Criteria to consider for a Conditional Use Permit:

1) The use will not create a burden on parks, schools, streets, public facilities or utilities:

The proposal should not affect parks or schools. Electrical service is already provided to the site. The site is accessed from State Highway 218 which is a 10 ton per axel paved state road. Traffic to and from the site will be passenger type vehicles. The road is adequate to handle this type of traffic.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:

Agricultural land is located to the south and west of the site. This proposal should not have any effect on the agricultural land. A single rural residence is located to the east. Outdoor lighting or artificial noise could have the potential to affect this residence. The planning commission may consider restrictions on amplified sound, lighting and possibly limits on hours of operation to mitigate any effects on this residence.

3) The appearance will not have an adverse effect on adjacent properties:

This appearance of the site will be a 150' x 125' outdoor track with several smaller viewing and storage structures. The indoor facilities will be located in an existing 40' x 80' structure. Adjacent properties include the existing residence to the east, a cemetery to the north, agricultural land to the south and a grain storage facility to the west. The site is currently partially screened from the residence and cemetery by vegetation. The applicant has indicated they are also proposing to construct a 6 feet tall privacy fence between this property and the Cemetery.

4) The use is reasonable and is related to the existing land use and the needs of the county:

The site contains 3 parcels for a total of 4.0 acres. A 40' x 80' shop / storage structure is located on one parcel. A house is located on another parcel, And the outdoor track is located on the third parcel. The property has been used for auto and auto parts sales and storage. In addition to the outdoor track the applicant is proposing to convert the shop / storage structure to an indoor track. Because this is a change in the use of the building, the building will have to meet the building codes for the proposed new use. The applicant proposes to eventually remove the house.

5) The use is consistent with the purpose of the zoning ordinance and zoning district:

The property is zoned as Agricultural. Section 704.2 of the Zoning Ordinance allows outdoor recreation areas, including private campgrounds, non-commercial recreation facilities, public and private clubs. This proposal will have a component of outdoor as well as indoor facilities. In the past Steele County has permitted Campgrounds, Golf Courses including a bar and restaurant, RC Model Airplane Field, Gun Club, Dog Park, and Outdoor Sports Complex at the Monterey under this category.

6) The use will not create traffic hazards or congestion:

Traffic to the site will be minimal most days. Peak traffic to the site would be during racing events which could bring in as many as 25 vehicles. This amount of traffic would not be substantially different than other businesses located along Highway 218 in Blooming Prairie.

7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:

Existing businesses in the area include multi businesses along Hwy 218 in Blooming Prairie. This proposal should not have any negative effect on these businesses. The south end of Blooming Prairie along Hwy 218 consists of mostly commercial / industrial uses.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

Access: The business would use the existing accesses onto State Highway 218. No additional accesses would be requested.

Water: Water is provided by a private well. This type of business would not be a high water using business.

Sewage: The applicant indicates that portable toilets would be provided for the outdoor facility. The bathrooms in the building are connected to a holding tank that has been inspected and determined to be compliant.

Parking: Maximum vehicle traffic is expected to be 25 vehicles. There is adequate room onsite to park 25 vehicles.

Drainage: No changes are expected to the drainage of the site as part of the business.

Staff Comments:

If the Planning Commission recommends approval of this application, they may wish to consider the following conditions:

1. All signage must comply with Section 1514 of the Steele County Zoning Ordinance.
2. Outdoor lighting shall not shine beams or rays directly into the public right-of-way or neighboring residential used properties.
3. No outdoor amplified sound between the hours of 9:00 pm and 9:00 am.
4. A six feet tall privacy fence or vegetative screening shall be installed and maintained along the north property line.
5. Parking areas must be hard surfaced or aggregate.
6. All structures must meet international building code for their intended use.
7. All electrical must meet electrical codes for their intended use.



Steele County Agenda Item

Subject: CD 20 Redetermination

Department: Auditor's Office

Committee Meeting Date: August 4, 2021

Board Meeting Date: August 10, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Authorize redetermination of benefits on CD 20

Recommendation:

Consider doing a redetermination on CD 20

Background (*Including Budget Impact*):

As part of the redetermination on JD 24 the viewers have determined that it would be appropriate to redetermine benefits on County Ditch 20 as it is within the JD 24 viewing area. It is the goal of the county to redetermine benefits on all ditches to bring them up to current day values. This ditch was established in 1948 and has not had a redetermination since.

Attachments:

Resolution

**RESOLUTION OF DRAINAGE AUTHORITY
FOR REDETERMINATION OF BENEFITS**

WHEREAS, it appears that the original benefits or damages determined in County Ditch No. 20 do not reflect reasonable present-day land values; and

WHEREAS, it appears that the present-day land values of land benefited or damaged have changed;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Drainage Authority hereby ordains that a Redetermination of Benefits and Damages pursuant to M.S. §103E.351 is appropriate and that the same shall be carried out.

RESOLVED FURTHER that the redetermined benefits and damages and benefited and damaged areas shall hereafter be used in place of the original benefits and damages and benefited and damaged areas in all subsequent proceedings relating to the aforementioned drainage system.

Dated this _____ day of _____, 2021.

STEELE COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairman

ATTEST: _____
Steele County Auditor



Steele County Agenda Item

Subject: CD 20 Redetermination

Department: Auditor's Office

Committee Meeting Date: August 4, 2021

Board Meeting Date: August 10, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Appoint viewers for the CD 20 Redetermination

Recommendation:

Consider doing a redetermination on CD 20

Background (*Including Budget Impact*):

As part of the redetermination on JD 24 the viewers have determined that it would be appropriate to redetermine benefits on County Ditch 20 as it is within the JD 24 viewing area. It is the goal of the county to redetermine benefits on all ditches to bring them up to current day values. This ditch was established in 1948 and has not had a redetermination since.

Attachments:

Resolution

STATE OF MINNESOTA

COUNTY OF STEELE

BEFORE THE BOARD OF
COUNTY COMMISSIONERS OF
STEELE COUNTY, MINNESOTA

In the Matter of the Redetermination
Of Benefits of County Ditch No. 20
Steele County, Minnesota

ORDER APPONTING VIEWERS

The Steele County Board hereby determines that the original benefits or Damages determined in drainage proceedings for County Ditch No. 20 do not reflect Present day land values or that the benefited or damaged areas have changed.

IT IS THEREFORE ORDERED THAT: Robert Hansen, Kendall Langseth and Mark Behrends

Robert Hansen
PO Box 152
Freeborn, MN 56032

Mark Behrends
20060 700th Ave
Albert Lea, MN 56007

Kendall Langseth
819 Blackmer Ave
Albert Lea, MN 56007

Laura Ihrke
Steele County Auditor



Steele County Agenda Item

Subject: CD 20 Redetermination

Department: Auditor's Office

Committee Meeting Date: August 4, 2021

Board Meeting Date: August 10, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Appoint Engineer for the CD 20 Redetermination

Recommendation:

Consider doing a redetermination on CD 20

Background (*Including Budget Impact*):

As part of the redetermination on CD 20, the Engineer needs to be appointed. It is recommended we appoint Jones, Haugh & Smith as they are familiar with our County ditch system.

Attachments:

Resolution

STATE OF MINNESOTA

COUNTY OF STEELE

BEFORE THE BOARD OF
COUNTY COMMISSIONERS OF
STEELE COUNTY, MINNESOTA

In the Matter of the Redetermination
Of Benefits of County Ditch No. 20
Steele County, Minnesota

ORDER APPOINTING ENGINEER

WHEREAS, The Steele County Board of Commissioners has determined that the original benefits or damages determined in the above drainage system do not reflect reasonable present day land values or that the benefited or damaged areas have changed.

NOW, THEREFORE, IT IS HEREBY ORDERED that Jones, Haugh & Smith, Inc., an engineering firm, is appointed as a competent and experienced civil engineer, to make a preliminary survey and to make and file its report in the office of the Steele County Auditor for the purpose of assisting the Viewers in their duties Pursuant to M. S. 103E.311. Such duties shall include, but not be limited to, preparation of maps and data as follows:

1. Locating and plotting watershed boundaries;
2. Plotting county ditches and tile on maps;
3. Determination and plotting ownership boundaries;
4. Computation of areas to be acquired for right-of-way and for one-rod grass strip;
5. Such other technical assistance as the Viewers may request.

I hereby certify that the above is a true and correct copy of the order approved by the Steele County Board of Commissioners at their meeting on the 10th day of August, 2021.

Laura Ihrke
Steele County Auditor

**Minutes of the
Steele County Planning Commission
August 2nd, 2021**

Call to Order:

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

Agenda:

Motion by Jaster, second by Lammers to approve the agenda as submitted. Motion passed unanimously.

Minutes:

Motion by Esplan, second by Lammers to approve the July 7th, 2021 minutes as submitted. Motion passed unanimously.

Building Permits:

The building permits for June & July were reviewed.

County Board Action

Oolman reported the County Board approved the review of CUP #425 (Northstar Recreation LLC), CUP #209 (Spinler Pit), IUP (2021-06 (Pivot Energy Solar) as recommended.

CUP #426 (Dokken RC Race Facility)

This request is from Justin & Naida Dokken to operate a remote control car racetrack facility on property located at 16153 Hwy 218, Blooming Prairie in the SE ¼ of the NE ¼, Section 36, Blooming Prairie Township.

Questions and comments of the commission.

- Schmidt – What ages will be racing & will this be set up as different categories – kids vs kids & adults vs adults?
Justin answered, there will be different classes to compete in.
- Schmidt – Will the different classes be held on different nights?
Justin responded, No, they would all be held on the same day.
- Schmidt – If you do an indoor facility, would something have to be done to the restrooms and the holding tank?
Oolman replied, the holding tank should be fine. A building inspector would have to check verify the restrooms meet ADA compliance.
- Schmidt – Will this be on all three parcels?
Oolman answered, it would be permitted on all three parcels.
- Schmidt – Are they currently already racing outside?
Naida replied, we've had a few informal events to see what works & what we need to make changes to.
- Spatenka – So how loud to they get?
Justin responded You can't even hear the electric ones. The Nitros use the same engines as planes but airplanes have props which make noise. Car motors have gears.
- Spatenka – What about the gas-powered ones?
Naida answered The gas-powered ones you can hear from about 30 – 40 ft away. They would only be run outdoors. Only battery powered cars would be allowed indoors per industry standards.
- Schmidt – Is there anything else the applicants would like to add?

Naida explained the plans for each parcel.

- Spatenka – Will the parking be in the northwest corner?
Justin responded Parking will be along the tree side, on the south-side & along the back of the building.
- Spatenka – and you will have room to expand parking if this gets big?
Naida answered yes, the house is in major disrepair & we would be able to use that space if needed.
- Schmidt – What is the approximate size of the track? The size of a hockey rink?
Naida replied, the indoor track we can shrink down but for the outdoor track, they are typically the size of a hockey rink.
- Schmidt – The reason I ask is for the outdoor lighting, if it's big, they would have to be high.
Naida answered, most of our events are completed by 5 – 6 o'clock at night. We were looking at lighting as the season goes and it gets light earlier. We would be looking at something similar to parking lot lights or street lights.
- Spatenka – Will this a weekend event?
Justin responded, we will operate on Wednesdays, Saturdays & Sundays while school is out & Friday, Saturday Sunday while school is in session to accommodate the kids.
- Ingvaldson – Do you have any plans of letting driver's camp overnight?
Nadia replied, we would like to have that ability, but we wouldn't be a formal campground with a dump station or amenities. Other tracks in the state have this understanding with their drivers and we would like to do the same.

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

Motion by Lammers, second by Ingvaldson to recommend approval of CUP #426 with the following conditions:

1. All signage must comply with Section 1514 of the Steele County Zoning Ordinance.
2. Outdoor lighting shall not shine beams or rays directly into the public right-of-way or neighboring residential used properties.
3. No outdoor amplified sound between the hours of 9:00 pm and 9:00 am.
4. A six feet tall privacy fence or vegetative screening shall be installed and maintained along the north property line.
5. Parking areas must be hard surfaced or aggregate.
6. All structures must meet international building code for their intended use.
7. All electrical must meet electrical codes for their intended use.

Motion passed unanimously.

Adjournment:

Motion by Esplan, second by Spatenka to adjourn at 7:25 pm.

**Minutes
of the
Steele County Board of Adjustments
August 3rd, 2021**

Call to Order:

The meeting was called to order by Chair Schmidt at 7:00 pm. Members present were Nelson, Schmidt, Lammers, Jaster, and staff member Oolman.

Agenda:

Motion by Jaster, second by Nelson to approve the agenda as submitted. Motion passed 4 to 0.

Minutes:

Motion by Nelson, second by Lammers to approve the May 4th, 2021 minutes as submitted. Motion passed 4 to 0.

Public Hearing –Variance Request #647 (Starks – Setback)

This hearing is to consider a variance request from Jesse Starks to subdivide the house from the existing building site on property owned by Doug Starks located in the W ½ of the SE ¼, Section 24, Clinton Falls Township. This subdivision will create a property line 10 feet from a building. The property address is 3059 NE 50th Street.

Questions & Comments by board members:

No questions from the board.

Schmidt – Is there anything the applicants would like to add?

Doug responded, that this is part of a succession plan. My wife & I built a house on another site. Jessie & his girlfriend moved in. I'm still farming now but eventually Jesse will take that over too.

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

The board reviewed the criteria for granting a variance.

1) Is the variance in harmony with the intent of the comprehensive plan and ordinance?

All members felt the request met the intent of the comprehensive plan and ordinance.

2) Is the property owner proposing to use the property in a reasonable manner?

All members felt the property owner was using the property in a reasonable manner.

3) The plight of the applicant is due to circumstances unique to the property.

All members felt the circumstances were unique to the property.

4) Was the plight of the landowner created by someone other than the landowner?

All members felt the circumstances were not created by the landowner.

- 5) **The variance will not alter the essential character of the locality.**
All members felt the variance would not change the character of the locality.
- 6) **Economic considerations alone are not the only practical difficulty?**
All members did not feel economics were the only reason for the request.

Motion by Nelson, second by Lammers to approve variance request #647 based upon the findings of the board that the request meets all criteria as required.

All ayes. Motion to approve passes.

Public Hearing – Variance Request #648 (Starks – Lot Size)

This hearing is to consider a variance request from Jesse Starks to subdivide the house from the existing building site on property owned by Doug Starks located in the W ½ of the SE ¼, Section 24, Clinton Falls Township. This subdivision will create a lot less than the required 2.5 acres. The property address is 3059 NE 50th Street.

Questions & Comments by board members:

Lammers – Where is the septic located now?
Doug responded, actually a new septic was just installed last week.

Schmidt – Does the applicants have anything else to add?
Doug replied, The 2.3 acres works out and fits the site, we're not opposed to moving the property line to make 2.5 acres if needed, but this just works better for us.

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

The board reviewed the criteria for granting a variance.

- 1) **Is the variance in harmony with the intent of the comprehensive plan and ordinance?**
All members felt the request met the intent of the comprehensive plan and ordinance.
- 2) **Is the property owner proposing to use the property in a reasonable manner?**
All members felt the property owner was using the property in a reasonable manner.
- 3) **The plight of the applicant is due to circumstances unique to the property.**
All members felt the circumstances were unique to the property.
- 4) **Was the plight of the landowner created by someone other than the landowner?**
All members felt the circumstances were not created by the landowner.
- 5) **The variance will not alter the essential character of the locality.**
All members felt the variance would not change the character of the locality.
- 6) **Economic considerations alone are not the only practical difficulty?**
All members did not feel economics were the only reason for the request.

Motion by Jaster, second by Nelson, to approve variance request #648 based upon the findings of the board that the request meets all criteria as required.

All ayes. Motion to approve passes.

Adjournment:

Motion by Jaster, second by Lammers to adjourn. Motion passed. Meeting adjourned at 7:18 PM.

DRAFT



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, August 4, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Brady, Commissioner Glynn, IT Director Dave Purscell, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Auditor Laura Ihrke, EM Tom Karnauskas, Highway Engineer Greg Ilkka, and EMR Director Kristen Sailer.

Consent Agenda

1. Recommend approving the backfilling of a Highway Maintenance Technician Position
2. Recommend approving the Radiological Preparedness Grant Renewal 2022/2023
3. Recommend approving the Out of State Travel Request for Information Technology

General

1. CD 20 Redetermination of benefits

Information

Telecommuting policy discussion confirming the Administrators approval of the Benefits Specialist position in the Human Resources department.

Department Head Reports

Treasurer/Finance: Concentrating on the 2022 Budget.

Human Resources: Working on filling vacancies. Probation Officer Union contract mediation is coming up the end of the month. MNPrairie has moved to indoor masks for all MNPrairie employees due to the rise in COVID cases in two of the three counties they serve.

Highway Engineer: An update on road construction was given.

Information Technology: Wrapping up the refresh projects from 2020 partly due to equipment delays. Discussion on the free technical training regarding Microsoft products.

Emergency Management: Looking at needing to schedule a work session with Commissioners to review EM Operations. A safety program update was given.