



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, SEPTEMBER 14, 2021 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

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 August 24, 2021 Board Minutes (p.4)
5. Approve August 24, 2021 Board Work Session Minutes (p.8)
6. Approve Bills and Journal Entries (p.9)

7. Approve Personnel Report (p.59)
8. Approve backfilling Adult Health Lead Position in Public Health (p.60)
9. Approve backfilling Office Support Specialist Position in Public Health (p.68)
10. Approve Reappointment of Veterans Service Officer (p.77)
11. Approve the Facilities/Fleet Director to accept the low bid from JD Driver Base Bid plus A-2 and execute the contract for the Courthouse HVAC Upgrades Project. (p.79)

General

12. September Anniversaries (p.82)

County Board Work Session – Tuesday, September 14, 2021

13. Action Items

Internal Central Services Committee – Wednesday, September 1, 2021

14. 2022 Health Insurance Renewal Rates (p. 83)
15. Years of Service Gift Recognition (p.85)
16. MNPrairie County Alliance/Steele County Human Resource Delivery Agreement (p.86)

Public Works Committee- Thursday, September 9, 2021

17. Authorize Use of CRRSAA Funds For 29th Avenue EA/EAW (p.105)

Information Items

18. 2nd Qtr. 2021 Financial Reports (p.106)
19. Internal Central Services Minutes – Wednesday, September 1st, 2021 (p.117)
20. Public Safety Minutes – Wednesday, September 8, 2021 (p.118)
21. Public Works Minutes – Thursday, September 9, 2021 (p.120)

Presentations:

MnDOT District 6:

Heather Lukes, MnDOT D6 Planning Director

- Outreach Presentation (p.121)
- Map of District projects programmed for 2022 – 2025
- Map of District projects planned for 2026 – 2031
- MnDOT Projects programmed and planned in Steele County from 2022-2031
- 2021 construction MnDOT construction projects

Commissioner Reports:

Next Meeting Notices:

Land Use/Records Committee – **Tuesday, September 21 at 8 a.m. in the Boardroom**

Community Services Committee – **Thursday, September 23 at 8 a.m. in the Boardroom**

County Township Annual Mtg – **Monday, September 27 at 4 p.m. at the Community Center**

County Board Work Session – **Tuesday, September 28 at 3:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, September 28 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

August 24, 2021

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on August 24, 2021 with Commissioner's Brady, Gnemi, Krueger and Glynn present, Commissioner Abbe absent. Also present were County Attorney Dan McIntosh, County Engineer Greg Illka, County Treasurer Cathy Piepho, Park & Rec/Four Seasons Director Steve Schroht, IT Director Dave Purscell, Human Resources Director Julie Johnson, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the agenda with additions. Ayes all.

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

- A. Approve the minutes of August 10, 2021
- B. Approve Bills and Journal Entries
- C. Approve Personnel Report

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Lisa Cage (promotion)	RN to PHN/Family Support Educator – PH	C43/6	08/05/21
Melissa Kofstad (transfer)	Emergency Prep. Coord-Care Coord/PH	C43/13	08/30/21

- D. Approve the following **Resolution**

RESOLUTION

ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

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

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

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

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

- Diapers by Anonymous
- Baby Bundles by Bundles of Love, Rochester MN

- E. Approve the following Ditch Levies for 2022: JD 1-2%; JD 2-2%; JD 5-12.5%; JD 6-.50%, JD 10-18%; JD 11-2%; JD 12-2.50%; JD 23-2.50%; JD 24-7%; CD 1-1%; CD 1, Ch Br-20%; CD 2-3%; CD 4-.50%; CD 5-1%; CD 19-1%; CD 20-4%; CD 21-.25%; CD 22-.25%; CD 23-2.50%; CD 24-8%; CD 25-10%; CD 27-.50%; PTD 7-.30%; PTD 8-10%; PTD 9-15%; PTD 10-5%; PTD 11-13%; PTD 17-10%; PTD 18-2.50%
- F. Approve a three-year Online Election Judge Training Agreement through DS Solutions
- G. Approve the following **Resolution**

**RESOLUTION AUTHORIZING ACCEPTANCE AND EXECUTION OF
MINNESOTA HOUSING FINANCE AGENCY
FAMILY HOMELESS PREVENTION & ASSISTANCE PROGRAM**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, the Southeastern Minnesota Housing Network, working through Three Rivers Community Action, Inc. (Grantee), Semcac (Sub-Grantee) and Lutheran Social Service of MN (Sub-Grantee), have submitted a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network working through Three Rivers Community Action, Inc., and Sub-Grantees have

demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program;

WHEREAS, the Family Homeless Prevention & Assistance Grant was awarded to Three Rivers Community Action, Inc. by the Minnesota Housing Finance Agency;

NOW, THEREFORE, BE IT RESOLVED that the Southern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program in the county of _____, in Minnesota.

H. Approve the following **Resolution**

RESOLUTION

Comprehensive Local Water Management Plan Extension

WHEREAS, Minnesota Statutes §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan, and

WHEREAS, Steele County currently has a state approved Comprehensive Local Water Management Plan that expires December 31, 2021, and

WHEREAS, Steele County has adopted the Cedar-Wapsipinicon River Comprehensive Watershed Management Plan for the portion of Steele County which lies within the Cedar-Wapsipinicon Plan boundary, and

WHEREAS, Steele County has adopted the Cannon River Comprehensive Watershed Management Plan for the portion of Steele County which lies within the Cannon Plan boundary, and

WHEREAS, Steele County is not an active planning partner in the current development of the Zumbro River Comprehensive Watershed Management Plan for the portion of Steele County which lies within the Planning boundary, but intends to adopt the Plan upon BWSR Board approval, and

WHEREAS, Steele County is not an active planning partner in the current development of the Le Sueur River Comprehensive Watershed Management Plan for the portion of Steele County which lies within the Le Sueur River Watershed, but intends to adopt the Plan upon BWSR Board approval, and

WHEREAS, upon the adoption of the aforementioned Comprehensive Watershed Management Plans the whole of Steele County will be covered by a current Comprehensive Watershed Management Plan, and

WHEREAS, the Minnesota Board of Water and Soil Resources has authorization to grant extensions and waivers pursuant to Minnesota Statutes §103B.3367;

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners requests from the Minnesota Board of Water and Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until December 31, 2026, and allow the County to continue to work with the various Planning partners on the aforementioned Plans, in accordance with Minnesota Statutes §103B.301.

I. Approve the Compliance Fund Budget 2022 and changes to the Governance document.

Commissioner Gnemi offered the following **Resolution**, seconded by Commissioner Krueger

RESOLUTION OF STEELE COUNTY

BE IT RESOLVED by Steele County that the County enter into the attached **Grant Agreement** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the County Veterans Service Office, as specified in Minnesota Statutes 197.608, and Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. **This Grant should not be used to supplant or replace other funding.**

BE IT FURTHER RESOLVED by **Steele County** that **Rene Gilormini**, the **County Veteran Services Director**, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe absent and not voting. A copy of the **Resolution** is on file in the Auditor's Office.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the Contract with WHKS & Co. for the Feasibility Study of CSAH 28 (MN 30 to CSAH 21) and Beaver Lake Park Improvements. Ayes all.

City of Ellendale EDA Coordinator Matt Durand was present to give an update on the Ellendale Economic Development.

Commissioner Reports:

Commissioner Krueger reported on his attendance at South Country Health Alliance Finance Committee meeting, County Ditch #20 meeting, South Country Joint Powers Board meeting, Mn Prairie meetings, Public Works meeting, South Country Health Alliance Utilization Management meeting, Fair Board meeting and a Work Session.

Commissioner Abbe - absent.

Commissioner Gnemi reported on his attendance at a Drug Court meeting, Work Force meeting, Steele County Historical Society meetings, Mn Prairie meeting, Fair Board meeting and South Central Human Relations Center meeting.

Commissioner Glynn reported his attendance at County Ditch #20 meeting, Internal Central Services meeting, Fair Board meeting and Mn Prairie meeting.

Commissioner Brady reported on his attendance at a Southern Minnesota Area Trails meeting, Mn Prairie meetings, Land Use Records meeting, South Central Human Relations Center meeting and a Work Session.

LISTING OF BILLS
8/24/2021

7 Rivers Recycling LLC	2,498.16
Bolton & Menk Inc	3,964.00
Doyle Conner Co	66,853.30
Erickson Engineering Co LLC	5,127.00
FS Industries	5,562.00
Hillyard-Hutchinson	2,963.42
Honeywell Inc	13,220.01
I & S Group Inc	50,800.00
ICS Consulting Inc	7,670.84
J R's Advanced Recyclers Inc	5,693.80
Jamar Technologies Inc	2,715.00
Jones Haugh & Smith Inc	7,032.50
Kronos Incorporated	3,573.39
Local Government Information Systems	38,806.25
Moore Md/Kellyanna J	3,536.33
Motorola Solutions Inc	5,728.45
Pro-West & Associates Inc	10,000.00
SRF Consulting Group Inc	12,368.38
Steele County Treasurer	6,358.25
Summit Food Services LLC	7,322.78
Titan Machinery – Shakopee	2,510.12
Titan Machinery Inc – Fargo	2,159.85
Verizon	5,386.65
WSB & Associates Inc	21,609.25
83 Payments less than 2,000	<u>34,547.22</u>
Total:	328,006.95

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 5:27 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

August 24, 2021

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 3:00 p.m. on August 24, 2021 with Commissioners Glynn, Krueger, Brady and Gnemi present. Commissioner Abbe was absent. Also present were Sheriff Lon Thiele, Chief Deputy Sheriff Scott Hanson, Jail Administrator Anthony Buttera, Assistant Jail Administrator Paul Prissel, Maintenance and Grounds Director Jake Rysavy, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, Financial Analyst Jonathon Walstrom, Veterans Service Officer Rene Gilormini, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and approve Agenda.

Rene discussed the Veterans Services Operational Enhancement Grant Agreement. It will aid in obtaining medical opinions, emergency shelter, good assistance and advertising of DVA and MNDVA programs and special grants available to certain veterans.

Scott explained that he and Cathy have been working on the budget and meeting with Department heads. An area that needs to be determined is the Detention Center Operations.

Anthony presented the board members 4 scenarios and the estimated cost to consider for the Detention Center. They are as follows:

Scenario 1: Current operations (temporary solution)

Scenario 2: Current 2-Pod Operation with the addition of a wall in one pod.

Scenario 3: 72-hour hold and transport

Scenario 4: Steele County Inmates only

Commissioner Glynn brought up another scenario to consider, which would be to close the jail and just have a "book and transport" operation.

There was a lot of discussion surrounding the different options and Commissioner Glynn suggested this discussion be moved to the next work session.

Scott and Cathy discussed the preliminary budget. Currently the increase is at 7.2%. The Board also discussed Capital Improvements.

Meeting was adjourned at 4:47 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

NGRITZ
9/9/21

1:28PM

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

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	
301	DEPT			Administration			
	61505 Gopher State One-Call						
25	10-301-000-0000-6260		54.00	Located - 40 - August	1081455	Consultants/Admin Fee	N
	61505 Gopher State One-Call		54.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
31	10-301-000-0000-6410		10.34	Blue gel pens	3450799	Office Supplies	N
	37025 Innovative Office Solutions LLC		10.34	1 Transactions			
	52304 Mn Counties Intergovernmental Trust						
42	10-301-000-0000-6350		52.00	#53 Temp signals trailer	5978	Property & Liability Insurance	N
43	10-301-000-0000-6350		52.00	#54 Temp signals trailer	5978	Property & Liability Insurance	N
44	10-301-000-0000-6350		52.00	#55 Temp signals trailer	5978	Property & Liability Insurance	N
45	10-301-000-0000-6350		52.00	#56 Temp signals trailer	5978	Property & Liability Insurance	N
	52304 Mn Counties Intergovernmental Trust		208.00	4 Transactions			
	4879 Shred Right						
55	10-301-000-0000-6410		40.00	Highway - Security console	557810	Office Supplies	Y
	4879 Shred Right		40.00	1 Transactions			
	83475 Steele County Free Fair						
2	10-301-000-0000-6512		540.00	Lawn care - August	1582	Bldg Repair & Maintenance	N
	83475 Steele County Free Fair		540.00	1 Transactions			
301	DEPT Total:		852.34	Administration	5 Vendors	8 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	36550 IFACS						
30	10-302-000-0000-6524		23.02	Hose clamps - 6	5275579	Supplies - Culverts	N
	36550 IFACS		23.02	1 Transactions			
	9136 Kahn Tile Supply LLC						
32	10-302-000-0000-6524		366.94	Single wall/couple & tee	21-2649	Supplies - Culverts	N
33	10-302-000-0000-6524		338.95	Single wall,top & shovel	21-2653	Supplies - Culverts	N
34	10-302-000-0000-6524		239.59	Dual wall & reducer	21-2654	Supplies - Culverts	N
	9136 Kahn Tile Supply LLC		945.48	3 Transactions			
	3690 Ramy Turf Products						
50	10-302-000-0000-6553		620.00	40 bags PP specialty blend	OP-80514-06	Weed Spray & Vegetation Supplies	N

NGRITZ
9/9/21 1:28PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
51	10-302-000-0000-6553	408.00	120 pls MN 25-151 40lbs PLS	OP-80514-06	Weed Spray & Vegetation Supplies	N
52	10-302-000-0000-6553	69.12	144lbs Oats by LBS	OP-80514-06	Weed Spray & Vegetation Supplies	N
3690	Ramy Turf Products	1,097.12	3 Transactions			
8442	Street Smart Rental					
57	10-302-000-0000-6340	10,750.00	Portable traffic signals 074-0	1096380	Equipment Rental	N
8442	Street Smart Rental	10,750.00	1 Transactions			
99500	Ziegler, Inc					
60	10-302-000-0000-6340	3,360.00	Skid steer loader rental	214016	Equipment Rental	N
99500	Ziegler, Inc	3,360.00	1 Transactions			
302	DEPT Total:	16,175.62	Road & Bridge Maintenance Expense	5 Vendors	9 Transactions	
303	DEPT		Construction Expense			
8762	Freeborn County Coop Oil					
23	10-303-000-0000-6537	3,037.00	Dust control 74-634-029	19234	County Construction	N
8762	Freeborn County Coop Oil	3,037.00	1 Transactions			
52513	Mn Dept Of Transportation					
46	10-303-000-0000-6260	2,151.54	Material testing 074-598-014	P00013633	Consultants/Admin Fee	N
47	10-303-000-0000-6260	115.76	Material testing 074-612-041	P00013633	Consultants/Admin Fee	N
48	10-303-000-0000-6260	115.76	Material testing 074-618-029	P00013633	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation	2,383.06	3 Transactions			
303	DEPT Total:	5,420.06	Construction Expense	2 Vendors	4 Transactions	
304	DEPT		Equipment Maintenance & Shops			
3738	Arrow Ace Hardware					
1	10-304-000-0000-6520	6.99	Cad DR catch	267031/2	Machinery/Vehicle Parts	N
3738	Arrow Ace Hardware	6.99	1 Transactions			
10150	Carquest Auto Parts					
10	10-304-000-0000-6520	101.99	Connector/Conductor cable	412496	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520	19.98	Neutra fuel stablizer	413709	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520	44.16	Cab air element	413712	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520	58.99	TPMS Sensor assembly	413869	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	48.99	TPMS sensor	413947	Machinery/Vehicle Parts	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	
6	10-304-000-0000-6520		JB Weld	413948	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520		Return TPMS sensor	414712	Machinery/Vehicle Parts	N
7	10-304-000-0000-6511		Air freshners	414757	Maint Shop Supplies & Materials	N
10150	Carquest Auto Parts	243.89		8 Transactions		
11215	Central Farm Services					
14	10-304-000-0000-6512	90.00	OPW unlead nozzle	1300347	Bldg Repair & Maintenance	N
15	10-304-000-0000-6512	175.00	7H diesel nozzle	2620948	Bldg Repair & Maintenance	N
16	10-304-000-0000-6540	16.53-	Refund MN sales tax	2672258	Fuel & Lubricants	N
17	10-304-000-0000-6540	1.20-	Refund Steele Cty Transit tax	2672258	Fuel & Lubricants	N
12	10-304-000-0000-6521	6,635.21	3001 gals dyed diesel	2966368	Supplies-Diesel Fuel	N
13	10-304-000-0000-6540	11,684.34	5004 gals unleaded	2966583	Fuel & Lubricants	N
11	10-304-000-0000-6540	261.38	Bulk def antifreeze	700191	Fuel & Lubricants	N
11215	Central Farm Services	18,828.20		7 Transactions		
16480	Crysteel Truck Equipment Inc					
21	10-304-000-0000-6520	573.52	Front axle/Tandem axle align	B30896	Machinery/Vehicle Parts	N
18	10-304-000-0000-6600	1,771.75	Topper	L32133	Capital Outlay	N
19	10-304-000-0000-6600	332.00	Lo profile LED mini lightbar	L32133	Capital Outlay	N
20	10-304-000-0000-6600	298.00	Strobe light	L32133	Capital Outlay	N
16480	Crysteel Truck Equipment Inc	2,975.27		4 Transactions		
21272	Edney Distributing Co Inc					
22	10-304-000-0000-6520	462.96	Blades - 8	1087371	Machinery/Vehicle Parts	N
21272	Edney Distributing Co Inc	462.96		1 Transactions		
8459	Freerksen Oil LLC					
24	10-304-000-0000-6540	304.20	Moly EP synthetic Plus Grease	1289	Fuel & Lubricants	N
8459	Freerksen Oil LLC	304.20		1 Transactions		
7917	Hammell Equipment Inc					
26	10-304-000-0000-6520	696.60	Hy-tran bulk oil	W050974	Machinery/Vehicle Parts	N
7917	Hammell Equipment Inc	696.60		1 Transactions		
35020	Huber Supply Co Inc					
27	10-304-000-0000-6520	19.27	Nozzle 350amp thread	3034296	Machinery/Vehicle Parts	N
35020	Huber Supply Co Inc	19.27		1 Transactions		
36550	IFACS					

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	
29	10-304-000-0000-6511		Band saw blade	5274725	Maint Shop Supplies & Materials	N
28	10-304-000-0000-6513		Nose shanks	5275341	Tools	N
36550	IFACS	151.05		2 Transactions		
524	Kecks Repair Inc					
35	10-304-000-0000-6520	81.72	30" Keck mudflaps - 6	296826	Machinery/Vehicle Parts	N
524	Kecks Repair Inc	81.72		1 Transactions		
50510	McNeilus Steel Inc					
37	10-304-000-0000-6520	126.80	3" pipe & #2 scrap	01719230	Machinery/Vehicle Parts	N
38	10-304-000-0000-6520	32.92	Prepared steel	01722121	Machinery/Vehicle Parts	N
36	10-304-000-0000-6520	95.61	HR angle pipe	07120359	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc	255.33		3 Transactions		
51630	Mike's Repair					
39	10-304-000-0000-6252	120.00	Tire mount/Stem & scrap	093557	Contracted Services	Y
40	10-304-000-0000-6520	1,064.00	Tires - 4	093557	Machinery/Vehicle Parts	Y
41	10-304-000-0000-6252	42.81	Repair packer tire & tube	093707	Contracted Services	Y
51630	Mike's Repair	1,226.81		3 Transactions		
4097	Nuss Truck & Equipment					
49	10-304-000-0000-6520	208.96	Fastflaps - 2	1206013P	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	208.96		1 Transactions		
3314	Ronco Engineering Sales					
53	10-304-000-0000-6512	13.08	Female coupler	3257221	Bldg Repair & Maintenance	N
54	10-304-000-0000-6512	31.51	Nozzle nst with bumper	3257221	Bldg Repair & Maintenance	N
3314	Ronco Engineering Sales	44.59		2 Transactions		
85167	Stewart Sanitation					
56	10-304-000-0000-6514	107.63	Highway - August garbage	674969	Utility Services	N
85167	Stewart Sanitation	107.63		1 Transactions		
7787	Tri-State Bobcat					
58	10-304-000-0000-6520	556.10	Drive belt	P60443	Machinery/Vehicle Parts	N
7787	Tri-State Bobcat	556.10		1 Transactions		
99500	Ziegler, Inc					
59	10-304-000-0000-6520	206.28	72" blade kit	217924	Machinery/Vehicle Parts	N

NGRITZ
 9/9/21 1:28PM
 10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
61	10-304-000-0000-6520		Main element & lube filters	222120	Machinery/Vehicle Parts	N
62	10-304-000-0000-6512		Extra gate keys - 8	235613	Bldg Repair & Maintenance	N
99500	Ziegler,Inc		3 Transactions			
304	DEPT Total:		Equipment Maintenance & Shops	17 Vendors	41 Transactions	
10	Fund Total:		Road & Bridge Fund		62 Transactions	
	Final Total:		29 Vendors	62 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	48,965.87	Road & Bridge Fund	
	All Funds	48,965.87	Total	Approved by,
				
				

NGRITZ
9/9/21

1:23PM

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
9/9/21 1:23PM
1 General Revenue 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	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT		County Wide			
	8589 Baker Tilly US, LLP					
187	01-003-565-0000-6260	2,100.00	Progress billing - CRF	BT1892428	Consultants/Admin Fee	Y
	8589 Baker Tilly US, LLP	2,100.00	1 Transactions			
3	DEPT Total:	2,100.00	County Wide	1 Vendors	1 Transactions	
5	DEPT		Board Of Commissioners			
	4212 Bussler Publishing Inc					
3	01-005-000-0000-6242	14.58	Synopsis Comm Brd meeting	31801	Publishing	N
	4212 Bussler Publishing Inc	14.58	1 Transactions			
5	DEPT Total:	14.58	Board Of Commissioners	1 Vendors	1 Transactions	
11	DEPT		District Court Admin.			
	8288 Four Seasons Electric					
9	01-011-000-0000-6480	100.00	Replace outlet IT - CH	10517	Non-Capitalized Inventory	N
	8288 Four Seasons Electric	100.00	1 Transactions			
11	DEPT Total:	100.00	District Court Admin.	1 Vendors	1 Transactions	
31	DEPT		County Administrator			
	4879 Shred Right					
44	01-031-000-0000-6801	5.00	Shredding service	557453	General Expense	Y
	4879 Shred Right	5.00	1 Transactions			
	84035 Tri-M Graphics					
53	01-031-000-0000-6410	73.53	Business cards-BH GM JF	95958	Office Supplies	N
	84035 Tri-M Graphics	73.53	1 Transactions			
31	DEPT Total:	78.53	County Administrator	2 Vendors	2 Transactions	
32	DEPT		Human Resources			
	4879 Shred Right					
45	01-032-000-0000-6801	5.00	Shredding service	557453	General Expense	Y
	4879 Shred Right	5.00	1 Transactions			

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
91	8338 Verified First LLC						
	01-032-000-0000-6260		26.00	BKG checks-Park n Rec	323773	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						
185	01-041-000-0000-6279		16,000.00	Progress billing - 2020 Audit	BT1892428	Audit Costs	Y
186	01-041-000-0000-6279		2,000.00	Add billing-Imp of GASB84	BT1892428	Audit Costs	Y
	8589 Baker Tilly US, LLP		18,000.00	2 Transactions			
	37441 Information Systems Corp						
57	01-041-000-0000-6410		1,098.00	AP Extender annual maintenance	M30179	Office Supplies	N
	37441 Information Systems Corp		1,098.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
13	01-041-000-0000-6410		45.37	Toner - Receipt printer	3465903	Office Supplies	N
14	01-041-000-0000-6410		39.98	Copy paper - 1 case	3465903	Office Supplies	N
	37025 Innovative Office Solutions LLC		85.35	2 Transactions			
	61527 Owatonna Peoples Press						
65	01-041-000-0000-6801		200.15	Yearly subscription	OPP-9029	Misc Exp	N
	61527 Owatonna Peoples Press		200.15	1 Transactions			
41	DEPT Total:		19,383.50	Auditor	4 Vendors	6 Transactions	
42	DEPT			Treasurer			
	37025 Innovative Office Solutions LLC						
15	01-042-000-0000-6410		39.98	Copy paper - 1 case	3465903	Office Supplies	N
	37025 Innovative Office Solutions LLC		39.98	1 Transactions			
42	DEPT Total:		39.98	Treasurer	1 Vendors	1 Transactions	
61	DEPT			Information Technology			
	83500 Steele County Highway Dept						
51	01-061-000-0000-6540		20.77	Fuel - July	1815	Gas & Oil	N

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

	<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		20.77	1 Transactions			
61	DEPT Total:		20.77	Information Technology	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	8499 Counties Providing Technology						
191	01-062-000-0000-6301		4,222.00	General Tech Assist/Support	Sept 1 - 2021	Equip/Software Maint	Y
	8499 Counties Providing Technology		4,222.00	1 Transactions			
	16282 Crosstown Cartage Inc						
4	01-062-000-0000-6801		297.00	Contracted mail services	8/20/2021	General Expense	N
5	01-062-000-0000-6802		155.00	Additional mail services	8/20/2021	Internal Chargeback	N
192	01-062-000-0000-6801		297.00	Contracted mail service	9/3/2021	General Expense	N
193	01-062-000-0000-6802		150.00	Additional mail service	9/3/2021	Internal Chargeback	N
	16282 Crosstown Cartage Inc		899.00	4 Transactions			
	37441 Information Systems Corp						
58	01-062-000-0000-6301		11,579.09	AP Extender annual maintenance	M30179	Equip/Software Maint	N
	37441 Information Systems Corp		11,579.09	1 Transactions			
	572 Kronos Incorporated						
29	01-062-000-0000-6301		1,000.00	Steele Medica script	11804629	Equip/Software Maint	N
	572 Kronos Incorporated		1,000.00	1 Transactions			
	4419 Matrix Communications Inc						
219	01-062-000-0000-6210		753.46	Phone system Maintenance - Sep	M003987	Telephone	N
	4419 Matrix Communications Inc		753.46	1 Transactions			
62	DEPT Total:		18,453.55	Central Services	5 Vendors	8 Transactions	
91	DEPT			County Attorney			
	37025 Innovative Office Solutions LLC						
59	01-091-000-0000-6410		138.74	Copy paper/clips/pens et al	3464284	Office Supplies	N
81	01-091-000-0000-6410		27.00	Notary stamp - B Alford	3467225	Office Supplies	N
	37025 Innovative Office Solutions LLC		165.74	2 Transactions			
	9019 Pitney Bowes Global Financial Services						
85	01-091-000-0000-6410		152.31	Postage meter lease Jul-Sept	3104935667	Office Supplies	N

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	9019 Pitney Bowes Global Financial Services		152.31	1 Transactions			
91	DEPT Total:		318.05	County Attorney	2 Vendors	3 Transactions	
101	DEPT			County Recorder			
	37441 Information Systems Corp						
56	01-101-000-0000-6301		2,209.37	AP Extender annual maintenance	M30179	Equip/Software Maint	N
	37441 Information Systems Corp		2,209.37	1 Transactions			
	37025 Innovative Office Solutions LLC						
10	01-101-000-0000-6410		128.76	Labels/Pens/Post-it notes etc	3454526	Office Supplies	N
61	01-101-000-0000-6410		82.18	Paper ribbons/Roller	3464247	Office Supplies	N
60	01-101-000-0000-6410		19.02	Tape/Paper clips	3469040	Office Supplies	N
	37025 Innovative Office Solutions LLC		229.96	3 Transactions			
	8910 No Wait Inside LLC						
113	01-101-000-0000-6410		63.75	Appointment - Software	1770	Office Supplies	Y
	8910 No Wait Inside LLC		63.75	1 Transactions			
	84035 Tri-M Graphics						
52	01-101-000-0000-6410		26.21	Notary seal - R Kvien	95916	Office Supplies	N
	84035 Tri-M Graphics		26.21	1 Transactions			
101	DEPT Total:		2,529.29	County Recorder	4 Vendors	6 Transactions	
103	DEPT			Assessor			
	83500 Steele County Highway Dept						
47	01-103-000-0000-6540		99.94	Fuel - July	1814	Gas & Oil	N
	83500 Steele County Highway Dept		99.94	1 Transactions			
103	DEPT Total:		99.94	Assessor	1 Vendors	1 Transactions	
105	DEPT			Planning & Zoning			
	4212 Bussler Publishing Inc						
189	01-105-000-0000-6242		7.74	Planning Commission - Notice	31817	Publishing	N
188	01-105-000-0000-6242		7.74	Board of Adjustments - Notice	31819	Publishing	N
	4212 Bussler Publishing Inc		15.48	2 Transactions			

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	
13000	City Of Blooming Prairie					
190	01-105-000-0000-6805	368.30	Building Permit Reimb - August		Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie	368.30	1 Transactions			
37025	Innovative Office Solutions LLC					
216	01-105-000-0000-6410	45.56	Paper/Pens/Tape	3473141	Office Supplies	N
37025	Innovative Office Solutions LLC	45.56	1 Transactions			
3803	MACPZA					
218	01-105-000-0000-6261	200.00	Annual Conference - Oolman		Conference & Training	N
3803	MACPZA	200.00	1 Transactions			
83500	Steele County Highway Dept					
87	01-105-000-0000-6540	18.94	Fuel - July	1808	Gas & Oil	N
83500	Steele County Highway Dept	18.94	1 Transactions			
105	DEPT Total:	648.28	Planning & Zoning	5 Vendors	6 Transactions	
111	DEPT		Buildings & Grounds			
8492	Danilyuk/Lyudmila					
196	01-111-000-0000-6331	82.88	Mileage July - August		Mileage Reimbursement	N
8492	Danilyuk/Lyudmila	82.88	1 Transactions			
8125	Faribo Plumbing & Heating Inc					
79	01-111-040-0000-6300	771.50	Install/Provide 3/4" PRV-DC	23280	Bldg Repairs & Maintenance	N
8125	Faribo Plumbing & Heating Inc	771.50	1 Transactions			
8288	Four Seasons Electric					
8	01-111-044-0000-6300	3,820.00	Replace transformer - Det Cent	10522	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	3,820.00	1 Transactions			
4753	Godfather's Exterminating Inc					
198	01-111-040-0000-6300	85.00	Pest control - Annex	168398	Bldg Repairs & Maintenance	N
4753	Godfather's Exterminating Inc	85.00	1 Transactions			
52550	MEI Total Elevator Solutions					
220	01-111-042-0000-6300	182.63	Elevator service contract - CH	924780	Bldg Repairs & Maintenance	N
221	01-111-040-0000-6300	189.90	Elevator service contract-SCAC	924781	Bldg Repairs & Maintenance	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	
52550	MEI Total Elevator Solutions					
		372.53	2 Transactions			
585	Olympic Fire Protection Corp					
63	01-111-044-0000-6300	446.81	Replace sprinkler heads-DC	25439471	Bldg Repairs & Maintenance	N
62	01-111-042-0000-6300	593.39	Fix leak-Dry system	25439518	Bldg Repairs & Maintenance	N
585	Olympic Fire Protection Corp	1,040.20	2 Transactions			
62900	Owatonna Heating & Cooling Inc.					
64	01-111-040-0000-6300	190.97	Duct fabrication	8254	Bldg Repairs & Maintenance	N
62900	Owatonna Heating & Cooling Inc.	190.97	1 Transactions			
61560	Owatonna Public Utilities					
228	01-111-042-0000-6250	3,978.71	Utilities - CH	718555	Utilities	N
229	01-111-041-0000-6250	2,211.21	Utilities - Annex	718556	Utilities	N
227	01-111-040-0000-6250	7,637.97	Utilities - Admin	718557	Utilities	N
230	01-111-044-0000-6250	21,288.65	Utilities - Det Ctr	718563	Utilities	N
61560	Owatonna Public Utilities	35,116.54	4 Transactions			
8881	Rice Lake Fabricating Inc					
86	01-111-044-0000-6300	69.22	Plasma cut metal plates - DC	5144	Bldg Repairs & Maintenance	N
8881	Rice Lake Fabricating Inc	69.22	1 Transactions			
83500	Steele County Highway Dept					
49	01-111-000-0000-6562	149.78	Fuel - July	1811	Fuel And Gas	N
83500	Steele County Highway Dept	149.78	1 Transactions			
85167	Stewart Sanitation					
245	01-111-040-0000-6300	188.09	Trash/Recycling - Admin	674329	Bldg Repairs & Maintenance	N
242	01-111-041-0000-6300	102.10	Trash/Recycling - Annex	674967	Bldg Repairs & Maintenance	N
244	01-111-042-0000-6300	74.72	Trash/Recycling - CH	674970	Bldg Repairs & Maintenance	N
243	01-111-043-0000-6300	51.97	Trash/Recycling - COB	674970	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	416.88	4 Transactions			
8865	The Boelter Companies Inc					
74	01-111-044-0000-6300	6,086.00	Slicer/Kitchen Appliance - DC	97703364	Bldg Repairs & Maintenance	N
8865	The Boelter Companies Inc	6,086.00	1 Transactions			
99250	Zep Sales & Service					
258	01-111-042-0000-6560	192.25	Air freshner - CH	9006438480	Janitorial Supplies	N

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
256	01-111-044-0000-6560		Cleaner - Det Ctr	9006597421	Janitorial Supplies	N
257	01-111-044-0000-6560		Cleaner - Det Ctr	9006597422	Janitorial Supplies	N
92	01-111-042-0000-6560		Cleaner - CH	9006597432	Janitorial Supplies	N
93	01-111-042-0000-6560		Cleaner - CH	9006597433	Janitorial Supplies	N
94	01-111-040-0000-6560		Cleaner - Admin	9006597445	Janitorial Supplies	N
95	01-111-040-0000-6560		Cleaner - Admin	9006597446	Janitorial Supplies	N
99250	Zep Sales & Service	1,090.32	7 Transactions			
111	DEPT Total:	49,291.82	Buildings & Grounds	13 Vendors	27 Transactions	
121	DEPT		Veteran Service			
6032	APG Media of Southern Minnesota LLC					
96	01-121-000-0000-6242	142.50	Memorial flags - August	13476-0821	Publishing	N
6032	APG Media of Southern Minnesota LLC	142.50	1 Transactions			
14420	Culligan Inc					
104	01-121-000-0000-6301	15.00	Water - August	15391516	Repairs/Maintenance	N
14420	Culligan Inc	15.00	1 Transactions			
37025	Innovative Office Solutions LLC					
16	01-121-000-0000-6410	80.31	Office supplies	3462980	Office Supplies	N
202	01-121-000-0000-6410	80.31	Chair mat & other supplies	3462980	Office Supplies	N
204	01-121-000-0000-6410	1.28	Air freshner	3464058	Office Supplies	N
201	01-121-000-0000-6410	49.09	Chair mat	3467688	Office Supplies	N
203	01-121-000-0000-6410	47.08	Return of chair mat	SCN108556	Office Supplies	N
37025	Innovative Office Solutions LLC	163.91	5 Transactions			
83500	Steele County Highway Dept					
48	01-121-000-0000-6540	170.68	Fuel - July	1810	Gas & Oil	N
83500	Steele County Highway Dept	170.68	1 Transactions			
121	DEPT Total:	492.09	Veteran Service	4 Vendors	8 Transactions	
201	DEPT		Sheriff			
9075	Access Tonna Lock Service					
1	01-201-000-0000-6801	12.00	Keys/EOC trailer - 2	1493	Misc Expense	Y
9075	Access Tonna Lock Service	12.00	1 Transactions			

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		
78	339 Darrick's Preferred Auto Inc						
	01-201-000-0000-6806		160.00	Towed vehicle - SC21-000896	13419	Vehicle Towing	N
	339 Darrick's Preferred Auto Inc		160.00	1 Transactions			
80	2176 Gerold/John						
	01-201-000-0000-6801		82.50	Bales of hay-Posse barn - 22		Misc Expense	N
	2176 Gerold/John		82.50	1 Transactions			
28	37600 Intoximeters Inc						
	01-201-000-0000-6844		105.00	Dry gas - 1	687313	Contingent Fund for Drug Alcohol DV	N
	37600 Intoximeters Inc		105.00	1 Transactions			
37	18450 Office of MN IT Services						
	01-201-000-0000-6210		181.53	Sheriff telecom - July	W21070536	Telephone	N
	18450 Office of MN IT Services		181.53	1 Transactions			
40	83255 Rice-Steele 911 Center						
	01-201-000-0000-6304		15.00	Soft token - 1	2021-JT-62	Contracts	N
	83255 Rice-Steele 911 Center		15.00	1 Transactions			
46	1663 Sign Pro Of Owatonna, Inc.						
	01-201-000-0000-6320		25.00	Graphics/Change Unit Number	21606	Vehicle Maintenance	N
	1663 Sign Pro Of Owatonna, Inc.		25.00	1 Transactions			
72	83500 Steele County Highway Dept						
	01-201-000-0000-6562		4,964.54	Squad fuel - July	1813	Gas & Oil Squads	N
	83500 Steele County Highway Dept		4,964.54	1 Transactions			
73	85300 Streichers Inc						
	01-201-000-0000-6285		855.00	Launcher - 1	I1520316	Firearms/Ammo Training	N
88	01-201-000-0000-6408		900.00	Diercks-Ball panel set	I1520815	Uniforms/Uniform Reimbursement	N
89	01-201-000-0000-6408		198.00	Diercks-Carriers - 2	I1520815	Uniforms/Uniform Reimbursement	N
90	01-201-000-0000-6408		78.00	Diercks-Trauma plate	I1520815	Uniforms/Uniform Reimbursement	N
	85300 Streichers Inc		2,031.00	4 Transactions			
201	DEPT Total:		7,576.57	Sheriff	9 Vendors	12 Transactions	
208	DEPT			Coroner			
	4229 Moore Md/Kellyanna J						

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
112	01-208-000-0000-6801		Coroner services - September		General Expense	Y
4229	Moore Md/Kellyanna J		1 Transactions			
208	DEPT Total:	3,536.33	Coroner	1 Vendors	1 Transactions	
251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
178	01-251-000-0000-6269	1,611.88	Onsite medical health services	110009	Site Mental Health Services	Y
177	01-251-000-0000-6270	7,899.47	Onsite medical services	110009	Medical Services	Y
179	01-251-000-0000-6432	234.31	Dodge County Pharmacy	110593	Medical Payments	Y
180	01-251-000-0000-6432	53.60	Winona County Pharmacy	110594	Medical Payments	Y
4346	Advanced Correctional Healthcare Inc	9,799.26	4 Transactions			
7798	Anchor Paper Company					
181	01-251-000-0000-6560	132.00	Bath tissue	10662813	Janitorial Supplies	N
7798	Anchor Paper Company	132.00	1 Transactions			
18450	Office of MN IT Services					
39	01-251-000-0000-6410	181.53	Jail telecom - July	W21070536	Office Supplies	N
18450	Office of MN IT Services	181.53	1 Transactions			
5446	Relias Learning LLC					
233	01-251-000-0000-6304	4,911.82	Employee training program	SI-255801	Contract Serv./Bldg Maint	Y
5446	Relias Learning LLC	4,911.82	1 Transactions			
4879	Shred Right					
236	01-251-000-0000-6304	20.00	Shredding service	557782	Contract Serv./Bldg Maint	Y
4879	Shred Right	20.00	1 Transactions			
83500	Steele County Highway Dept					
238	01-251-000-0000-6562	312.03	Fuel - July	1818	Gas & Oil	N
83500	Steele County Highway Dept	312.03	1 Transactions			
85167	Stewart Sanitation					
241	01-251-000-0000-6254	257.81	Garbage serve	674326	Garbage Disposal	N
85167	Stewart Sanitation	257.81	1 Transactions			
85300	Streichers Inc					
247	01-251-000-0000-6192	139.98	Uniform - Nelson	I1521800	Uniform Allowance	N

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
85300 Streichers Inc		139.98	1 Transactions		
8247 Summit Food Services LLC					
248 01-251-000-0000-6441		3,674.16	Inmate meals 8/14-20/2021	2000120263	Prisoner Meals N
249 01-251-000-0000-6441		3,689.72	Inmate meals 8/21-27/2021	2000120821	Prisoner Meals N
250 01-251-000-0000-6441		3,882.22	Inmate meals 8/28-9/3/2021	2000121377	Prisoner Meals N
8247 Summit Food Services LLC		11,246.10	3 Transactions		
618 Turnkey Corrections					
254 01-251-000-0000-6418		60.32	Inmate indigent items	10024134	Lock-Up Supplies N
618 Turnkey Corrections		60.32	1 Transactions		
251 DEPT Total:		27,060.85	Jail	10 Vendors	15 Transactions
252 DEPT			Community Corrections		
8263 CRK Properties LLC					
277 01-252-000-0000-6341		5,794.00	Rent - October		Office Rent Y
278 01-252-000-0000-6341		959.42	Utilities	1041	Office Rent Y
8263 CRK Properties LLC		6,753.42	2 Transactions		
5830 Midwest Monitoring & Surveillance					
279 01-252-000-0000-6270		147.75	Lab services - August	DT0821145	Chemical Testing Y
5830 Midwest Monitoring & Surveillance		147.75	1 Transactions		
4838 Risk & Needs Assessment Inc					
41 01-252-000-0000-6278		280.00	Risk/Needs assessment tests	15087	Domestic Violence/SASSI Screening N
4838 Risk & Needs Assessment Inc		280.00	1 Transactions		
4879 Shred Right					
116 01-252-000-0000-6410		10.00	Shredding service	558096	Office Supplies Y
4879 Shred Right		10.00	1 Transactions		
83500 Steele County Highway Dept					
50 01-252-000-0000-6540		65.33	Fuel - July	1817	Gas & Oil N
83500 Steele County Highway Dept		65.33	1 Transactions		
252 DEPT Total:		7,256.50	Community Corrections	5 Vendors	6 Transactions

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
253	DEPT				Law Enforcement Center			
	6980	Block Plumbing & Heating Inc						
2		01-253-000-0000-6300		665.85	Repair hot water/City side	59261	Bldg Repairs & Maintenance	N
	6980	Block Plumbing & Heating Inc		665.85	1 Transactions			
	8288	Four Seasons Electric						
55		01-253-000-0000-6300		127.50	Repairs - Sewer pump	10515	Bldg Repairs & Maintenance	N
	8288	Four Seasons Electric		127.50	1 Transactions			
	37025	Innovative Office Solutions LLC						
83		01-253-000-0000-6410		329.71	Paper/notebooks/Memo pad etc	3457594	Office Supplies	N
82		01-253-000-0000-6410		32.11	Highliters/Markers	3457604	Office Supplies	N
84		01-253-000-0000-6410		16.79	Staples - 1 package	3459073	Office Supplies	N
	37025	Innovative Office Solutions LLC		378.61	3 Transactions			
	18450	Office of MN IT Services						
38		01-253-000-0000-6211		77.53	LEC telecom - July	W21070536	Radio And Telephone	N
	18450	Office of MN IT Services		77.53	1 Transactions			
	99250	Zep Sales & Service						
76		01-253-000-0000-6300		164.25	Spray cleaner - 2 cases	9006597423	Bldg Repairs & Maintenance	N
	99250	Zep Sales & Service		164.25	1 Transactions			
253	DEPT Total:			1,413.74	Law Enforcement Center	5 Vendors	7 Transactions	
391	DEPT				Environmental Services			
	4955	Waste Management Of Wi-Mn						
255		01-391-000-0000-6548		49,201.67	Recycling contract	721603-0491-0	Recycling	N
	4955	Waste Management Of Wi-Mn		49,201.67	1 Transactions			
391	DEPT Total:			49,201.67	Environmental Services	1 Vendors	1 Transactions	
481	DEPT				Public Health Nursing			
	115	Aaseth/Amber						
145		01-481-460-6009-6331		40.88	Mileage - August		Mileage Reimbursement	N
146		01-481-464-6061-6331		5.60	Mileage - August - COVID		Mileage Reimbursement	N
147		01-481-465-6057-6331		2.24	Mileage - August		Mileage Reimbursement	N

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 13

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
115	Aaseth/Amber		48.72		3 Transactions		
3282	Aaseth/Nijole						
148	01-481-460-6009-6331		10.08	Mileage - August		Mileage Reimbursement	N
3282	Aaseth/Nijole		10.08		1 Transactions		
8204	Adams/Penny						
149	01-481-460-6009-6331		19.04	Mileage - August		Mileage Reimbursement	N
8204	Adams/Penny		19.04		1 Transactions		
6032	APG Media of Southern Minnesota LLC						
182	01-481-460-6011-6243		200.00	Web page owatonna	13052-0821	Advertising,Marketing & Promotional	N
6032	APG Media of Southern Minnesota LLC		200.00		1 Transactions		
2574	Archambault/Kristi						
150	01-481-460-6009-6331		132.72	Mileage - August		Mileage Reimbursement	N
2574	Archambault/Kristi		132.72		1 Transactions		
8783	Availity LLC						
184	01-481-460-6009-6383		22.43	Medicare billing charges	00708874	Contract Services	N
8783	Availity LLC		22.43		1 Transactions		
7	Bartsch/Christine						
151	01-481-460-6009-6331		68.88	Mileage - August		Mileage Reimbursement	N
7	Bartsch/Christine		68.88		1 Transactions		
8486	Baumgartner/Ann						
152	01-481-460-6009-6331		11.76	Mileage - August		Mileage Reimbursement	N
8486	Baumgartner/Ann		11.76		1 Transactions		
7933	Caron/Amy						
153	01-481-465-6057-6331		194.80	Mileage - August		Mileage Reimbursement	N
7933	Caron/Amy		194.80		1 Transactions		
12590	Christenson/Yukari						
154	01-481-460-6009-6331		45.36	Mileage - August		Mileage Reimbursement	N
12590	Christenson/Yukari		45.36		1 Transactions		
8789	Dahle/Teya F						

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
6	01-481-461-6034-6261		Reflective consultation	1279	Conference & Training	Y
7	01-481-461-6059-6261		Reflective consultation	1279	Conference & Training	Y
194	01-481-461-6034-6261		Reflective Consultation	1286	Conference & Training	Y
195	01-481-461-6059-6261		Reflective Consultation	1286	Conference & Training	Y
8789	Dahle/Teya F	300.00	4 Transactions			
8076	Fast/Heather					
155	01-481-460-6009-6331	35.28	Mileage - August		Mileage Reimbursement	N
8076	Fast/Heather	35.28	1 Transactions			
7951	Genoa Healthcare Company					
197	01-481-461-6025-6434	11.58	Prenatal vitamins	F21081166	Medical Supplies	N
7951	Genoa Healthcare Company	11.58	1 Transactions			
8790	Groeneweg/Alisha					
156	01-481-461-6030-6331	19.15	Mileage - August		Mileage Reimbursement	N
8790	Groeneweg/Alisha	19.15	1 Transactions			
8389	Healthcarefirst					
199	01-481-460-6009-6383	104.74	HHCAHPS fee - Sept	5229756	Contract Services	N
8389	Healthcarefirst	104.74	1 Transactions			
5987	Hoffmann/Christine A					
157	01-481-464-6061-6331	14.56	Mileage - August - COVID		Mileage Reimbursement	N
158	01-481-465-6057-6331	15.12	Mileage - August		Mileage Reimbursement	N
5987	Hoffmann/Christine A	29.68	2 Transactions			
5109	Houck Transit Advertising					
200	01-481-460-6011-6243	280.00	Bus Advert Transit Media Space	99353	Advertising,Marketing & Promotional	N
5109	Houck Transit Advertising	280.00	1 Transactions			
37025	Innovative Office Solutions LLC					
17	01-481-460-6009-6410	64.93	Office supplies	3452121	Office Supplies	N
18	01-481-460-6011-6410	5.91	Office supplies	3452121	Office Supplies	N
19	01-481-461-6025-6410	9.84	Office supplies	3452121	Office Supplies	N
20	01-481-461-6030-6410	5.91	Office supplies	3452121	Office Supplies	N
21	01-481-461-6032-6410	5.91	Office supplies	3452121	Office Supplies	N
22	01-481-461-6034-6410	3.94	Office supplies	3452121	Office Supplies	N
23	01-481-461-6040-6410	17.72	Office supplies	3452121	Office Supplies	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
24	01-481-461-6059-6410		Office supplies	3452121	Office Supplies	N
25	01-481-462-6047-6410		Office supplies	3452121	Office Supplies	N
26	01-481-464-6061-6410		Office supplies	3452121	Office Supplies	N
27	01-481-465-6057-6410		Office supplies	3452121	Office Supplies	N
205	01-481-460-6009-6410		Office supplies	3461538	Office Supplies	N
206	01-481-460-6011-6410		Office supplies	3461538	Office Supplies	N
207	01-481-461-6025-6410		Office supplies	3461538	Office Supplies	N
208	01-481-461-6030-6410		Office supplies	3461538	Office Supplies	N
209	01-481-461-6032-6410		Office supplies	3461538	Office Supplies	N
210	01-481-461-6034-6410		Office supplies	3461538	Office Supplies	N
211	01-481-461-6040-6410		Office supplies	3461538	Office Supplies	N
212	01-481-461-6059-6410		Office supplies	3461538	Office Supplies	N
213	01-481-462-6047-6410		Office supplies	3461538	Office Supplies	N
214	01-481-464-6061-6410		Office supplies - COVID	3461538	Office Supplies	N
215	01-481-464-6061-6410		Office supplies	3461538	Office Supplies	N
37025	Innovative Office Solutions LLC	215.05	22 Transactions			
9137	Johnson/Brooklyn					
159	01-481-460-6009-6331	16.24	Mileage - August		Mileage Reimbursement	N
9137	Johnson/Brooklyn	16.24	1 Transactions			
3256	Kofstad/Melissa					
160	01-481-460-6009-6331	38.64	Mileage - August		Mileage Reimbursement	N
3256	Kofstad/Melissa	38.64	1 Transactions			
41040	KOWZ-KRUE Radio					
217	01-481-460-6011-6243	180.00	Radio Air time - Aug 2021	5500-8	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	180.00	1 Transactions			
8473	Marshall/Andrea					
161	01-481-465-6057-6806	61.50	Misc Retirement - Karen		Miscellaneous	N
8473	Marshall/Andrea	61.50	1 Transactions			
5754	McMann/Katy					
162	01-481-460-6009-6331	199.64	Mileage - August		Mileage Reimbursement	N
163	01-481-464-6061-6331	2.24	Mileage - August - COVID		Mileage Reimbursement	N
5754	McMann/Katy	201.88	2 Transactions			
8341	Mead/Kathleen					

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 16

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
164	01-481-460-6009-6331	4.48	Mileage - August		Mileage Reimbursement	N
8341	Mead/Kathleen	4.48	1 Transactions			
52975	Minnesota Valley Testing Labs					
30	01-481-463-6049-6322	37.80	Lab water testing	1102641	Well Water Service Agreements	N
31	01-481-463-6049-6322	24.00	Lab water testing	1103348	Well Water Service Agreements	N
32	01-481-463-6049-6322	24.00	Lab water testing	1103517	Well Water Service Agreements	N
33	01-481-463-6049-6322	37.80	Lab water testing	1103688	Well Water Service Agreements	N
34	01-481-463-6049-6322	37.80	Lab water testing	1103689	Well Water Service Agreements	N
54	01-481-463-6049-6322	37.80	Lab water testing	1103691	Well Water Service Agreements	N
226	01-481-463-6049-6322	37.80	Lab water testing	1104074	Well Water Service Agreements	N
222	01-481-463-6049-6322	37.80	Lab water testing	1104878	Well Water Service Agreements	N
223	01-481-463-6049-6322	37.80	Lab water testing	1105135	Well Water Service Agreements	N
224	01-481-463-6049-6322	37.80	Lab water testing	1105828	Well Water Service Agreements	N
225	01-481-463-6049-6322	37.80	Lab water testing	1105895	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	388.20	11 Transactions			
7848	Nelson/Connie					
165	01-481-460-6009-6331	33.04	Mileage - August		Mileage Reimbursement	N
7848	Nelson/Connie	33.04	1 Transactions			
5424	Northstar Calibration Inc					
35	01-481-462-6047-6563	80.00	Termometer temp calibration	637655	Maintenance And Repair	N
36	01-481-464-6061-6383	80.00	Termometer temp calibration	637655	Contract Services	N
5424	Northstar Calibration Inc	160.00	2 Transactions			
2587	Piepho/Nancy J					
166	01-481-461-6034-6331	72.58	Mileage - August		Mileage Reimbursement	N
2587	Piepho/Nancy J	72.58	1 Transactions			
5252	Probst/Angie					
167	01-481-460-6009-6331	31.92	Mileage - August		Mileage Reimbursement	N
5252	Probst/Angie	31.92	1 Transactions			
8889	Rau/Terri					
168	01-481-461-6025-6331	30.24	Mileage - August		Mileage Reimbursement	N
169	01-481-461-6059-6331	34.16	Mileage - August		Mileage Reimbursement	N
8889	Rau/Terri	64.40	2 Transactions			

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	
7944	Red Oxygen					
231	01-481-460-6011-6210	20.34	Texting services	538975	Telephone	N
232	01-481-461-6040-6210	11.10	Texting services	538975	Telephone	N
7944	Red Oxygen	31.44	2 Transactions			
4597	Sanofi Pasteur Inc					
280	01-481-462-6047-6466	4,778.25	Flu Vaccine fluzone	917073171	Flu Vaccine	N
4597	Sanofi Pasteur Inc	4,778.25	1 Transactions			
77316	Schroeder/Greg					
235	01-481-460-6009-6331	26.88	Physical Therapist mileage		Mileage Reimbursement	Y
42	01-481-460-6009-6383	371.00	Physical Therapist - July		Contract Services	Y
234	01-481-460-6009-6383	583.00	Physical Therapist - Aug		Contract Services	Y
77316	Schroeder/Greg	980.88	3 Transactions			
8237	Schroeder/Sue					
170	01-481-460-6009-6331	17.36	Mileage - August		Mileage Reimbursement	N
8237	Schroeder/Sue	17.36	1 Transactions			
4879	Shred Right					
43	01-481-460-6009-6322	3.51	Shredding services	557454	Service Agreements	Y
43	01-481-460-6011-6322	0.20	Shredding services	557454	Service Agreements	Y
43	01-481-461-6025-6322	0.34	Shredding services	557454	Service Agreements	Y
43	01-481-461-6030-6322	0.20	Shredding services	557454	Service Agreements	Y
43	01-481-461-6032-6322	0.20	Shredding services	557454	Service Agreements	Y
43	01-481-461-6034-6322	0.14	Shredding services	557454	Service Agreements	Y
43	01-481-461-6040-6322	0.61	Shredding services	557454	Service Agreements	Y
43	01-481-461-6059-6322	0.20	Shredding services	557454	Service Agreements	Y
43	01-481-462-6047-6322	0.20	Shredding services	557454	Service Agreements	Y
43	01-481-464-6052-6322	0.07	Shredding services	557454	Service Agreements	Y
43	01-481-465-6057-6322	1.08	Shredding services	557454	Service Agreements	Y
4879	Shred Right	6.75	11 Transactions			
81597	Spee Dee Delivery Service Inc					
237	01-481-463-6049-6322	137.40	Well water sample	4306490	Well Water Service Agreements	N
81597	Spee Dee Delivery Service Inc	137.40	1 Transactions			
83500	Steele County Highway Dept					
240	01-481-464-6061-6464	20.68	Fuel - July - COVID	1816	General Supplies & Outreach	N

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 18

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
239	01-481-465-6057-6540		Fuel - July	1816	Gas & Oil	N
83500	Steele County Highway Dept	41.37		2 Transactions		
8810	Stricklin/Katie					
171	01-481-460-6009-6331	123.20	Mileage - August		Mileage Reimbursement	N
8810	Stricklin/Katie	123.20		1 Transactions		
8907	Tappe/Jane					
172	01-481-460-6009-6331	20.16	Mileage - August		Mileage Reimbursement	N
8907	Tappe/Jane	20.16		1 Transactions		
84035	Tri-M Graphics					
253	01-481-461-6032-6464	43.03	School cards	96065	General Supplies & Outreach	N
84035	Tri-M Graphics	43.03		1 Transactions		
90609	Urch/Mary					
173	01-481-461-6032-6331	5.04	Mileage - August		Mileage Reimbursement	N
90609	Urch/Mary	5.04		1 Transactions		
74928	Waypa/Lisa A					
174	01-481-464-6061-6331	2.24	Mileage - August - COVID		Mileage Reimbursement	N
175	01-481-465-6057-6331	4.48	Mileage - August		Mileage Reimbursement	N
74928	Waypa/Lisa A	6.72		2 Transactions		
4100	Wencl/Dianne Marie					
176	01-481-460-6009-6331	19.04	Mileage - August		Mileage Reimbursement	N
4100	Wencl/Dianne Marie	19.04		1 Transactions		
481	DEPT Total:	9,212.79	Public Health Nursing	43 Vendors	98 Transactions	
502	DEPT		Steele Co Community Ctr			
85167	Stewart Sanitation					
246	01-502-000-0000-6300	21.48	Trash/Recycling - Com	674968	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	21.48		1 Transactions		
502	DEPT Total:	21.48	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8251	BRN Lawn & Landscape LLC					
100	01-521-000-0000-6304		Mowing-Canoe Landing-4x	1580	Lawn Mowing Contract	Y
99	01-521-000-0000-6304		Mowing-Beaver Lake-5x	1581	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC		2 Transactions			
72500	Rent N Save Portable					
114	01-521-000-0000-6823		Beaver Lake - Porta Potty	65879	Beaver Lake	N
72500	Rent N Save Portable		1 Transactions			
74005	Sherwin-Williams Company					
115	01-521-000-0000-6823		Paint supplies - Beaver Lake	4481-7	Beaver Lake	N
74005	Sherwin-Williams Company		1 Transactions			
83500	Steele County Highway Dept					
117	01-521-000-0000-6320		Stage DOT	1809	Stage/Showmobile Expense	N
118	01-521-000-0000-6320		Stage DOT	1809	Stage/Showmobile Expense	N
119	01-521-000-0000-6540		Fuel - July	1809	Gas & Oil	N
83500	Steele County Highway Dept		3 Transactions			
87305	Thompson Sanitation					
252	01-521-000-0000-6823		Beaver Lake dumpster	15740	Beaver Lake	N
87305	Thompson Sanitation		1 Transactions			
521	DEPT Total:	1,511.41	Park And Recreation	5 Vendors	8 Transactions	
550	DEPT		Four Seasons			
3738	Arrow Ace Hardware					
97	01-550-000-0000-6410		Caulk	266776	Operating Supplies - Contracts	N
98	01-550-000-0000-6410		Sealant	266955	Operating Supplies - Contracts	N
183	01-550-000-0000-6410		Duct tape	267039	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware		3 Transactions			
8424	Cintas					
101	01-550-000-0000-6420		Monthly linens	4093954120	Linen Service	Y
8424	Cintas		1 Transactions			
14585	Continental Safety Equip					
102	01-550-000-0000-6410		Calibration gas	453799	Operating Supplies - Contracts	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
14585 Continental Safety Equip		304.86	1 Transactions		
33550 Hillyard-Hutchinson					
106 01-550-000-0000-6410		70.08	Air freshner	604439678	Operating Supplies - Contracts N
105 01-550-000-0000-6410		88.48	Pad driver for scrubber	700474402	Operating Supplies - Contracts N
33550 Hillyard-Hutchinson		158.56	2 Transactions		
85167 Stewart Sanitation					
120 01-550-000-0000-6254		131.89	Garbage service	674300	Garbage Disposal N
85167 Stewart Sanitation		131.89	1 Transactions		
87915 Thyssenkrupp Elevator Corp					
251 01-550-000-0000-6410		141.94	Elevator monitoring Sept-Nov	3006138806	Operating Supplies - Contracts N
87915 Thyssenkrupp Elevator Corp		141.94	1 Transactions		
84035 Tri-M Graphics					
121 01-550-000-0000-6410		90.99	Public skate/Skate sharp cards	96024	Operating Supplies - Contracts N
84035 Tri-M Graphics		90.99	1 Transactions		
550 DEPT Total:		996.85	Four Seasons	7 Vendors	10 Transactions
602 DEPT			Co-Op Extension		
14420 Culligan Inc					
103 01-602-000-0000-6410		48.41	Cooler rent/Water - July	15396671	Office Supplies N
14420 Culligan Inc		48.41	1 Transactions		
37025 Innovative Office Solutions LLC					
12 01-602-000-0000-6410		436.15	Laminator/Envelopes/Pens etc	3439185	Office Supplies N
11 01-602-000-0000-6410		44.54	Envelopes/Plastic divider	3449740	Office Supplies N
107 01-602-000-0000-6410		87.49	Copy paper/Glossy paper-2 case	3471512	Office Supplies N
37025 Innovative Office Solutions LLC		568.18	3 Transactions		
51300 Metro Sales Inc					
108 01-602-000-0000-6321		341.95	Copy machine contract	1880892	Maintenance Agreements N
109 01-602-000-0000-6321		110.00	Delivery charges	1880892	Maintenance Agreements N
110 01-602-000-0000-6321		110.00	Delivery charges-to return	1880892	Maintenance Agreements N
111 01-602-000-0000-6410		42.94	Usage fee - Fair week	1880892	Office Supplies N
51300 Metro Sales Inc		604.89	4 Transactions		

NGRITZ
9/9/21 1:23PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9117	Thiede/Don					
75	01-602-000-0214-6453	10.69	T-handle keys - Comm Garden	355746	Extension Programing Ag Exp	N
9117	Thiede/Don	10.69	1 Transactions			
72120	Univ Of Mn Regents					
66	01-602-000-0000-6306	330.00	Salary-7/19-8/1/21-Rugg	0300027637	Contracted Services	N
67	01-602-000-0000-6306	24.75	Benefits-7/19-8/1/21-Rugg	0300027637	Contracted Services	N
68	01-602-000-0000-6306	380.00	Salary-8/2-15/21-Rugg	0300027637	Contracted Services	N
69	01-602-000-0000-6306	28.50	Benefits-8/2-15/21-Rugg	0300027637	Contracted Services	N
70	01-602-000-0000-6306	2,240.00	Salary-7/19-8/15/21-Brown	0300027657	Contracted Services	N
71	01-602-000-0000-6306	2,380.00	Salary-7/19-8/15/21-Rysavy	0300027657	Contracted Services	N
77	01-602-000-0000-6306	2,328.25	Salary-7/19-8/15/21-Hannssen	0300027686	Contracted Services	N
72120	Univ Of Mn Regents	7,711.50	7 Transactions			
602	DEPT Total:	8,943.67	Co-Op Extension	5 Vendors	16 Transactions	
1	Fund Total:	210,333.24	General Revenue Fund		249 Transactions	

NGRITZ
9/9/21 1:23PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 22

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
631	DEPT			Judicial Ditch 1			
73300	Rinke-Noonan Attorney at Law						
261	21-631-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
631	DEPT Total:		6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT			Judicial Ditch 10			
73300	Rinke-Noonan Attorney at Law						
261	21-633-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
633	DEPT Total:		6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT			Judicial Ditch 5			
73300	Rinke-Noonan Attorney at Law						
261	21-634-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
634	DEPT Total:		6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
6032	APG Media of Southern Minnesota LLC						
259	21-635-000-0000-6273		8.34	JD6 - Meeting-Feasibility stud	12944-0821	Attorney Fees	N
6032	APG Media of Southern Minnesota LLC		8.34	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
261	21-635-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
635	DEPT Total:		15.02	Judicial Ditch 6 & Imp	2 Vendors	2 Transactions	
636	DEPT			Judicial Ditch 7			
73300	Rinke-Noonan Attorney at Law						
261	21-636-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			

NGRITZ
9/9/21 1:23PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 23

	<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>	
636	DEPT Total:		6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT			JD 11 (Ripley Ditch)			
	73300 Rinke-Noonan Attorney at Law						
261	21-637-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
637	DEPT Total:		6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
	73300 Rinke-Noonan Attorney at Law						
261	21-638-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
638	DEPT Total:		6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
	73300 Rinke-Noonan Attorney at Law						
261	21-639-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
639	DEPT Total:		6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
	73300 Rinke-Noonan Attorney at Law						
261	21-640-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
640	DEPT Total:		6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT			County Ditch 1 - Orig			
	73300 Rinke-Noonan Attorney at Law						
261	21-641-000-0000-6273		6.68	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	

NGRITZ
9/9/21 1:23PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 24

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
642	DEPT			County Ditch 1 - Church Branch			
	73300 Rinke-Noonan Attorney at Law						
261	21-642-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
	73300 Rinke-Noonan Attorney at Law						
261	21-643-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
	73300 Rinke-Noonan Attorney at Law						
261	21-644-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
	73300 Rinke-Noonan Attorney at Law						
261	21-645-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
	73300 Rinke-Noonan Attorney at Law						
261	21-646-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
	73300 Rinke-Noonan Attorney at Law						

NGRITZ
9/9/21 1:23PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 25

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
261	21-647-000-0000-6273		Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
260	21-647-000-0000-6273		CD2 - Redetermination	332081	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		2 Transactions			
647	DEPT Total:	981.66	County Ditch 20	1 Vendors	2 Transactions	
648	DEPT		County Ditch 21			
73300	Rinke-Noonan Attorney at Law					
261	21-648-000-0000-6273	6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
648	DEPT Total:	6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT		County Ditch 22			
73300	Rinke-Noonan Attorney at Law					
261	21-649-000-0000-6273	6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
649	DEPT Total:	6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT		County Ditch 23			
73300	Rinke-Noonan Attorney at Law					
261	21-650-000-0000-6273	6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
650	DEPT Total:	6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT		County Ditch 24			
73300	Rinke-Noonan Attorney at Law					
261	21-651-000-0000-6273	6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
651	DEPT Total:	6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT		County Ditch 25			
73300	Rinke-Noonan Attorney at Law					
261	21-652-000-0000-6273	6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y

NGRITZ
9/9/21 1:23PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 26

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions		
652 DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions
653 DEPT			County Ditch 27		
73300 Rinke-Noonan Attorney at Law					
261 21-653-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions		
653 DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions
654 DEPT			Public Tile Ditch 7		
73300 Rinke-Noonan Attorney at Law					
261 21-654-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions		
654 DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions
655 DEPT			Public Tile Ditch 8		
73300 Rinke-Noonan Attorney at Law					
261 21-655-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions		
655 DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions
656 DEPT			Public Tile Ditch 9		
73300 Rinke-Noonan Attorney at Law					
261 21-656-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions		
656 DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions
657 DEPT			Public Tile Ditch 10		
73300 Rinke-Noonan Attorney at Law					
261 21-657-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions		

NGRITZ
9/9/21 1:23PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 27

	<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>	
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
	73300 Rinke-Noonan Attorney at Law						
261	21-658-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
	73300 Rinke-Noonan Attorney at Law						
261	21-659-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
	73300 Rinke-Noonan Attorney at Law						
261	21-660-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
	73300 Rinke-Noonan Attorney at Law						
261	21-665-000-0000-6273		6.66	Ditch Atty Monthly Retainer	332079	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		1,183.34	County Ditch Fund		32 Transactions	

NGRITZ
9/9/21 1:23PM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 28

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
11	DEPT			District Court Admin.			
	3810 Asbestrol Inc						
262	38-011-000-0000-6600		704.60	Asbestos testing - CH	8992	Capital Outlay - District Court	N
	3810 Asbestrol Inc		704.60	1 Transactions			
	4212 Bussler Publishing Inc						
263	38-011-000-0000-6600		48.79	Run bid 8/11-8/18 - 8/25	31671	Capital Outlay - District Court	N
	4212 Bussler Publishing Inc		48.79	1 Transactions			
	3832 I & S Group Inc						
264	38-011-000-0000-6600		3,000.00	Bidding & Construction Admin	74854	Capital Outlay - District Court	Y
	3832 I & S Group Inc		3,000.00	1 Transactions			
11	DEPT Total:		3,753.39	District Court Admin.	3 Vendors	3 Transactions	
601	DEPT			County Ag Society			
	83475 Steele County Free Fair						
265	38-601-000-0000-6600		55,000.00	Sprinkler system	2021192	Capital Outlay - Fairgrounds	N
	83475 Steele County Free Fair		55,000.00	1 Transactions			
601	DEPT Total:		55,000.00	County Ag Society	1 Vendors	1 Transactions	
38	Fund Total:		58,753.39	Capital Outlay Fund		4 Transactions	

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
398 DEPT		Landfill			
9087 7 Rivers Recycling LLC					
144 53-398-000-0000-6304		5,145.93	309 Mattress	8355	Contract Services Y
9087 7 Rivers Recycling LLC		5,145.93	1 Transactions		
5465 B To Z Hardware					
266 53-398-000-0000-6300		7.51	Toilet paper	B318020	Bldg Repairs & Maintenance N
267 53-398-000-0000-6300		16.07	Insect killer	B318735	Bldg Repairs & Maintenance N
5465 B To Z Hardware		23.58	2 Transactions		
11215 Central Farm Services					
122 53-398-000-0000-6540		823.20	300 gals diesel	21889	Machine Fuel N
124 53-398-000-0000-6540		1,924.30	700 gals diesel	21929	Machine Fuel N
125 53-398-000-0000-6540		772.23	225.2 gals diesel-50 gals unle	21958	Machine Fuel N
123 53-398-000-0000-6540		1,125.00	450 gals diesel	41283	Machine Fuel N
11215 Central Farm Services		4,644.73	4 Transactions		
14584 Continental Research Corp					
126 53-398-000-0000-6301		489.38	Air freshners	0028923	Equip Repairs N
14584 Continental Research Corp		489.38	1 Transactions		
14420 Culligan Inc					
127 53-398-000-0000-6304		15.00	Water delivery	2125853	Contract Services N
128 53-398-000-0000-6304		33.77	Softner rental	2135206	Contract Services N
130 53-398-000-0000-6304		36.35	Softner rental	2135207	Contract Services N
129 53-398-000-0000-6304		11.76	Cooler rent	2135209	Contract Services N
14420 Culligan Inc		96.88	4 Transactions		
27350 Frontier Communications					
131 53-398-000-0000-6210		205.88	Phone/Fax	8-25-2021	Telephone N
27350 Frontier Communications		205.88	1 Transactions		
38160 J R's Advanced Recyclers Inc					
132 53-398-000-0000-6304		760.00	152 appliance	105141	Contract Services N
38160 J R's Advanced Recyclers Inc		760.00	1 Transactions		
43165 Krause Feeds & Supplies Inc					
133 53-398-000-0000-6380		70.80	Oats - Demo	260531	Grounds Maintenance N

NGRITZ
9/9/21 1:23PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 30

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
43165	Krause Feeds & Supplies Inc					
		70.80		1 Transactions		
52975	Minnesota Valley Testing Labs					
134	53-398-000-0000-6545	13,986.20	Well testing	1104181	Water Testing	N
52975	Minnesota Valley Testing Labs	13,986.20		1 Transactions		
8848	Napa Auto Parts Blooming Prairie					
268	53-398-000-0000-6301	144.39	Hose fittings	753437	Equip Repairs	N
269	53-398-000-0000-6301	16.10	Tru-fuel	754112	Equip Repairs	N
8848	Napa Auto Parts Blooming Prairie	160.49		2 Transactions		
4097	Nuss Truck & Equipment					
270	53-398-000-0000-6301	3,050.67	Bomag repairs	738407	Equip Repairs	N
4097	Nuss Truck & Equipment	3,050.67		1 Transactions		
435	OSI Environmental Inc					
136	53-398-000-0000-6304	150.00	Used oil	2094055	Contract Services	N
135	53-398-000-0000-6304	185.00	2 drum filters/1 drum anitfree	2094131	Contract Services	N
435	OSI Environmental Inc	335.00		2 Transactions		
61527	Owatonna Peoples Press					
137	53-398-000-0000-6242	200.15	Yearly subscription - Landfill	OPP-8553	Publishing	N
61527	Owatonna Peoples Press	200.15		1 Transactions		
77570	Short Elliott Hendrickson Inc					
138	53-398-000-0000-6542	395.22	Landfill services	409531	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc	395.22		1 Transactions		
83500	Steele County Highway Dept					
139	53-398-000-0000-5842	237.25	Landfill labor	1812	Wage Reimbursement	N
140	53-398-000-0000-6301	166.99	Equipment	1812	Equip Repairs	N
83500	Steele County Highway Dept	404.24		2 Transactions		
99500	Ziegler,Inc					
142	53-398-000-0000-6301	266.68	Parts for D6	000165898	Equip Repairs	N
141	53-398-000-0000-6301	40.71-	Parts return	PR090038038	Equip Repairs	N
143	53-398-000-0000-6301	647.46	Worked on D6	SI000049054	Equip Repairs	N
99500	Ziegler,Inc	873.43		3 Transactions		

NGRITZ
9/9/21 1:23PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 31

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT Total:		30,842.58	Landfill	16 Vendors	28 Transactions
53	Fund Total:		30,842.58	Landfill Fund		28 Transactions

NGRITZ
9/9/21 1:23PM
81 Consolidated Dispatch Fur

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 32

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
230 DEPT			Consolidated Dispatch		
4353 Bondhus/Jill A					
272 81-230-000-0000-6330		12.88	Meal - Confer with lodging		Travel Expenses N
271 81-230-000-0000-6331		388.08	Mileage 7/14 - 8/14/2021		Mileage Reimbursement N
4353 Bondhus/Jill A		400.96	2 Transactions		
14335 Conati/Christina					
273 81-230-000-0000-6331		19.04	Mileage - Rice County	8/11/2021	Mileage Reimbursement N
14335 Conati/Christina		19.04	1 Transactions		
18602 Deraad/Lisa					
274 81-230-000-0000-6331		19.04	Mileage - Rice County	8/11/2021	Mileage Reimbursement N
18602 Deraad/Lisa		19.04	1 Transactions		
52304 Mn Counties Intergovernmental Trust					
275 81-230-000-0000-6350		351.00	2021 Updated Prop Coverage	6009	Property & Liability Insurance N
52304 Mn Counties Intergovernmental Trust		351.00	1 Transactions		
84035 Tri-M Graphics					
276 81-230-000-0000-6410		80.00	Time Off Slips - 300	95962	Office Supplies N
84035 Tri-M Graphics		80.00	1 Transactions		
230 DEPT Total:		870.04	Consolidated Dispatch	5 Vendors	6 Transactions
81 Fund Total:		870.04	Consolidated Dispatch Fund		6 Transactions
Final Total:		301,982.59	195 Vendors	319 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	210,333.24	General Revenue Fund	
	21	1,183.34	County Ditch Fund	
	38	58,753.39	Capital Outlay Fund	
	53	30,842.58	Landfill Fund	
	81	870.04	Consolidated Dispatch Fund	
	All Funds	301,982.59	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description MM - AUG 2021 - JE C1 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/21	900	01-111-000-0000-6320 Fleet Vehicle Maintenance	369.64	D	Enterprise Full Maint Fee				1
2	8/31/21	900	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee				1
3	8/31/21	900	01-000-000-0000-1001 Cash	797.13	C	Admin-DC Enterprise Aug 2021				1
4	8/31/21	900	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	17,600.69	D	Fleet Lease Payments - Aug 21				1
5	8/31/21	900	38-000-000-0000-1001 Cash	17,600.69	C	Fleet Lease Payments - Aug 21				1
6	8/31/21	900	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
7	8/31/21	900	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
8	8/31/21	900	01-201-000-0104-6320 Squad 7404 Maintenance	88.21	D	Oil, Wheel Bal & Washer Fluid				1
9	8/31/21	900	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	8/31/21	900	01-201-000-0105-6320 Squad 7408 Maintenance	70.04	D	Oil Change				1
11	8/31/21	900	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maint - 23M7Z6				1
12	8/31/21	900	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maint - 22VH6K				1
13	8/31/21	900	01-201-000-0106-6320 Squad 7424 Maintenance	83.45	D	Oil, Wiper & Washer Fluid				1
14	8/31/21	900	01-201-000-0106-6320 Squad 7424 Maintenance	647.16	D	Whee Bal & Repair/Glass/Tow				1
15	8/31/21	900	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	8/31/21	900	01-201-000-0107-6320 Squad 7407 Maintenance	989.80	D	Tires, Wheel Bal, New Valve				1
17	8/31/21	900	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	8/31/21	900	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	8/31/21	900	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	FVM New Squad - 21Intercept7513				1
20	8/31/21	900	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Descriptor MM - AUG 2021 - JE C1 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/21	900	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	8/31/21	900	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	8/31/21	900	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	8/31/21	900	01-201-000-0114-6320 Squad 7421 Maintenance	139.85	D	Oil Change & Tire Rotation				1
25	8/31/21	900	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	8/31/21	900	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maint - Unassign				1
27	8/31/21	900	01-201-000-0115-6320 Squad 7405 Maintenance	109.85	D	Air & Cabin Filter, Oil Change				1
28	8/31/21	900	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	8/31/21	900	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	8/31/21	900	01-201-000-0118-6320 Squad 7412 Maintenance	256.86	D	Battery, Diagnostics & labor				1
31	8/31/21	900	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	8/31/21	900	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	8/31/21	900	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	8/31/21	900	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
35	8/31/21	900	01-201-000-0123-6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
36	8/31/21	900	01-000-000-0000-1001 Cash	2,495.22	C	Sheriff Enterprise - Aug 21				1
Debit Total				20,893.04		Credit Total	20,893.04	Net:		0.00

Steele County

JOURNAL ENTRIES



Descriptor MM - JUL 2021 C3 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/21	904	01-003-000-0000-6961 Visa One Card Program	11,259.09	C	BMO One Card Allocation July				1
2	7/31/21	904	01-000-000-0000-1001 Cash	686.86	D	BMO Reimbursement Funds				1
3	7/31/21	904	01-003-010-0000-6820 Wellness Grant Expense	72.72	D	Steele Fit/Scavenger Hunt	Torey's Inc			1
4	7/31/21	904	01-003-565-0000-6801 General Expense - COVID 19	18.46	D	covid 19 tests shipping fees	United Parcel Service, In			1
5	7/31/21	904	01-003-565-0000-6801 General Expense - COVID 19	18.37	D	covid 19 tests shipping fees	United Parcel Service, In			1
6	7/31/21	904	01-003-565-0000-6801 General Expense - COVID 19	18.37	D	covid 19 tests shipping fees	United Parcel Service, In			1
7	7/31/21	904	01-003-565-0000-6801 General Expense - COVID 19	18.41	D	covid 19 tests shipping fees	United Parcel Service, In			1
8	7/31/21	904	01-031-000-0000-6210 Telephone	7.99	D	Phone screen protector replace	Zagg Inc			1
9	7/31/21	904	01-041-000-0000-6410 Office Supplies	239.37	D	3 Cameras for AUD	Amazon.Com, Inc.			1
10	7/31/21	904	01-042-000-0000-6410 Office Supplies	11.95	D	Calculator tape rolls	Amazon.Com, Inc.			1
11	7/31/21	904	01-042-000-0000-6410 Office Supplies	3.87	D	Rubber bands	Amazon.Com, Inc.			1
12	7/31/21	904	01-061-000-0000-6241 Membership Dues	189.00	D	IT Document Management	It Glue			1
13	7/31/21	904	01-061-000-0000-6241 Membership Dues	359.00	D	Performance Mgmt SW	Brightgauge Software, In			1
14	7/31/21	904	01-061-000-0000-6410 Office Supplies	67.58	D	Office Supplies - Flash Drives	Amazon.Com, Inc.			1
15	7/31/21	904	01-062-000-0000-6480 Non-Capitalized Inventory	415.33	D	Monthly AWS Backup	Amazon.Com, Inc.			1
16	7/31/21	904	01-062-000-0000-6480 Non-Capitalized Inventory	114.60	D	Display Cable Restock	Amazon.Com, Inc.			1
17	7/31/21	904	01-091-000-0000-6261 Conference & Training	75.00	D	CLE - RJJ	Stearns County			1
18	7/31/21	904	01-091-000-0000-6330 Travel Expenses	14.99	C	Christy Hormann airline seat	Delta Airlines Inc			1
19	7/31/21	904	01-091-000-0000-6330 Travel Expenses	14.99	C	Teresa Dudley airline seat	Delta Airlines Inc			1
20	7/31/21	904	01-091-000-0000-6330 Travel Expenses	14.99	C	Samantha Lamay airline seat	Delta Airlines Inc			1

Steele County

JOURNAL ENTRIES



Descriptor MM - JUL 2021 C3 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/21	904	01-101-000-9305-6330 Travel Expenses	263.53	D	MCRA Conference - 1 night	Madden Brothers Inc			1
22	7/31/21	904	01-101-000-9305-6410 Office Supplies - Technology Fund	104.70	D	Ink for slip printer	Amazon.Com, Inc.			1
23	7/31/21	904	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	527.06	D	MCRA Conference - 2 nights	Madden Brothers Inc			1
24	7/31/21	904	01-103-000-0000-6241 Membership Dues	3.75	D	Brock Nelson Narrative Report	Value Payment Systems Llc			1
25	7/31/21	904	01-103-000-0000-6241 Membership Dues	80.00	D	Brock Nelson Narrative Report	Minnesota Dor - State Tax			1
26	7/31/21	904	01-103-000-0000-6501 Publications/Manuals	15.75	D	JUNE PEOPLES PRESS	Adams Publishing Group LI			1
27	7/31/21	904	01-103-000-0000-6540 Gas & Oil	23.66	D	Vehicle #19101 White Caravan	The Amble Group Inc			1
28	7/31/21	904	01-105-000-0000-6410 Office Supplies	18.63	D	Phone case & glass	Amazon.Com, Inc.			1
29	7/31/21	904	01-111-000-0000-6304 Equipment Maintenance & Repairs	106.87	D	BP Tower Generator filter	Wen-Col Inc			1
30	7/31/21	904	01-111-000-0000-6304 Equipment Maintenance & Repairs	92.50	D	Rear tire #17 John Deere Mower	Harlands Tire And Auto Ce			1
31	7/31/21	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	25.35	D	AC Unit Coil cleaner	Owatonna Heating & Cooli			1
32	7/31/21	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	6.77	D	zip ties	Harbor Freight Tools Usa			1
33	7/31/21	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	2.90	D	bolts for boiler	Arrow Hardware, Inc			1
34	7/31/21	904	01-111-040-0000-6560 Janitorial Supplies	6.89	D	microfiber rags	Harbor Freight Tools Usa			1
35	7/31/21	904	01-111-041-0000-6300 Bldg Repairs & Maintenance	25.33	D	AC Unit Coil cleaner	Owatonna Heating & Coo			1
36	7/31/21	904	01-111-042-0000-6300 Bldg Repairs & Maintenance	7.49	D	filters for oil change - gener	Motor Parts And Equipmen			1
37	7/31/21	904	01-111-042-0000-6300 Bldg Repairs & Maintenance	25.33	D	AC Unit Coil cleaner	Owatonna Heating & Coo			1
38	7/31/21	904	01-111-042-0000-6300 Bldg Repairs & Maintenance	47.04	D	Pipe Insulation for AC unit	Block Plumbing & Heating			1
39	7/31/21	904	01-111-043-0000-6300 Bldg Repairs & Maintenance	9.22	D	Tools	Arrow Hardware, Inc			1
40	7/31/21	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	25.33	D	AC Unit Coil cleaner	Owatonna Heating & Coo			1

Steele County

JOURNAL ENTRIES



Descriptor MM - JUL 2021 C3 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	7/31/21	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	24.98	D	Hose	Lowes Companies, Inc.			1
42	7/31/21	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	392.05	D	Kitchen Hot table	Parts Town			1
43	7/31/21	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	44.67	D	Ceiling repair	Lowes Companies, Inc.			1
44	7/31/21	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	64.99	D	Access Panel	Amazon.Com, Inc.			1
45	7/31/21	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	12.99	D	Pull start recoil starter	Amazon Payments, Inc.			1
46	7/31/21	904	01-201-000-0000-6210 Telephone	0.99	D	Evidence Date Storage/GB Plan	Apple, Inc.			1
47	7/31/21	904	01-201-000-0000-6241 Membership Dues	35.00	D	NTOA renewal	Paypal			1
48	7/31/21	904	01-201-000-0000-6261 Conference & Training	75.00	D	DMT-G Recert Trng	State Of Minnesota			1
49	7/31/21	904	01-201-000-0000-6261 Conference & Training	375.00	D	DMT-G Recert Training	State Of Minnesota			1
50	7/31/21	904	01-201-000-0000-6261 Conference & Training	295.00	D	Chief Deputy Summer Conf	Minnesota State Sheriffs			1
51	7/31/21	904	01-201-000-0000-6285 Firearms/Ammo Training	7.97	D	24 pk water & 1 bag Ice	Kwik Trip Inc			1
52	7/31/21	904	01-201-000-0000-6285 Firearms/Ammo Training	57.95	D	3 / Batteries	Walgreen Co			1
53	7/31/21	904	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
54	7/31/21	904	01-201-000-0000-6293 Gun Permit Expenses	195.47	D	4/rolls of print cards	Identisys Incorporated			1
55	7/31/21	904	01-201-000-0000-6293 Gun Permit Expenses	137.68	D	ID Cards & Plastic cards	Identisys Incorporated			1
56	7/31/21	904	01-201-000-0000-6330 Travel Expenses	397.46	D	2/nights-Chief Dep Summer Conf	Cragun Corp			1
57	7/31/21	904	01-201-000-0000-6419 Community Programs	767.50	D	100/Challenge Coins	The Pin Depot Network Llc			1
58	7/31/21	904	01-201-000-0000-6425 Investigation Expense	8.02	D	AAA Batteries	Wal-Mart Stores, Inc.			1
59	7/31/21	904	01-201-000-0000-6438 K-9 Expenses	62.99	D	1 / 40lbs bag of K9 food	Farmers Feed & Pet Sply			1
60	7/31/21	904	01-201-000-0000-6438 K-9 Expenses	72.48	D	K9 meds to prevent heartworm	Bauer Veterinary Services			1

Steele County

JOURNAL ENTRIES



Descriptor MM - JUL 2021 C3 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	7/31/21	904	01-201-000-0000-6480 Non-Capitalized Inventory	16.95	D	Bag- Mobile Field Force Riot	Amazon.Com, Inc.			1
62	7/31/21	904	01-201-000-0000-6480 Non-Capitalized Inventory	505.77	D	23/Bags-Mobile Field Force Rio	Amazon Payments, Inc.			1
63	7/31/21	904	01-201-000-0000-6562 Gas & Oil Squads	28.16	D	Fuel for Squad 7402/conf	Fleet Farm Group, Llc			1
64	7/31/21	904	01-201-000-0000-6562 Gas & Oil Squads	36.22	D	Fuel for 7401-MSA Conf.	Holiday Companies			1
65	7/31/21	904	01-201-000-0000-6801 Misc Expense	3.98	D	2/bags of Ice	Kwik Trip Inc			1
66	7/31/21	904	01-201-000-0107-6320 Squad 7407 Maintenance	37.57	D	1/Tow Kit for squad	O'Reilly Auto Enterprise			1
67	7/31/21	904	01-201-000-0107-6320 Squad 7407 Maintenance	68.70	D	2/Wiper Blades for squad 7407	O'Reilly Auto Enterprise			1
68	7/31/21	904	01-251-000-0000-6211 Radio - Computers - Cameras	12.45	D	Replacement Radio Earpiece	Amazon.Com, Inc.			1
69	7/31/21	904	01-251-000-0000-6406 Program Supplies	188.09	D	inmate program supplies	Wal-Mart Stores, Inc.			1
70	7/31/21	904	01-251-000-0000-6406 Program Supplies	17.17	D	inmate educ. videos	Netflix, Inc.			1
71	7/31/21	904	01-251-000-0000-6410 Office Supplies	8.00	D	Engraving	Dsv Inc			1
72	7/31/21	904	01-251-000-0000-6432 Medical Payments	86.20	D	STOCK MEDS/SUPPLIES	Wal-Mart Stores, Inc.			1
73	7/31/21	904	01-251-000-0000-6560 Janitorial Supplies	33.81	D	Clorox wipes	Amazon.Com, Inc.			1
74	7/31/21	904	01-252-000-0000-6410 Office Supplies	25.96	D	Display Adapters for CCA	Amazon.Com, Inc.			1
75	7/31/21	904	01-252-775-0000-6261 Conference & Training - CCA Subsidy	200.00	D	EBP Workshop Series	Paypal			1
76	7/31/21	904	01-252-775-0000-6261 Conference & Training - CCA Subsidy	25.00	D	BCA Training	State Of Minnesota			1
77	7/31/21	904	01-252-775-0000-6261 Conference & Training - CCA Subsidy	25.00	D	BCA TAC Training	State Of Minnesota			1
78	7/31/21	904	01-253-000-0000-6300 Bldg Repairs & Maintenance	25.33	D	AC Unit Coil cleaner	Owatonna Heating & Coo			1
79	7/31/21	904	01-253-000-0000-6300 Bldg Repairs & Maintenance	19.32	D	caulk for repairs	Arrow Hardware, Inc			1
80	7/31/21	904	01-253-000-0000-6300 Bldg Repairs & Maintenance	194.78	D	Exhaust fan -Kitchen-911	Lowes Companies, Inc.			1

Descriptor MM - JUL 2021 C3 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	7/31/21	904	01-253-000-0000-6300 Bldg Repairs & Maintenance	45.87	D	fuses for generator	Werner Electric Ventures,			1
82	7/31/21	904	01-253-000-0000-6300 Bldg Repairs & Maintenance	188.00	D	Unplug floor drain - dispatch	Block Plumbing & Heating			1
83	7/31/21	904	01-253-000-0000-6300 Bldg Repairs & Maintenance	787.00	D	motor for E. Roof Unit	Temple Electric Motor			1
84	7/31/21	904	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monthly subscription	Basecamp, Llc			1
85	7/31/21	904	01-281-000-0000-6410 Office Supplies	24.99	D	Headset for EM	Amazon.Com, Inc.			1
86	7/31/21	904	01-481-460-6009-6465 Patient Supplies & Services	42.99	D	QA: Client Supplies Bed Rail	Amazon Payments, Inc.			1
87	7/31/21	904	01-481-460-6009-6465 Patient Supplies & Services	73.34	D	QA: Clients Supplies	Amazon.Com, Inc.			1
88	7/31/21	904	01-481-460-6009-6465 Patient Supplies & Services	79.95	D	QA: Clients Supplies	Amazon.Com, Inc.			1
89	7/31/21	904	01-481-461-6025-6806 Miscellaneous	25.90	C	HCB:Refund Books ANC grant	Amazon.Com, Inc.			1
90	7/31/21	904	01-481-461-6025-6806 Miscellaneous	13.98	D	HCB:Mamamilk-Mama me ANC grant	Amazon.Com, Inc.			1
91	7/31/21	904	01-481-461-6025-6806 Miscellaneous	192.13	D	ANC-Mics Books	Amazon.Com, Inc.			1
92	7/31/21	904	01-481-461-6025-6806 Miscellaneous	41.88	D	ANC-Breast Pump wipes	Amazon.Com Services, Inc			1
93	7/31/21	904	01-481-461-6025-6806 Miscellaneous	205.46	D	ANC-Mics	Weingart Design			1
94	7/31/21	904	01-481-461-6025-6806 Miscellaneous	39.99	D	HCB:Cooler Bags ANC grant	Amazon.Com, Inc.			1
95	7/31/21	904	01-481-461-6025-6806 Miscellaneous	82.90	D	ANC-Breasf -T-shirts	Wix.Com*939926087			1
96	7/31/21	904	01-481-461-6025-6806 Miscellaneous	264.00	D	ANC-Breasf -Premium Plan Pro	Wix.Com*premium-Plan			1
97	7/31/21	904	01-481-461-6025-6806 Miscellaneous	39.54	D	ANC-Breast Pump	Wal-Mart Stores, Inc			1
98	7/31/21	904	01-481-461-6040-6464 General Supplies & Outreach	467.96	D	WIC:Activity Cube \$861 grant	Kyjo Corp			1
99	7/31/21	904	01-481-461-6040-6464 General Supplies & Outreach	32.59	D	WIC:Wooden Train \$861 grant	Amazon.Com, Inc.			1
100	7/31/21	904	01-481-462-6047-6466 Flu Vaccine	33.99	D	CID: Flu Kenguard Tray	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description MM - JUL 2021 C3 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	7/31/21	904	01-481-462-6047-6466 Flu Vaccine	20.44	D	CID:Flu 3M Sentivity Solution	Amazon.Com, Inc.			1
102	7/31/21	904	01-481-465-6057-6464 General Supplies & Outreach	13.99	D	LPHG: Amy Iphone Cover	Amazon Payments, Inc.			1
103	7/31/21	904	01-521-000-0000-6540 Gas & Oil	43.42	C	Charged Tax had to credit back	Kibble Equipment Llc			1
104	7/31/21	904	01-521-000-0000-6540 Gas & Oil	40.44	D	Oil Change F935	Kibble Equipment Llc			1
105	7/31/21	904	01-521-000-0000-6540 Gas & Oil	43.42	D	Should be back on card	Kibble Equipment Llc			1
106	7/31/21	904	01-521-000-0000-6823 Beaver Lake	13.98	D	Door Sweep Beach House	Lowes Companies, Inc.			1
107	7/31/21	904	01-550-000-0000-6410 Operating Supplies - Contracts	4.48	D	Frame for Mission Statement	Wal-Mart Stores, Inc.			1
108	7/31/21	904	01-550-000-0000-6410 Operating Supplies - Contracts	169.00	D	AED Battery	Paypal			1
109	7/31/21	904	01-550-000-0000-6410 Operating Supplies - Contracts	22.49	D	Fan For Upstairs	Fleet Farm Group, Llc			1
110	7/31/21	904	10-000-000-0000-1001 Cash	272.12	C	BMO Charges July				1
111	7/31/21	904	10-302-000-0000-6525 CSAH Supplies - Aggregate/Asphalt	30.96	D	CSAH 7 & 23 supplies	Fleet Farm Group, Llc			1
112	7/31/21	904	10-302-000-0000-6553 Weed Spray & Vegetation Supplies	16.99	D	Spraying supplies	Fleet Farm Group, Llc			1
113	7/31/21	904	10-304-000-0000-6512 Bldg Repair & Maintenance	25.33	D	AC Unit Coil cleaner	Owatonna Heating & Coo			1
114	7/31/21	904	10-304-000-0000-6513 Tools	28.72	D	Small tools & parts, unit#9998	Lowes Companies, Inc.			1
115	7/31/21	904	10-304-000-0000-6513 Tools	29.99	D	Rear Axle Bearing Puller	Harbor Freight Tools Usa			1
116	7/31/21	904	10-304-000-0000-6520 Machinery/Vehicle Parts	8.55	D	Parts, unit#9997	Fleet Farm Group, Llc			1
117	7/31/21	904	10-304-000-0000-6520 Machinery/Vehicle Parts	16.99	D	Parts, unit#9998	Fleet Farm Group, Llc			1
118	7/31/21	904	10-304-000-0000-6520 Machinery/Vehicle Parts	37.48	D	Small tools & parts, unit#9998	Lowes Companies, Inc.			1
119	7/31/21	904	10-304-000-0000-6520 Machinery/Vehicle Parts	6.26	D	Parts, unit#9980	Fleet Farm Group, Llc			1
120	7/31/21	904	10-304-000-0000-6520 Machinery/Vehicle Parts	13.46	D	Welding Rod & supplies	Fleet Farm Group, Llc			1

Steele County

JOURNAL ENTRIES



Description MM - JUL 2021 C3 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	7/31/21	904	10-304-000-0000-6540 Fuel & Lubricants	57.39	D	Fuel Chainsaws #9998	Kwik Trip Inc			1
122	7/31/21	904	53-000-000-0000-1001 Cash	156.00	C	BMO Charges July				1
123	7/31/21	904	53-398-000-0000-6242 Publishing	156.00	D	HHW Radio Ad	Townsquare Media Inc			1
124	7/31/21	904	81-000-000-0000-1001 Cash	258.74	C	BMO Charges July				1
125	7/31/21	904	81-230-000-0000-6301 Equip Maint	54.00	D	Website Annual Fee	Paypal			1
126	7/31/21	904	81-230-000-0000-6410 Office Supplies	14.22	D	Correction Tape	Amazon.Com, Inc.			1
127	7/31/21	904	81-230-000-0000-6410 Office Supplies	9.88	C	Return Screen Protector	Wal-Mart Stores, Inc.			1
128	7/31/21	904	81-230-000-0000-6410 Office Supplies	29.76	D	Screen Protector & Phone Case	Wal-Mart Stores, Inc			1
129	7/31/21	904	81-230-000-0000-6801 Misc. Expense	50.00	D	Employee Retirement Gift	Amazon.Com, Inc.			1
130	7/31/21	904	81-230-000-0000-6801 Misc. Expense	50.00	D	Employee Retirement Gift	Amazon.Com, Inc.			1
131	7/31/21	904	81-230-000-0000-6801 Misc. Expense	70.64	D	Rice County Street Maps	Visionline Inc			1
Debit Total				12,070.12		Credit Total	12,070.12	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description JW - JULY 2021 - AJE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/21	500	01-003-000-0000-6357 Bank Charges	710.41	D	Bank Charges - Magic #1				1
2	7/31/21	500	01-003-000-0000-6357 Bank Charges	20.19	D	Bank Charges - Magic #2				1
3	7/31/21	500	01-003-000-0000-6357 Bank Charges	115.25	D	Bank Charges - Payroll				1
4	7/31/21	500	01-000-000-0000-1001 Cash	845.85	C	July 2021 Bank Charges				1
5	7/31/21	500	01-000-000-0000-1001 Cash	210.52	D	July 2021 Interest				1
6	7/31/21	500	01-003-000-0000-5710 Interest From Investments	104.55	C	July Interest - Magic #1				1
7	7/31/21	500	01-003-000-0000-5710 Interest From Investments	105.40	C	July Interest - Magic #2				1
8	7/31/21	500	01-003-000-0000-5710 Interest From Investments	0.57	C	July Interest - Payroll				1
9	7/31/21	500	38-000-000-0000-1001 Cash	2.06	D	July 2021 Interest				1
10	7/31/21	500	38-251-000-0000-5710 Interest	2.06	C	July Bond Interest				1
11	7/31/21	500	81-000-000-0000-1001 Cash	2.93	D	July 2021 Interest				1
12	7/31/21	500	81-230-000-0000-5710 Interest	2.93	C	July Interest - E911				1
13	7/31/21	500	70-000-000-0000-2101 Unapportioned Current Tax	12,787.00	D	Reverse PNP PMT Returned				1
14	7/31/21	500	70-000-000-0000-1001 Cash	12,787.00	C	Reverse PNP PMT Returned				1
Debit Total				13,848.36		Credit Total	13,848.36	Net:	0.00	

PERSONNEL REPORT
September 14, 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>
David Stenzel	Environmental Specialist/P & Z	B25/5	09/14/21

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Lisa Cage	PHN/Family Support Educator	Public Health	09/03/21
Linda Bettin (retirement)	Office Support Specialist	Public Health	01/14/22

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>
Registered Nurse	Detention Center	Exploring options
Highway Maintenance Technician	Highway	Interviewing
Correctional Officers (6)	Det. Center/Sheriff's Office	1 in background; others on-hold
Assistant Program Coordinator	Det. 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: Approve Backfilling the Adult Health Lead Position

Department: Public Health

Committee Meeting Date: September 1, 2021

Board Meeting Date: September 14, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve backfilling the 1.0 FTE Adult Health Lead Position.

Recommendation:

Recommendation to approve backfilling the 1.0 FTE Adult Health Lead Position.

Background (*Including Budget Impact*):

The Adult Health Lead accepted an open position as the Emergency Preparedness Coordinator and Care Coordinator which has left this position open as of August 31st. After evaluating Department needs, it is determined that this position must be filled immediately at a 1.0 FTE. This position is included in the current 2021 Budget as well as the preliminary 2022 Budget.

Attachments:

-Adult Health Lead Job Description

-Position Requisition Form-Public Health August 2021

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: 08/25/2021

Is this a new position? No

Title: <u>Adult Health Lead</u>	Division: _____
Former Incumbent: <u>Melissa Kofstad</u>	Department: <u>Public Health</u>
Former Incumbent's Wage: <u>\$45.71</u>	DBM Rating: <u>C52</u> Step: <u>11</u> Full-time/Part-time: <u>FT</u>
Incumbent's Last Working Day: <u>Transferred to new position August 31, 2021 within the Department</u>	

Section 2: Proposed Position Information

Title: <u>Adult Health Lead</u>	Division: <u>Adult Health</u>
Department: <u>Public Health</u>	Date of Need: <u>08/15/2021</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: <u>Full-Time</u> Hours per week: <u>40</u>
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Section 4: Funding Source (Chart of Accounts)

Fund Code: <u>01</u> Department: <u>481</u> Program Code: <u>460</u> Account: <u>6004-5563</u> % Percentage: <u>50</u>
Fund Code: <u>01</u> Department: <u>481</u> Program Code: <u>465</u> Account: <u>6054-5348</u> % Percentage: <u>50</u>
Target Salary: <u>\$45.71/hour \$95,077/yr</u> Estimated Budget Impact: <u>\$123,000</u>
Budgeted position: <u>Yes</u> Reallocation: _____

Section 5: Revenue Source

Grant (Amount/Percent): <u>25</u> Reimbursement (Amount/Percent): <u>50</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.*
- If we did not fill this position, we would not have staff to coordinate the scheduling of Adult Health Staff Members within the Home Health Agency and provide the assurance role of serving our homebound clients. This position is essential in providing our Home Health Services in the County.
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
- Yes, this position requires a 4-year RN degree and Registered Nurse in the State of Minnesota.
5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*
- At present, this position is critical in providing the support we need for our Home Health Agency. Just a few of the critical job responsibilities this position accounts for are: intakes and referrals of new clients, day to day scheduling of the Adult Health Nurses to assure client's needs are met, and assuring that the Agency is in compliance with Federal and State CMS Rules and Regulations.
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?
- An overall assessment of the Department, as well as the Adult Health Division yielded that this position must remain in its current full capacity.

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

We would not be able to maintain our essential Home Health Agency Services and could no longer serve our aging community members in their homes.

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

No, these resources already exist.

<u>APPROVAL SIGNATURES</u>

Department Head: _____ Date: _____

Division Director: _____ Date: _____

(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

<u>HR USE ONLY</u>
____ Non-Exempt (OT Eligible) ____ Exempt (OT Ineligible) Bargaining Unit : _____ DBM Rating: _____ Salary amount budgeted for position: _____



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Adult Health Lead	Department: Community Services/Public Health
Immediate Supervisor's Position Title: Director of Nursing	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Director of Nursing, the Adult Health Lead is responsible for the daily direction, operations and public health staff engaged in the delivery of all adult care services, community wellness and PCA services.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Monitors, leads and coordinates the activities of staff engaged in the delivery of adult care, wellness, and PCA services. a) Participates in the interviews, selection and hiring of adult health staff b) Coordinates staff development, training and licensing requirements of staff. c) Plans, assigns and directs work activities of adult health services staff. d) Participates in the evaluation assigned staff; recommends disciplinary actions; addresses complaints and problems. Collaborates and works with the Director of Nursing in discussing any personnel issues, performance issues and needed actions. e) Monitors job activities to ensure compliance with department and program requirements, guidelines and department policies and procedures. f) Interprets federal, state and county administrative policies and procedures for staff. g) Monitors and makes adjustments in staff caseloads and assignments. • Monitors the approved adult health budget. Makes recommendations to the Director of Nursing regarding resource needs. Monitors the billing of adult health services to assure their accuracy and completeness. • Collaborates and works with the Director of Community Health Services in the development and recommendation of the public health budget. Administers the approved department budget and its funding resources. Approves purchases and expenditures within the adopted budget. Works with accounting personnel to formulate and determine short and long-range financial outlooks for the department. • Interprets and implements department policies and procedures pertaining to adult health care services and programs. Participates in department team meetings to mutually explore issues and concerns and/or to discuss changes or modifications to department programs, procedures or services. • Collaborates with and coordinates with Human Services in monitoring PCA programs. • Participates in providing adult care services to clients and assumes responsibility for caseload of clients. • Provides coordination and/or participates in emergency preparedness activities/events; immunization clinics; pregnancy

and tuberculin testing; and disease prevention and control activities within the County.

- Performs other duties of a comparable level or type, as required.
- a) Keeps abreast of changing legislation, trends, policies, and developments in areas of responsibility.
- b) Attends various state, regional and local meetings/training sessions.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				BA/BS	
High school diploma or GED.				Major field of study or degree emphasis: Nursing	
1 year college		2 years college			
3 years college		4 years college			
		x			
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: - Public health and nursing principles, concepts, best practices and trends related to community health; communicable diseases and epidemiology concerns and issues particularly as it applies to adult services. - Knowledge of infection control and communicable disease prevention. - Knowledge of nursing procedures, human development, physiology, medical conditions, medications, diagnoses; medical treatments and so on required of nursing professionals. - County administrative guidelines, policies and procedures. - Legislative rules and regulations pertaining and impacting home health, waived services, reimbursement, or other adult health services and programs. - Community resources and related services within and outside of the County. - Knowledge of emergency preparedness processes and procedures and practices.	
2nd year graduate level					

Required Work Experience in Addition to Formal Education/Training:

Minimum of 3 years previous nursing and public health experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hire: A valid MN Driver's License. Certified Public Health Nurse in the State of MN and a Registered Nurse in the State of MN.
ESSENTIAL SKILLSREQUIRED	Skilled in: Coordinating, delegating, and monitoring the activities of professional nursing and support staff.



TO PERFORM THE WORK	• Planning and implementing adult health care programs and services in accordance with established department policies and regulations, laws and requirements pertaining to assigned programs. • Monitoring allocated budget(s) for services and program(s) requirements and needs. • Coordinating and implementing records management procedures, billing of services, and reporting responsibilities for adult care services. • Organizational, time management and conflict resolution skills. • Operating and using computers and office productivity software (e.g. word processing, spreadsheets, email, presentational software, etc.). • Providing skilled nursing procedures and treatments to clients in accordance with care plans and physician orders. • Developing and maintaining cooperative working relationships with staff, other health care providers, human services and general public. • Providing health education services to clients and the public. • Participating in and responding to disease outbreaks, emergency preparedness events or other health related events.
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INDIRECT SUPERVISION:

Number of employees indirectly supervised:

Administrative Support Staff, Social Worker, Public Health Nurses

Total: 5+ FTE's

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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

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

Medium Work:

Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently to lift, carry, push, pull or otherwise move objects in the performance of the job .

HAZARDOUS WORKING

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

Unusual or hazardous working conditions related to performance of duties:

Duties of the job include some administrative and staff coordinative responsibilities but incumbents may still be subjected to blood, body fluids, travel, exposure to contagious diseases, public contact involving serious risks, and work activities requiring constant precautions and safety considerations . Duties may include responding to public health emergencies and being exposed to disease and contagious outbreaks.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

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

Department Head's Signature

Date

Classification History:

Prepared 2/2014 by BCC.



Steele County Agenda Item

Subject: Approve Backfilling the Office Support Specialist Position

Department: Public Health

Committee Meeting Date: September 1, 2021

Board Meeting Date: September 14, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve backfilling the 1.0 FTE Office Support Specialist Position.

Recommendation:

Recommendation to approve backfilling the 1.0 FTE Office Support Specialist Position.

Background (*Including Budget Impact*):

The current Office Support Specialist has notified us that her official retirement date will be January 14, 2022. It is essential that this position be backfilled at a 1.0 FTE. The Department is requesting that we have two weeks of overlap to have the opportunity for the new employee to train in with the current employee, therefore having a start date of January 3, 2022. This position is included in the current 2021 Budget as well as the preliminary 2022 Budget.

Attachments:

-Office Support Specialist Job Description

-Position Requisition Form-Public Health Office Support Specialist August 2021

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: _____

Is this a new position? _____

Title: _____ Division: _____
Former Incumbent: _____ Department: _____
Former Incumbent's Wage: _____ DBM Rating: _____ Step: _____ Full-time/Part-time: _____
Incumbent's Last Working Day: _____

Section 2: Proposed Position Information

Title: _____ Division: _____
Department: _____ Date of Need: _____
Regular/Seasonal/Temporary: _____ <i>If seasonal or temporary, list state/end dates:</i> _____

Section 3: Position Type

_____ Supervisory _____ Non-Supervisory Full-time/Part-time: _____ Hours per week: _____
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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: _____ Estimated Budget Impact: _____
Budgeted position: _____ Reallocation: _____

Section 5: Revenue Source

Grant (Amount/Percent): _____ Reimbursement (Amount/Percent): _____ Levy (Amount/Percent): _____
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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.*
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?

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

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

<u>APPROVAL SIGNATURES</u>

Department Head: _____ Date: _____

Division Director: _____ Date: _____
(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

<u>HR USE ONLY</u>

___ Non-Exempt (OT Eligible) ___ Exempt (OT Ineligible)

Bargaining Unit : _____ DBM Rating: _____

Salary amount budgeted for position: _____



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Office Support Specialist	Division/Department: Varies
Immediate Supervisor's Position Title: Varies	FLSA Status: Non-Exempt
Job Summary: The Office Support Specialist represents a broad grouping of positions from various departments responsible for providing duties associated with customer support service and receptionist duties; providing assistance performing data entry, maintaining and updating various department databases, files and records; handling department mailings; performing various word processing assignments; and performing other general office support functions. Positions assigned to this classification generally involve substantial customer/public service responsibilities and involve the application of clearly understood and established operational procedures for addressing the majority of work responsibilities and tasks and where work assignments and operational procedures are learned on-the-job and do not require specialized training.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES *(Duties outlined below are intended to serve as illustrative examples of the general job expectations and level of the work and is not intended to detail all duties associated with the classification.)*

- Performs customer service and receptionist functions.
 - a) Meets and greets the public via the telephone, walk-ins or at the department counter. Determines nature of visit or call provides routine information to inquiries or directs the public to appropriate county/department personnel.
 - b) Assists the public with inquiries regarding building permits, water testing, radon, recycling or other department programs. Issues permits and collects fees.
 - c) Answers all phone calls for the department; screens new applicants; schedules and/or reschedules appointments for existing clients. Provides clients with forms/applications based upon needs and provides clients with routine information, as appropriate.
 - d) Transfers callers and/or directs visitors and the public to various County departments based upon needs and concerns.
 - e) Schedules and books meeting rooms for various county meetings.
 - f) Distributes radon and water tests kits.
 - g) Assists staff in scheduling and signing up for video conferencing and submission of credit hours for continuing education requirements for staff.
- Coordinates the sorting and distribution of incoming and outgoing mail/faxes. Collects and prepares outgoing mail. Computes postage for outgoing mail. Handles bulk mailing activities. Assists in the assembly of packets and files utilized by department staff and/or the printing of various documents. Performs courier service between agency and clinic and/or deliver mail to drop off site. Opens inmate mail and inspects mail for contraband. Prints and mails out appointment reminder letters to clients.

- Prepares all department files for imaging, scanning and filing.
- Performs word processing projects for department staff. Types and proofs materials. Types background studies, parent evaluation letters, memos, flyers, brochures, pamphlets, meeting minutes, or other materials as requested.
- Performs various data entry and file maintenance activities such as:
 - a) Enters and updates records of all individuals who have received immunizations and other client information.
 - b) Enters and updates addresses for custodial and/or non-custodial parents into department databases.
 - c) Retrieves documents from system to send out employer verifications and updates all data entry panels in the Child Support System. Provides copies to each child support officer. Inputs various data and information into PRISM and EDMS.
 - d) Enters assessment data, address changes, and homestead classifications for parcels. Maintains and updates various databases. Files field cards and documents. Scans applications; tracks permits issued to city and county properties verifying information and parcel numbers.
 - e) Enters criminal warrants, hit requests and administrative messages on the State and National Information System.
 - f) Maintains and updates criminal case files, Detention Center documents. Organizes files in numeric order. Enters all court notes into inmate criminal history.
 - g) Audits warrant lists, verifies they are valid, runs criminal histories and makes sure warrants are still active.
 - h) Orders and maintains officer supplies, forms and materials. Updates records of computer inventory.
 - i) Tracks county insurance coverage. Handles additions, deletions and changes in coverage.
 - j) Maintains spreadsheet of vehicle coverage and files for insurance and claims.
 - k) Maintains list of employee length of service for recognition awards.
 - l) Maintains a spreadsheet for reporting on employee health insurance and reporting for the Affordable Care Act.
- Performs other duties of a comparable level or type, as required.
 - a) Performs special projects as delegated or assigned.
 - b) Provides back up support and assistance, as needed.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK

Skilled in:

- Oral and written communications.
- Word processing.
- Using client/customer service etiquette and agency procedures in directing clients/callers to appropriate staff and units within the agency.
- Learning and following record retention procedures and methods in the updating or destruction of agency files and records.
- Learning, using and applying agency applications, software and systems to perform various data entry, file and record maintenance responsibilities and requirements of the job.
- Performing data entry functions and duties that require attention to detail, precision and accuracy.
- Learning and applying relevant rules, procedures, county policies and procedures as it applies to job responsibilities.
- Directing callers to appropriate units and staff based upon the issues, concerns and needs of callers and the services provided by various agency units.

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

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			Major field of study or degree emphasis:	
x	High school diploma or GED.				
	1 year college		2 years college		
	3 years college		4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: - Fundamentals of general office and practices and procedures and equipment. - Fundamental knowledge of customer/client service etiquette and practices. - Fundamental knowledge in the use and operation of computer hardware and business productivity software and applications used in a typical office environment including Word, Excel, Outlook, Explorer, Windows, Access or related programs. - Knowledge of data privacy laws and rules. - Basic understanding of agency/county programs and services.	
	2nd year graduate level				

Required Work Experience in Addition to Formal Education/Training:
Minimum of 1 year experience involved in customer service or general secretarial/clerical support capacity.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid MN driver's license. May be required to obtain Notary license, if applicable, and required by department after hire. Some positions may be required to pass Merit exam for those positions in Human Services.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x

Taste or smell	x			
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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

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

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Employee works primarily in an indoor office setting and is exposed to minimal adverse or hazardous physical or environmental conditions. Employees are exposed to some disagreeable, hostile, uncooperative and/or angry clients or members of the public that can make the job less than desirable. Potential hazards and risks can be minimized through departmental procedures, training, and general county risk management techniques employed by the County.
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SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

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

Department Head's Signature

Date

Classification History:

Prepared 3/2014 by BCC.



Steele County Agenda Item

Subject: Reappointment of Veterans Service Officer

Department: Veteran Services

Committee Meeting Date: September 1, 2021

Board Meeting Date: September 14, 2021

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

Policy Committee Recommendation:

Committee recommends reappointing Rene Gilormini as the Veterans Service Officer for a 4-year term through October 4, 2025

Recommendation:

Reappoint Rene Gilormini as the Veterans Service Officer for a 4-year term through October 4, 2025.

Background (*Including Budget Impact*):

The VSO is appointed for 4 year terms. The current term will expire on October 4, 2021.

Attachments:

Resolution



STEELE COUNTY BOARD OF COMMISSIONERS
RESOLUTION NO. _____
REAPPOINTMENT OF THE STEELE COUNTY VETERANS SERVICE OFFICER

WHEREAS, The term of Rene Gilormini as Steele County Veterans Service Officer expires October 4, 2021; and

WHEREAS, Minnesota Statute 197.60 requires the County Board of each county to appoint a Veterans Service Officer.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners does hereby reappoint Rene Gilormini as the Steele County Veterans Service Officer for a four-year term effective October 4, 2021.

Approved:

James Brady, Chair
Steele County Board of Commissioners

Attest:

Laura Ihrke
Steele County Auditor



Steele County Agenda Item

Subject: Steele County Courthouse HVAC Upgrades/Contract Award

Department: Building & Grounds

Committee Meeting Date: September 9, 2021

Board Meeting Date: September 14, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

To approve the Facilities and Fleet Director to accept the low bid from JD Driver Base Bid plus A-2, and to execute the contract for the Courthouse HVAC Upgrades Project.

Recommendation:

To approve the Facilities and Fleet Director to accept the low bid and to execute the contract for the Courthouse HVAC Upgrades Project.

Background (*Including Budget Impact*):

Previously the County Board authorized the Facilities and Fleet Director to Advertise for Bids for the Courthouse HVAC Upgrades Project. Two bids were received on September 2, 2021, see bid tabulation attachment.

Attachments:

Bid Tabulation

Bid Tabulation

STEELE COUNTY COURTHOUSE HVAC UPGRADES
Owatonna, MN



Bid Letting Time + Date: 2:00 p.m. Thursday, September 2, 2021
Bid Letting Location: 630 Florence Ave, Owatonna, MN
ISG Project Number: 20-23986

CONTRACTOR	BID BOND	RESPONSIBLE CONTRACTOR FORM	ADD. #1	ADD. #2	BASE BID	ALT. A-1 REPLACE ALL DUCTWORK	ALT. A-2 Alternate Controls
JD Driver	X	X	X	X	\$1,865,000.00	(\$6,000.00)	(\$30,000.00)
Morcon	X	X	X	X	\$1,874,998.00	(\$24,941.00)	(\$39,727.00)

Letter of Recommendation

SEPTEMBER 9, 2021

Jake Rysavy
Facilities & Fleet Director/Bldgs & Grounds
Steele County
630 Florence Ave
Owatonna, MN 55060
jacob.rysavy@co.steele.mn.us



Jake,

On September 2, 2021, Bids were received for the Steele County Courthouse HVAC Upgrades . A total of two bids were received ranging from \$1,865,000 to \$1,874,998. The bids also have two alternates to select from

The apparent low bidder is JD Driver, with a bid price of \$1,835,000 with bid alternate #2 being accepted (deduct of \$30,000 for alternate controls supplier). We have spoken with the contractor and confirmed that JD Driver's bid is complete and thorough. We also reiterated the importance of schedule. Therefore, we recommend approval of JD Driver's bid along with Bid Alternate #2.

Sincerely,

A handwritten signature in black ink that reads "Bob Mickelson".

Bob Mickelson
Sr Project Manager
Bob.mickelson@ISGInc.com

STEELE COUNTY PERSONNEL AGENDA ITEM

September 14, 2021 at 5:00 pm

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

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Jarred Robinson	Maintenance Tech – Highway	09/01/21	5
Stephen Tschopp	Engineering Tech II – Highway	09/01/21	5
Sean Witter	Maintenance Tech – Highway	09/02/21	5
Josh Horejsi	Deputy – Sheriff's Office	09/03/21	6
Melissa Kofstad	Emerg. Prep. Coord./Care Coord. – PH	09/04/21	14
Michelle Bromley	Correctional Officer – Detention Ctr.	09/05/21	4
Michael Witter	Correctional Officer – Detention Ctr.	09/06/21	3
Jennifer Su	Probation Officer II – Comm. Corr.	09/07/21	14
Erin Edel	Accountant – Highway/Public Health	09/14/21	15
Carey Steffensmeier	CARE Coordinator/Social Worker – PH	09/14/21	6
Mark Blowers	Network Support Specialist – IT	09/22/21	7
Greg Ilkka	County Engineer – Highway	09/25/21	4
Brian Anderson	Appraiser – Assessor's Office	09/26/21	5
Seth Hummel	Corporal – Detention Ctr.	09/28/21	6
Amber Aaseth	Asst. Director of Public Health – PH	09/28/21	23
Bobbie Herzog	Human Resources Assistant – HR	09/30/21	2
Mark Radue	Fac. Maint. Worker I – Bldgs & Grounds	09/30/21	30



Steele County Agenda Item

Subject: 2022 Health Insurance Renewal Rates

Department: HUMAN Resources

Committee Meeting Date: September 1, 2021

Board Meeting Date: September 14, 2021

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Recommend approval of 2022 health insurance renewal rates and proposed maximum rate guarantees for 2023 & 2024.

Background (*Including Budget Impact*):

The County received communication from the SE Service Cooperative that they went out to bid in the fall of 2020 for health insurance. After extensive analysis, the Board of Directors for the Cooperative decided to accept Medica's proposal, effective 01/01/22. The long-standing incumbent carrier for the Cooperative has been Blue Cross/Blue Shield of Minnesota.

As a result of lower fixed and administrative costs with Medica, along with favorable claims experience over the past 24 months for the County, our health insurance premium costs will be **decreasing 10.0% in the aggregate for 2022**. In addition, Medica will continue to offer the County the same plan design and network access as our former carrier provided.

The SE Service Cooperative has also offered the County the opportunity to lock-in a rate guarantee for both the 2023 and 2024 calendar years as follows:

2023: The maximum premium rate increase would be 5%

2024: The maximum premium rate increase would be 5%

The renewal rates are included on the attachment.

Budget/Fiscal Impact:

The proposed preliminary budget has been adjusted to reflect this new information.

Attachment:

2022 Health Insurance Renewal Rates & 2023/2024 maximum rate guarantees

2022 Health Insurance Information and Recommendations

Recommendation: Approve 2022 Health Insurance Renewal Rates With No Plan Changes; AND Approve premium maximum rate guarantees for 2023 and 2024

Background: These renewal rates reflect an aggregate decrease of 10.0% over calendar year 2021. This reflects a monthly decrease in the premium costs of:

- \$90.55 for single coverage
- \$225.35 for employee +1 coverage and family coverage

Union contracts are already in place for 2022, so the insurance contract language will be applied in the calculation of contribution amounts for the employer and employees.

2021 High Deductible/HSA & VEBA Plan Costs

	Annual Deductible	Annual County HSA/VEBA Contribution	Total Monthly Premium	Monthly County Contribution	Monthly Employee Contribution
Single	\$4,000.00	\$1,700.16	\$905.50	\$828.25	\$77.25
Employee +1	\$8,000.00	\$3,500.16	\$2,253.50	\$1838.75	\$414.75
Family	\$8,000.00	\$3,500.16	\$2,253.50	\$1763.75	\$489.75

BCBS Plan (HSA or VEBA)	Single Coverage	Emp + 1 Coverage	Family Coverage
2021 Total Monthly Premium	\$ 905.50	\$2253.50	\$2253.50
2022 Total Monthly Premium	\$ 814.95	\$2028.15	\$2028.15
Difference (Monthly)	\$90.55	\$225.35	\$225.35



Steele County Agenda Item

Subject: Years of Service Recognition Gifts

Department: Human Resources

Committee Meeting Date: September 1, 2021

Board Meeting Date: September 14, 2021

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Recommend bringing to full board for discussion and action

Recommendation:

Recommend changing years of service gifts to an equal cash lump sum amount and 1 additional day off for employees being recognized for their years of service milestone.

Background (*Including Budget Impact*):

The County has traditionally provided employees being recognized for their years of service milestone (5, 10, 15, 20, etc.) a gift from Black Forest. Over time, the Recognition Committee has received feedback that employees would rather receive money and/or additional time off instead of a gift from a limited, pre-selected list. Making this change would allow employees to decide how they'd like to use the money, such as attending a concert, play, hotel stay, etc. or purchase anything they'd like without the limited scope of options that a company offers.

The Recognition Committee is proposing the following monetary amounts, plus 1 additional paid day off for each recipient, beginning in 2021:

5 yrs. of service:	\$50.00
10 yrs. of service:	\$75.00
15 yrs. of service:	\$100.00
20 yrs. of service:	\$125.00
25 years of service:	\$175.00
30 yrs. of service:	\$225.00
35 yrs. of service:	\$275.00
40 yrs. of service:	\$325.00

There would be no additional cost for this change, as the lump sum amounts listed above and the additional day off are already included in the 2021 budget.

Attachments: N/A



Steele County Agenda Item

Subject: MN Prairie County Alliance/Steele County Human Resource Services Agreement

Department: Administrator's Office

Committee Meeting Date: September 1, 2021

Board Meeting Date: September 14, 2021

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

Policy Committee Recommendation:

No Recommendation. Discussed as an informational item only.

Recommendation:

Approve the Agreement for delivery of Human Resources Services between Minnesota Prairie County Alliance and Steele County and authorize the Chair and the Attorney to sign the agreement with the condition that MNPrairie agrees to remove item indicated as Section 3. Consideration (f) which reads: STEELE COUNTY shall reimburse MNPRAIRIE for the cost of any federal match claimed for payments made under this agreement that are found to not be in compliance with federal cost allocation requirements.

Background (*Including Budget Impact*):

The COVID-19 pandemic delayed action on a new, updated contract; the proposed contract would be retroactive and effective for the period January 1, 2021 through December 2025. This continuing contract allows both organizations to engage in a collaborative and mutually beneficial arrangement of sharing HR expertise.

Key changes from the prior contract include:

- Moving away from using employee FTEs and instead use the total number of benefit eligible positions in Steele County and MNPrairie for the cost allocation methodology because these positions require the full array of comprehensive, strategic HR services in all nine (9) areas of the key deliverables in the contract. In addition, this methodology would be a much simpler way vs. determining a weighted formula based on the number and kind of services required.
- In apportioning costs of the HR team between the two parties, the relative share of active staff positions is used, with non-benefit-eligible positions discounted to 0.02 of a position and Steele-Rice dispatch positions discounted to 0.10, because Steele County HR provides a significantly lower level of support to those positions.

The Agreement will result in a \$20K decrease in revenue. This is primarily due to the move away from a weighted FTE formula where MN Prairie was paying more due to their inclusion in the MN Merit System. They are no longer part of the MN Merit Personnel System, which required more HR Services and work.

Attachments:

MNPrairie Agreement for Delivery of Human Resources Services 1/1/2021 through 12/31/2025

Agreement for Delivery of Human Resources Services

Between Minnesota Prairie County Alliance and Steele County

Minnesota Prairie County Alliance (hereinafter referred to as MNPRAIRIE), 22 6th Street East, Department 401, Mantorville, Minnesota 55955 and **Steele County**, Steele County Administration Center, 630 Florence Avenue, PO Box 890, Owatonna, MN 55060 (hereinafter referred to as STEELE COUNTY), enter into this Agreement for the period identified in Section 2.

WHEREAS, the Minnesota counties of Dodge, Steele, and Waseca executed a joint powers agreement to form a multi-county human services delivery authority known as Minnesota Prairie County Alliance and transferred operations of each member county's human services to MNPRAIRIE on January 1, 2015; and

WHEREAS, MNPRAIRIE has determined that successful operation requires, among other things, the provision of professional human resources services; and

WHEREAS, STEELE COUNTY has established their capacity and interest in providing professional human resources services for this purpose.

NOW THEREFORE, in consideration of the terms and conditions set forth herein, the parties hereby agree as follows:

Section 1. Responsibilities.

- (a) STEELE COUNTY shall provide professional human resources services in accordance with the key deliverables included in attachment(s) to this Agreement that have been executed in accordance with Section 2 for the purpose of supporting MNPRAIRIE operations.
- (b) MNPRAIRIE shall provide guidance, make decisions to set the direction of work being managed under this Agreement, and authorize expenditures of the funding.
 - (i) Except in an emergency, STEELE COUNTY shall seek authorization from MNPRAIRIE prior to engaging any independent consultant or contractor services necessary to effectively provide human resources services in accordance with this agreement. In an emergency situation, MNPRAIRIE hereby authorizes STEELE COUNTY Human Resources leadership to take actions they deem necessary, prudent, and in MNPRAIRIE's best interest to restore normal operations as quickly as practical.
- (c) MNPRAIRIE shall provide consideration in accordance with Section 3.
- (d) MNPRAIRIE will be responsible for authorizing the provision and purchase of other, independent, human resources-related professional-technical consultation such as a labor attorney, legal counsel, or job classification service as determined appropriate by the MNPRAIRIE chief executive officer.
- (e) MNPRAIRIE will have a human resources information technology system (HRIS) in place.
- (f) MNPRAIRIE will be responsible for all payroll administration, processing and related payroll tasks/functions/responsibilities.
- (g) MNPRAIRIE shall appoint a human resources liaison.

Section 2. Term and Conditions of Agreement; and Modifications.

- (a) Effective period. The Agreement shall be effective on January 1, 2021, through December 31, 2025, unless a new agreement is signed by both parties or terminated under provisions of Section 2.
- (b) Modification of Agreement. Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
 - (i) Key deliverables. A written set of key deliverables is included in attachments to the Agreement that have been executed or amended as authorized by MNPRAIRIE and by the management contacts for each party as listed in Section 11.
- (c) Withdrawal. Either party may withdraw from this Agreement by filing a written notice of its withdrawal to the management contact for the other party as listed in Section 11. The effective date of the withdrawal may not be earlier than the end of a calendar year at least one year hence, unless mutually agreed upon by both parties to terminate earlier.
- (d) Limitation on claims. No claim for services furnished by STEELE COUNTY not specifically provided in the Agreement will be allowed by MNPRAIRIE, nor must STEELE COUNTY do any work or furnish any material not covered by the Agreement, unless this is approved in writing by both parties, in accordance with paragraph (b) of this section.
- (e) Termination in absence of funding. It is understood and agreed that in the event the funding to MNPRAIRIE from State and Federal sources is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of services purchased under this Agreement, the obligations of each party hereunder shall be terminated.

Section 3. Consideration.

- (a) MNPRAIRIE shall pay STEELE COUNTY for the actual costs incurred by STEELE COUNTY in the provision of services in accordance with Section 1.
 - (i) Actual, direct costs incurred by STEELE COUNTY for a given calendar quarter shall be allocated to MNPRAIRIE based on the proportion of active positions on the last day of the quarter for MNPRAIRIE relative to the number of active positions for STEELE COUNTY and the number of active positions for other joint powers entities to which STEELE COUNTY is a party and for which STEELE COUNTY provides some human resources services (e.g., Steele-Rice joint dispatch). For purposes of this calculation,
 - (A) An active position is any position authorized by the governing body that is either occupied or actively being filled. Vacant positions that are on hold or for which no active work is being done are not counted; and
 - (B) Due to the limited array of human resources services provided in these two situations:
 - (1) An active position for which employer-paid benefits are not provided, or would not be if the position were filled, shall be counted as 0.02; and
 - (2) An active position for other joint powers entities to which STEELE COUNTY is a party shall be counted as 0.10.
 - (ii) Actual costs shall include:
 - (A) Personnel costs for the human resources team, to include the human resources director, human services assistant director, human resources generalist, human resources assistant, and any other human resources position(s) that may be added to the team by mutual agreement in order to address employer human resources needs and/or growth in the number of employees. Personnel costs shall include salary, employer-paid benefits and payroll taxes, and workers compensation.

- (B) Facilities, equipment & supplies costs for the same human resources staff, including workspace square footage (at the same rate as the MNPRAIRIE workspace lease with STEELE COUNTY); telephone(s) and other technology hardware, software, and infrastructure; office supplies; and postage.
 - (C) Training costs for the same human resources staff.
 - (D) Mileage costs for the same human resources staff, except that mileage costs incurred solely on behalf of MNPRAIRIE business shall be removed from actual costs and paid directly at the IRS rate, rather than allocated. (e.g., Travel to a MNPRAIRIE site to provide human resources support.) Other mileage costs shall be prorated as a human resources staff cost (e.g., attending training on Kronos).
- (iii) Actual costs shall not include:
- (A) Countywide indirect costs associated with other Steele County department (such as county administration, treasurer's or auditor's office, etc.) that are accounted for and for which federal match is paid in accordance with the Countywide Indirect Cost Allocation plan that is prepared annually.
- (b) MNPRAIRIE shall pay separate from this agreement for other, independent human resources-related professional-technical consultation authorized in accordance with Section 1, paragraph (d).
 - (c) STEELE COUNTY shall submit an invoice for payment at least one time per quarter and no more than thirty days following the end of the calendar year in which services were provided in accordance with this Agreement.
 - (d) MNPRAIRIE shall pay STEELE COUNTY within thirty days of receipt of a complete and proper invoice.
 - (e) MNPRAIRIE may claim federal financial participation as appropriate for payments made in accordance with this Agreement.
 - (f) ~~STEELE COUNTY shall reimburse MNPRAIRIE for the cost of any federal match claimed for payments made under this agreement that are found to not be in compliance with federal cost allocation requirements.~~ SG 9/8/2021

Section 4. Bonding, Indemnity and Insurance.

- (a) Bonding. STEELE COUNTY shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond or insurance coverage for employee dishonesty with a minimum amount of \$50,000 covering the activity of each person authorized to receive or distribute monies under this Agreement.
- (b) Indemnity. (1.) STEELE COUNTY does hereby agree that it will defend, indemnify, and hold harmless MNPRAIRIE against any and all liability, loss, damages, costs and which MNPRAIRIE may hereafter sustain, incur, or be required to pay by reason of any negligent act or omission or intentional act of STEELE COUNTY, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of purchased services under this Agreement.
(2.) MNPRAIRIE does hereby agree that it will defend, indemnify, and hold harmless STEELE COUNTY, its employees, officers, and agents, against any and all liability, loss, damages, and costs which STEELE COUNTY may hereafter sustain, incur, or be required to pay by reason of any negligent act or omission or intentional act of MNPRAIRIE, its employees, officers, and agents which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of STEELE COUNTY'S obligations under this Agreement.
- (c) Insurance: STEELE COUNTY and MNPRAIRIE agree, that in order to protect themselves and each other under the indemnity agreement provisions above, each will at all times during the term of

this Agreement, have and keep in force insurance coverage that, at a minimum, meets the parties maximum liability limits under Minn. Stat. 466.04. Each party must also maintain workers compensation insurance per statutory requirements.

Section 5. Audits, Records, and Disclosures.

- (a) Record retention. STEELE COUNTY shall maintain all records pertaining to this Agreement at STEELE COUNTY's place of business for a minimum of six years for audit purposes and per statute.
- (b) Record access. STEELE COUNTY shall allow personnel of MNPRAIRIE, Minnesota Department of Human Services, Minnesota State Auditor, Minnesota Office of Legislative Auditor, and the United States Department of Health and Human Services to access STEELE COUNTY's facility(ies) and records and to copy program and fiscal records at reasonable hours to exercise their responsibility to monitor publicly funded expenditures.
- (c) Disclosures.
 - (i) Within thirty (30) days, STEELE COUNTY shall inform the MNPRAIRIE management contact identified in Section 11 of changes in administrator and board of commissioner membership.
 - (ii) Within fourteen (14) days, STEELE COUNTY shall inform the MNPRAIRIE management contact identified in Section 11 of current or expected inability to provide the quality or quantity of services under this Agreement or of changes in personnel affecting this project.
 - (iii) Upon such notice, STEELE COUNTY shall determine whether such information will require a modification or cancellation of the contract.

Section 6. Contractor Debarment, Suspension, and Responsibility Certification.

Federal Regulations at 45 CFR 92.35 prohibit MNPRAIRIE from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State of Minnesota or MNPRAIRIE. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. By signing this contract STEELE COUNTY certifies that they are in compliance with these regulations.

Section 7. Safeguard of Employee Information.

The use or disclosure by any party of information concerning an employee in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, or for any purpose not directly connected with the administration of MNPRAIRIE's or STEELE COUNTY's responsibility with respect to the services purchased hereunder is prohibited except on written consent of such employee or the employee's attorney, or as otherwise allowed or required under law.

- (a) STEELE COUNTY agrees to defend, indemnify, and save and hold MNPRAIRIE, its agents, officers, and employees harmless from all claims to the extent the breach of information is exclusively within the scope and control of STEELE COUNTY.
- (b) To the extent that STEELE COUNTY performs a function or activity involving the use of "protected health information" (45 CFR 164.501), on behalf of MNPRAIRIE, STEELE COUNTY is a business associate of MNPRAIRIE for purposes of the Health Insurance Portability and Accountability Act of 1996. STEELE COUNTY agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Part 160-164), (collectively referred to as "HIPAA"), as outlined in ATTACHMENT BAA.

Section 8. Equal Employment Opportunity and Civil Rights and Nondiscrimination.

STEELE COUNTY agrees to comply with the Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000e, including Executive Order No. 11246, Title VI, 42 U.S.C. 2000d, 42 U.S.C. § 12101, et seq. ("ADA"), 28 C.F.R. § 35.101-35.190, Title IX of the Educational Amendments of 1982 as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, and all other Federal regulations which prohibit discrimination in any program receiving federal financial assistance and the Minnesota Human Rights Act, Minnesota Statutes, 363.01 et seq.

Section 9. Subcontracting.

- (a) STEELE COUNTY shall not enter into subcontracts for performance of any of the services contemplated under this Agreement nor assign any interest in this Agreement without written approval of MNPRAIRIE and subject to such provisions as MNPRAIRIE may deem necessary.
- (b) All subcontractors must be subject to and must meet all of the requirements of this contract.
- (c) STEELE COUNTY must ensure that any and all subcontracts to provide services under this contract must contain the following language:

"The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this contract. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performance, of all or any part of the contract. Minnesota Department of Human Services is entitled to and may recover from STEELE COUNTY reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the contract or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver or immunity."

- (d) STEELE COUNTY agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

Section 10. Independent Contractor.

- (a) It is agreed that nothing contained in this Agreement, including the payment provisions as specified above for the full term or any portion or extension of the contract period, is intended or should be construed as creating the relationship of co-partners, joint ventures, or an association with MNPRAIRIE and STEELE COUNTY, nor shall STEELE COUNTY, its employees, agents, and representatives be considered employees of MNPRAIRIE.
- (b) STEELE COUNTY represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of STEELE COUNTY or other persons, while engaged in the performance of any work or services required by STEELE COUNTY under this Agreement, shall have no contractual relationship with MNPRAIRIE and shall not be considered employees of MNPRAIRIE, and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against STEELE COUNTY, its officers, agents, contractors, or employees shall in no way be the responsibility of MNPRAIRIE; and STEELE COUNTY shall defend, indemnify, and hold MNPRAIRIE, its officers, agents, and employees harmless from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall neither

require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from MNPRAIRIE, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, paid time off, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

- (c) The STEELE COUNTY employees performing Human Resources services for MNPRAIRIE shall at all times, herein, be considered STEELE COUNTY employees.
- (d) STEELE COUNTY employees performing Human Resources services for MNPRAIRIE will not be considered MNPRAIRIE employees.
- (e) STEELE COUNTY employees performing Human Resources services for MNPRAIRIE shall be subject to the personnel and other policies of STEELE COUNTY.

Section 11. Management Contacts.

- (a) The management contact for STEELE COUNTY is Scott Golberg, County Administrator, or their successor, Steele County, Steele County Administration Center, 630 Florence Avenue, PO Box 890, Owatonna, MN 55060, (507)444-7431 or scott.golberg@co.steele.mn.us.
- (b) The management contact for MNPRAIRIE is Jane Hardwick, or their successor, Executive Director, Minnesota Prairie County Alliance, 22 6th Street East, Department 401, Mantorville, MN 55955, (507) 923-2907 or jane.hardwick@mnprairie.org.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

STEELE COUNTY BOARD OF COMMISSIONERS

By: _____
Title: _____
Date: _____

**As to form & execution:
STEELE COUNTY ATTORNEY**

By: _____
Title: _____
Date: _____

**MINNESOTA PRAIRIE COUNTY ALLIANCE JOINT
POWERS BOARD**

By: _____
Title: _____
Chair
Date: _____

Attachment A: Key Deliverables for Period January 1, 2021 through December 31, 2025

1. **Attachment to the Agreement.** This is an attachment to the agreement between **Minnesota Prairie County Alliance** (hereinafter referred to as **MNPRAIRIE**), 22 6th Street East, Department 401, Mantorville, Minnesota 55955 and **Steele County**, Steele County Administration Center, 630 Florence Avenue, PO Box 890, Owatonna, MN 55060 (hereinafter referred to as **STEELE COUNTY**), for the provision of professional human resources services for the successful operation of MNPRAIRIE that is effective for the period January 1, 2021 through **December 31, 2025** and is executed in accordance with the provisions of Section 2.(b).(i) of the agreement.
2. **Key deliverables.** STEELE COUNTY shall, with direction from the MNPRAIRIE chief executive officer and in collaboration with MNPrairie's management staff, provide:
 - a. **Recruitment and Selection**
 - i. Develop and implement recruitment and selection plans in partnership with management staff.
 - ii. Market MNPRAIRIE as an employer of choice. Do this through ongoing contact with community groups, professional organizations, and colleges and universities.
 - iii. Ensure that recruitment and selection processes promote fairness and equity, and are in compliance with State and Federal standards for maintaining a merit system of personnel administration, collective bargaining agreements, and all other applicable State and Federal laws.
 - iv. Use technology to facilitate and streamline the recruitment and selection process.
 - v. Schedule and conduct interviews, background and reference checks, and orientations.
 - b. **Classification and Compensation**
 - i. Maintain and apply the adopted classification and compensation system.
 - ii. Prepare explanations and justifications of classification and wage changes for approval by the MNPRAIRIE Joint Powers Board.
 - iii. Maintain and update job descriptions to ensure appropriate knowledge, skills and abilities are defined in.
 - iv. Manage unemployment insurance claims and worker's compensation claims
 - c. **Labor Relations**
 - i. Negotiate and implement contracts with collective bargaining units that are timely, lawful, and fiscally responsible.
 - ii. Process grievances and seek to resolve them in a manner that is satisfactory to all parties.
 - iii. Provide training and guidance/assistance to supervisors and managers on labor-relations matters.
 - iv. Analyze and recommend changes for policies and procedures with labor relations implications.
 - d. **Employee Benefits Administration**
 - i. Provide management of and negotiate benefit program contracts.
 - ii. Benefit administration with one health insurance carrier, one dental plan carrier, and a reasonable number of ancillary benefits carriers.
 - iii. Reconciliation of employee benefits documented in the human resources information system with carrier invoices and MNPRAIRIE payments shall be conducted collaboratively by STEELE COUNTY and/or MNPRAIRIE, as determined by mutual oral agreement.

- iv. Communicate benefits information to employees, which enables them to elect coverage to meet their needs.
- v. Advocate on behalf of employees in their efforts to resolve problems with carriers, third party administrators and vendors.
- e. Human Resources Information System (HRIS)
 - i. Manage HRIS elements related to employee recruitment, information, and benefits.
 - ii. Keep current on software updates to HRIS to be able to utilize its functionality at a high level.
- f. Training and Organizational Development
 - i. Analyze workforce needs and trends in order to identify and offer a variety of staff programs that enable employees to increase their skills.
 - ii. Create partnerships with other public sector and non-profit organizations to contain training costs and expand the breadth of trainings offered.
 - iii. Collaborate in administration and tracking compliance with mandated trainings.
- g. Performance Management & Discipline
 - i. Facilitate proper and timely performance management by providing training and assistance to supervisors and managers.
 - ii. Utilize a performance evaluation tool that identifies clear benchmarks and goals, when appropriate.
 - iii. Oversee and adhere to the progressive discipline structure and process as outlined in collective bargaining agreements and/or personnel policy.
- h. Required Reporting
 - i. Affordable Care Act
 - ii. Pay Equity
 - iii. Equal employment opportunity
 - iv. Other state or federally mandated human resources reporting
- i. Leave Administration
 - i. Provide guidance and information to employees, managers and supervisors regarding Federal and State Family and Medical Leaves.
 - ii. Authorize leaves of absence consistent with regulations, policy and collective bargaining agreements.
 - iii. Maintain accurate tracking records that are in compliance with regulations, policy and collective bargaining agreements.

These deliverables may be achieved with utilization of other human-resources-related professional-technical consultants, as authorized by the MNPRAIRIE chief executive officer.

**Agreed to by management contact for
STEELE COUNTY:**

By: _____

Title: County Administrator

Date: _____

**Agreed to by management contact for
MINNESOTA PRAIRIE COUNTY ALLIANCE:**

By: _____

Title: Executive Director

Date: _____

BUSINESS ASSOCIATE ADDENDUM TO THE PURCHASE OF SERVICE AGREEMENT

This Business Associate Addendum (“Addendum”) is effective upon execution, and amends and is made part of the Purchase of Service Agreement between Minnesota Prairie MNPrairie Alliance (“MNPrairie”) and _____ (“Provider”) for the period of **January 1, 2021 through December 31, 2021**.

MNPrairie and Provider mutually agree to modify Agreement to incorporate the terms of this Addendum to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Parts 160-64). A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules.

A. **Definitions**

1. **Catch-all definition.** The following terms used in this Addendum shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.
2. **Specific definitions.**
 - a) Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Provider.
 - b) Confidential Data. “Confidential Data as defined in Minnesota§ 13.02, subd. 3.
 - c) Covered Entity. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean MNPrairie.
 - d) Diagnosis. “Diagnosis” for purposes of substance abuse disorder treatment records as defined by 42 CFR § 2.11 means any reference to an individual's substance use disorder or to a condition which is identified as having been caused by that substance use disorder which is made for the purpose of treatment or referral for treatment.
 - e) Disclose. “Disclose” for purposes of substance abuse disorder treatment records as defined by 42 CFR § 2.11 means to communicate any information identifying a patient as being or having been diagnosed with a substance use disorder, having or having had a substance use disorder, or being or having been referred for treatment of a substance use disorder either directly, by reference to publicly available information, or through verification of such identification by another person.
 - f) Electronic Health Records. “Electronic Health Records” as governed by Health Information Technology for Economic and Clinical Health Act (HITECH), 42 USC 201 note, 42 USC 17921(5).
 - g) Health Records. “Health Records” as governed by the Minnesota Health Records Act, Minnesota Statute §§ 144.291-144.298.
 - h) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
 - i) Medical Data. “Medical Data as governed by Minnesota Statute § 13.384.
 - j) Other Non-Public Data. “Other Non-Public Data” as governed by the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes 13.02, Subd. 8a and 9.
 - k) Part 2 Program. “Part 2 Program” for purposes of substance abuse disorder treatment records as defined by 42 CFR § 2.11 means a federally assisted program which is:
 - i. An individual or entity (other than a general medical facility) who holds itself out as providing, and provides, substance use disorder diagnosis, treatment, or referral for treatment; or

- ii. An identified unit within a general medical facility that holds itself out as providing, and provides, substance use disorder diagnosis, treatment, or referral for treatment; or
 - iii. Medical personnel or other staff in a general medical facility whose primary function is the provision of substance use disorder diagnosis, treatment, or referral for treatment and who are identified as such providers.
- l) Patient. “Patient” for purposes of substance abuse disorder treatment records as defined by 42 CFR § 2.11 means any individual who has applied for or been given diagnosis, treatment, or referral for treatment for a substance use disorder at a part 2 program. “Patient” includes any individual who, after arrest on a criminal charge, is identified as an individual with a substance use disorder in order to determine that individual's eligibility to participate in a part 2 program. This definition includes both current and former patients.
- m) Privacy Incident. “Privacy incident” means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached.
- n) Private Data. “Private Data” as defined in Minnesota Statutes § 13.02, subd. 12.
- o) Protected Health Information. The capitalized term “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 C.F.R. § 164.501, limited to the information created or received by Provider from or on behalf of MNPrairie or another business associate of MNPrairie.
- p) Qualified Service Organization. “Qualified service organization” for purposes of substance abuse disorder treatment records as defined by 42 CFR § 2.11 means an individual or entity who:
- i. Provides services to a Part 2 program, such as data processing, bill collecting, dosage preparation, laboratory analyses, or legal, accounting, population health management, medical staffing, or other professional services, or services to prevent or treat child abuse or neglect, including training on nutrition and child care and individual and group therapy, and
 - ii. Has entered into a written agreement with a Part 2 program under which that individual or entity:
 - a. Acknowledges that in receiving, storing, processing, or otherwise dealing with any patient records from the Part 2 program, it is fully bound by the regulations in this part; and
 - b. If necessary, will resist in judicial proceedings any efforts to obtain access to patient identifying information related to substance use disorder diagnosis, treatment, or referral for treatment except as permitted by the regulations in this part.
- q) Records. “Records” means any information, whether recorded or not, created by, received, or acquired by a part 2 program relating to a patient (e.g., diagnosis, treatment and referral for treatment information, billing information, emails, voice mails, and texts) as governed by 42 USC § 290dd-2 and 42 CFR § 2.1 to § 2.67.
- r) Security Incident. “Security incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
- s) Standard Transactions. The capitalized term “Standard Transactions” shall have the meaning set out in, 45 C.F.R. § 162.103.
- t) Substance Use Disorder. “Substance Use Disorder” or SUD means a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues using the substance despite significant substance-related problems such as impaired control, social impairment, risky use, and pharmacological tolerance and withdrawal. For the purposes of the regulations in this part, this definition does not include tobacco or caffeine use.
- u) Third-Party Payer. “Third party payer” for purposes of substance abuse disorder treatment records as defined by 42 CFR § 2.11 means an individual or entity who pays and/or agrees to pay for diagnosis or treatment furnished to a patient on the basis of a contractual relationship with the patient or

a member of the patient's family or on the basis of the patient's eligibility for federal, state, or local governmental benefits.

- v) Treating Provider Relationship. "Treating provider relationship" for purposes of substance abuse disorder treatment records as defined by 42 CFR § 2.11 means that, regardless of whether there has been an actual in-person encounter:
 - i. A patient is, agrees to, or is legally required to be diagnosed, evaluated, and/or treated, or agrees to accept consultation, for any condition by an individual or entity, and;
 - ii. The individual or entity undertakes or agrees to undertake diagnosis, evaluation, and/or treatment of the patient, or consultation with the patient, for any condition.
- w) Treatment. "Treatment" for purposes of substance abuse disorder treatment records as defined by 42 CFR § 2.11 means the care of a patient suffering from a substance use disorder, a condition which is identified as having been caused by the substance use disorder, or both, in order to reduce or eliminate the adverse effects upon the patient.
- x) Welfare Data. "Welfare Data" as governed by Minnesota Statute § 13.46.

B. Privacy of Protected Health Information.

1. **Permitted Uses and Disclosures.** Provider is permitted or required to use or disclose Protected Health Information it creates or receives for or from MNPrairie or to request Protected Health Information on MNPrairie's behalf only as follows:

- a) Functions and Activities on MNPrairie's Behalf. Except as otherwise limited in this Addendum, Provider is permitted to request the minimum necessary protected health information on MNPrairie's behalf, and to use and to disclose the minimum necessary Protected Health Information to perform functions, activities, or services for or on behalf of MNPrairie, as specified in Agreement. The collection, creation, use, maintenance, and disclosure of protected information shall be limited to "that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government." See, respectively, 45 C.F.R. §§ 164.502(b) and 164.514(d), and Minn. Stat. § 13.05 subd. 3.
- b) Business Associate's Operations. Provider may use the minimum necessary Protected Health Information for Provider's proper management and administration or to carry out Provider's legal responsibilities. Provider must comply with the limited disclosure rules set forth in the HITECH Act, HIPAA, and the MGDPA. To the extent possible, disclosures should be in a limited data set, which is largely information with the patients' identifying information removed, "to the extent practicable." Pertinent identifiers include, name and social security number; street address, e-mail address, telephone and fax numbers; certificate/license numbers; vehicle identifiers and serial numbers; URLs and IP addresses; full face photos and any other comparable images; or medical record numbers, health plan beneficiary numbers, and other account numbers. If a limited data set is not feasible, or does not meet the use or disclosure, minimum necessary should be applied. Provider may disclose the minimum necessary Protected Health Information for Provider's proper management and administration or to carry out Provider's legal responsibilities only if:
 - i. The disclosure is required by law; or
 - ii. Provider obtains reasonable assurance, evidenced by written contract, from any person or organization to which Provider will disclose Protected Health Information that the person or organization will:
 - a. Hold such Protected Health Information in confidence and use or further disclose it only for the purpose for which Provider disclosed it to the person or organization or as required by law; and
 - b. Promptly notify Provider (who will in turn promptly notify MNPrairie) of any instance of which the person or organization becomes aware in which the confidentiality of such Protected Health Information was breached.
- c) Additional Provider Obligations Pertaining to Patient Records for Substance Use Disorders. Provider represents, warrants and covenants that it has obtained (and, prior to disclosure, shall obtain) the required consent to disclose records of substance use disorder treatment protected under 42 C.F.R., Part 2 ("SUD

Records"), to the extent SUD Records are provided or required to be provided to MNPrairie under this Agreement, and that such consent does, or shall, permit MNPrairie to use SUD Records for its payment and health care operations purposes, MNPrairie acknowledges and agrees that, to the extent 42 C.F.R., Part 2 applies to its use or disclosure of any patient identifying information contained in SUD Records received hereunder, it is fully bound by the provisions of part 2 upon receipt of the patient identifying information. MNPrairie further acknowledges receipt of the following notice, in connection with SUD Records: "This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR part 2). The federal rules prohibit you from making any further disclosure of information in this record that identifies a patient as having or having had a substance use disorder either directly, by reference to publicly available information, or through verification of such identification by another person unless further disclosure is expressly permitted by the written consent of the individual whose information is being disclosed or as otherwise permitted by 42 CFR part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose per 42 CFR §2.31. The federal rules restrict any use of the information to investigate or prosecute with regard to a crime any patient with a substance use disorder, except as provided at 42 CFR §§2.12(c)(5) and 2.65. MNPrairie shall be permitted to redisclose SUD Records to its agents, helping MNPrairie provide services described in the Agreement, as long as the agent only further discloses the information contained in the SUD Records back to MNPrairie. MNPrairie also agrees to implement appropriate safeguards to prevent unauthorized uses and disclosures of SUD Records and to report any unauthorized uses, disclosures or breaches of Part 2 information to Provider.

2. **Prohibition on Unauthorized Use or Disclosure.** Provider will neither use nor disclose Protected Health Information except as permitted or required by this Addendum, as otherwise permitted in writing by MNPrairie, or as required by law. This Addendum does not authorize Provider to use or disclose Protected Health Information in a manner that would violate the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Parts 160-64) if done by MNPrairie, except as set forth in Section C(1)(b).
3. **Information Safeguards.** Provider will develop, implement, maintain, and use appropriate administrative, technical, and physical safeguards, in compliance with Social Security Act § 1173(d) (42 U.S.C. § 1320d-2(d)), 45 Code of Federal Regulations § 164.530(c) and any other implementing regulations issued by the U.S. Department of Health and Human Services. The safeguards will be designed to preserve the integrity and confidentiality of, and to prevent intentional or unintentional non-permitted or violating use or disclosure of, Protected Health Information. Provider will document and keep these safeguards current. Provider is authorized to use protected health information to de-identify the information in accordance with 45 CFR 164.514(a)-(c). The parties also may wish to specify the manner in which Provider will de-identify the information and the permitted uses and disclosures by the Provider of the de-identified information.
4. **Security Regulations for Electronic Protected Health Information.** Provider agrees to implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic Protected Health Information that it creates, receives, maintains or transmits on behalf of MNPrairie as required by the Security Standards for the Protection of Electronic Protected Health Information, 45 CFR Part 164, Subpart C. Provider will document and keep these safeguards current. Provider will report to MNPrairie any Security Incident of which it becomes aware pursuant to the terms of paragraph D. 1. of this Addendum. Provider shall develop and document policies and procedures to insure the security of Protected Health Information, train workforce members on and have sanctions for failure to comply with these policies and procedures, and permit individuals to file complaints regarding these policies and procedures or a failure to comply with them.
5. **Sub-Contractors, Agents, and Volunteers.** Provider will require any of its subcontractors, agents and volunteers, to which Provider is permitted by this Addendum or in writing by MNPrairie to create, receive, maintain, transmit or disclose Protected Health Information, to provide reasonable assurance, evidenced by

written contract, that such subcontractor, agent or volunteer will comply with the same privacy and security obligations as Provider with respect to such Protected Health Information.

C. Compliance with Standard Transactions.

If Provider conducts in whole or part Standard Transactions for or on behalf of MNPrairie, Provider will comply, and will require any subcontractor, agent or volunteer involved with the conduct of such Standard Transactions to comply, with each applicable requirement of 45 Code of Federal Regulations Part 162. Provider will not enter into, or permit its subcontractors, agents or volunteers to enter into, any trading partner agreement in connection with the conduct of Standard Transactions for or on behalf of MNPrairie that:

1. Changes the definition, data condition, or use of a data element or segment in a Standard Transaction;
2. Adds any data element or segment to the maximum defined data set;
3. Uses any code or data element that is marked “not used” in the Standard Transaction’s implementation specification or is not in the Standard Transaction’s implementation specification; or
4. Changes the meaning or intent of the Standard Transaction’s implementation specification.

D. Obligations and Activities of Business Associate.

As a business associate of MNPrairie, Provider agrees to:

1. Make available protected health information in a designated record set to an individual or the individual’s designee as necessary to satisfy MNPrairie’s obligations under 45 CFR 164.524;
2. Make any amendment(s) to protected health information in a designated record set as directed or agreed to by MNPrairie pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy MNPrairie’s obligations under 45 CFR 164.526;
3. Maintain and make available the information required to provide an accounting of disclosures to the individual as necessary to satisfy MNPrairie’s obligations under 45 CFR 164.528;
4. To the extent the Provider is to carry out one or more of MNPrairie’s obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to MNPrairie in the performance of such obligation(s); and
5. Make its internal practices, books, and records available to the U.S. Secretary of Health and Human Services for purposes of determining compliance with the HIPAA Rules subject to attorney-client and other applicable legal privileges.

E. Provisions for MNPrairie to Inform Provider of Privacy Practices and Restrictions.

1. MNPrairie shall notify Provider of any limitation(s) in the notice of privacy practices of MNPrairie under 45 CFR 164.520, to the extent that such limitation may affect Provider’s use or disclosure of protected health information.
2. MNPrairie shall notify Provider of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect Provider’s use or disclosure of protected health information.
3. MNPrairie shall notify Provider of any restriction on the use or disclosure of protected health information that MNPrairie has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect Provider’s use or disclosure of protected health information.

F. Individual Rights.

1. **Access.** Provider will, within 10 days after MNPrairie’s request, make available to MNPrairie or, at MNPrairie’s direction, to the individual (or the individual’s personal representative) for inspection and obtaining copies any Protected Health Information about the individual that is in Provider’s custody or control, so that MNPrairie may meet its access obligations under 45 Code of Federal Regulations § 164.524.

2. **Amendment.** Provider will, upon receipt of notice from MNPrairie, promptly amend or permit MNPrairie access to amend any portion of the Protected Health Information, so that MNPrairie may meet its amendment obligations under 45 Code of Federal Regulations § 164.526.

3. **Disclosure Accounting.** So that MNPrairie may meet its disclosure accounting obligations under 45 Code of Federal Regulations § 164.528:
 - a) Disclosure Tracking. Effective April 14, 2003, Provider will record information concerning each disclosure of Protected Health Information, not excepted from disclosure tracking under Addendum Section C.3(b) below, that Provider makes to MNPrairie or a third party. The information Provider will record is (i) the disclosure date, (ii) the name and (if known) address of the person or entity to whom Provider made the disclosure, (iii) a brief description of the Protected Health Information disclosed, and (iv) a brief statement of the purpose of the disclosure (items i-iv, collectively, the “disclosure information”). For repetitive disclosures Provider makes to the same person or entity (including MNPrairie) for a single purpose, Provider may provide (x) the disclosure information for the first of these repetitive disclosures, (y) the frequency, periodicity or number of these repetitive disclosures, and (z) the date of the last of these repetitive disclosures. Provider will make this disclosure information available to MNPrairie within 10 days after MNPrairie’s request.
 - b) Exceptions from Disclosure Tracking. Provider need not record disclosure information or otherwise account for disclosures of Protected Health Information that this Addendum or MNPrairie in writing permits or requires (i) for purposes of treating the individual who is the subject of the Protected Health Information disclosed, payment for that treatment, or for the health care operations of Provider; (ii) to the individual who is the subject of the Protected Health Information disclosed or to that individual’s personal representative; (iii) pursuant to a valid authorization by the person who is the subject of the Protected Health Information disclosed; (iv) to persons involved in that individual’s health care or payment related to that individual’s health care; (v) for notification for disaster relief purposes, (vi) for national security or intelligence purposes; (vii) as part of a limited data set; or (viii) to law enforcement officials or correctional institutions regarding inmates or other persons in lawful custody.
 - c) Disclosure Tracking Time Periods. Provider must have available for the disclosure information required by Addendum Section G.3(a) for the 6 years preceding MNPrairie’s request for the disclosure information (except Provider need have no disclosure information for disclosures occurring before April 14, 2003).

4. **Restriction Requests; Confidential Communications.** Provider will comply with any agreements for confidential communications of which it is aware and to which MNPrairie agrees pursuant to 45 C.F.R. § 164.522(b) by communicating with persons affected using agreed upon alternative means or alternative locations. Provider also agrees to provide in a secure manner upon request by an individual a copy of the individual’s electronic medical record in electronic form. Provider also agrees to securely transmit a copy of Protected Health Information to another person designated by an individual upon request.

5. **Inspection of Books and Records.** Provider will make its internal practices, books, and records, relating to its use and disclosure of Protected Health Information, available to MNPrairie, to the Minnesota Department of Human Services and to the U.S. Department of Health and Human Services to determine compliance with 45 Code of Federal Regulations Parts 160-64 or this Addendum.

G. Breach of Privacy Obligations.

1. **Breach.** For purposes of this Section, any reference to “Provider” shall include any subcontractor, agent or volunteer which Provider is permitted to use by this Addendum. Provider shall be deemed the authorized agent of and legally responsible for the activities of any such subcontractor, agent or volunteer. Provider will report to MNPrairie any use or disclosure of Protected Health Information not permitted by this Addendum. An impermissible use or disclosure of protected health information is presumed to be a “breach” of privacy obligations unless the Provider, demonstrates to the satisfaction of MNPrairie that there is a low probability that

the Protected Health Information has been compromised based on a risk assessment that considers at least the following factors:

- a. The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- b. The unauthorized person who used the protected health information or to whom the disclosure was made.

2. Reporting.

- a. Provider will promptly mitigate to the extent practicable, any harmful effect that is known to Provider of a use or disclosure in violation of this Addendum. Provider will make the report in writing to MNPrairie's Legal Department not more than 5 days after Provider learns of such breach or non-permitted use or disclosure. A breach is treated as discovered by MNPrairie as of the first day on which such breach is known to MNPrairie or, by exercising reasonable diligence, would have been known to MNPrairie. Provider shall be deemed to have knowledge of a breach if the breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the breach, who is an employee, officer, or other agent of the Provider.
 - i. Identify the nature of the non-permitted use or disclosure including the date of the breach and the date of the discovery of the breach, if known;
 - ii. Identify the Protected Health Information used or disclosed such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved
 - iii. Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure;
 - iv. Identify what corrective action Provider took or will take to investigate the breach and prevent further non-permitted uses or disclosures;
 - v. Identify what Provider did or will do to mitigate any deleterious effect of the non-permitted use or disclosure including any steps individuals should take to protect themselves from potential harm resulting from the breach; and
 - vi. Provide such other information, including any written documentation, as MNPrairie may reasonably request.
- b. MNPrairie will then determine whether sufficient notice of the breach has been provided and may determine either:
 - i. that Provider must take additional steps to fulfill the required HIPAA PHI Breach notice requirements or
 - ii. assume responsibility for any additional required notification itself.

3. Termination of Agreement.

- a. Right to Terminate for Breach. MNPrairie may terminate Agreement if it determines, in its sole discretion, that Provider has breached any provision of this Addendum. MNPrairie may exercise this right to terminate Agreement by providing Provider written notice of termination, stating the breach of the Addendum that provides the basis for the termination. Any such termination will be effective immediately or at such other date specified in MNPrairie's notice of termination.
- b. Obligations upon Termination.
 - i. Return or Destruction. Upon termination, cancellation, expiration or other conclusion of Agreement, Provider will if feasible return to MNPrairie or destroy all Protected Health Information, including all Protected Health Information in whatever form or medium (including any electronic medium) and all copies of and any data or compilations derived from and allowing identification of any individual who is a subject of Protected Health Information. Provider will complete such return or destruction as promptly as possible, but not later than 30 days after the effective date of the termination, cancellation, expiration or other conclusion of Agreement. Provider will identify any Protected Health Information that cannot feasibly be returned to MNPrairie or destroyed. Provider will limit its further use or disclosure of that Protected Health Information to those purposes that make return or destruction of that Protected Health Information infeasible. Within 30 days after the effective date of the termination, cancellation, expiration or other conclusion of Agreement, Provider will (a) certify on oath in writing that such return or

destruction has been completed, (b) deliver to MNPrairie the identification of any Protected Health Information for which return or destruction is infeasible, and (c) certify that it will only use or disclose such Protected Health Information for those purposes that make return or destruction infeasible.

- ii. Continuing Privacy Obligation. Provider's obligation to protect the privacy of the Protected Health Information it created or received for or from MNPrairie will be continuous and survive termination, cancellation, expiration or other conclusion of Agreement.
- iii. Other Obligations and Rights. Provider's other obligations and rights and MNPrairie's obligations and rights upon termination, cancellation, expiration or other conclusion of Agreement will be those set out in the Agreement.

4. Indemnity.

Provider will indemnify and hold harmless MNPrairie and any MNPrairie affiliate, elected official, employee or agent from and against any claim, cause of action, liability, damage, cost or expense, including attorneys' fees and court or proceeding costs and penalties levied by HHS on MNPrairie, arising out of or in connection with any non-permitted or violating use or disclosure of Protected Health Information or other breach of this Addendum by Provider or any subcontractor, agent, volunteer, person or entity under Provider's control.

- a. Right to Tender or Undertake Defense. If MNPrairie is named a party in any judicial, administrative or other proceeding arising out of or in connection with any non-permitted or violating use or disclosure of Protected Health Information or other breach of this Addendum by Provider or any subcontractor, agent, person or entity under Provider's control, MNPrairie will have the option at any time either (i) to tender its defense to Provider, in which case Provider will provide qualified attorneys, consultants, and other appropriate professionals to represent MNPrairie's interests at Provider's expense, or (ii) undertake its own defense, choosing the attorneys, consultants, and other appropriate professionals to represent its interests, in which case Provider will be responsible for and pay the reasonable fees and expenses of such attorneys, consultants, and other professionals.
- b. Right to Control Resolution. MNPrairie will have the sole right and discretion to settle, compromise or otherwise resolve any and all claims, causes of actions, liabilities or damages against it, notwithstanding that MNPrairie may have tendered its defense to Provider. Any such resolution will not relieve Provider of its obligation to indemnify MNPrairie under this Addendum.

H. Sanctions

The parties acknowledge that violation of the laws and protections described above could result in limitations being placed on future access to protected information, in investigation and imposition of sanctions by the U.S. Department of Health and Human Services, Office for Civil Rights, and/or in civil and criminal penalties.

I. Amendment to Agreement.

Upon the effective date of any final regulation or amendment to final regulations promulgated by the U.S. Department of Health and Human Services with respect to Protected Health Information or Standard Transactions, this Addendum and the Agreement of which it is part will automatically amend such that the obligations they impose on Business Associate remain in compliance with these regulations.

J. Conflicts.

The terms and conditions of this Addendum will override and control any conflicting term or condition of Agreement unless the term or condition of Agreement establishes additional rights of MNPrairie or additional duties for or restrictions on Provider with respect to Protected Health Information or Standard Transactions, in which case the term or condition of Agreement shall control. All non-conflicting terms and conditions of Agreement remain in full force and effect.

IN WITNESS WHEREOF, MNPrairie and Provider execute this Addendum in multiple originals to be effective on the last date written below.

By: _____

Name: _____

Title: _____

Date: _____

Minnesota Prairie County Alliance

By: _____

Name: _____

Title: _____

Date: _____



Steele County Agenda Item

Subject: AUTHORIZE USE OF CRRSAA FUNDS FOR 29TH AVENUE EA/EAW

Department: Highway

Committee Meeting Date: September 9, 2021

Board Meeting Date: September 14, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Forward to Board for Approval

Recommendation:

Authorize the use of \$223,984 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds for the 29th Avenue Environmental Assessment/Environmental Assessment Worksheet.

Background (*Including Budget Impact*):

Congress provided CRRSAA funds to the States, and the State of Minnesota has distributed some of their share to local governments. MnDOT is in the process of distributing \$20 million of these funds to greater Minnesota Counties and State-Aid Cities.

MnDOT State-Aid for Local Transportation has recently informed us that our portion, \$223,984, of the Federal CRRSAA funds are available to us for use on a variety of eligible costs.

The Public Works Policy Committee has discussed and endorsed using the CRRSAA funds on the proposed 29th Avenue environmental assessment work needed to clear the project for State and Federal funding. MnDOT State-Aid has indicated this work is eligible for this money. The Committee felt it was appropriate to bring this forward to the full Board for consideration at this time.

If the Board authorizes the use of the CRRSAA funds for this purpose the Highway Department will draft a Request for Proposal for consultants to complete the EA/EAW and will bring a contract forward to the Board for award before the end of this year.

Attachments:

N/A



Steele County Agenda Item

Subject: 2nd Quarter 2021 Financial Reports

Department: Treasurer's Office/Finance

Committee Meeting Date: August 4, 2021

Board Meeting Date: August 10, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Information Only

Background (*Including Budget Impact*):

For the six months ended June 30, 2021, revenues exceeded expenditures by \$9.2 million. The County collected \$13.8 million of taxes, accounting for 52.6% of the 2021 tax levy. Total revenues collected for the six months amounted to \$28.9 million or 50.9% of expected revenues. \$3.1 million of the total revenues collected were from the American Rescue Plan Act (ARPA).

Total expenditures for the six months amounted to \$19.6 million or 34.7% of budget. A large part of the budget pertaining to highway construction projects and capital projects had not been spent by the end of June. These expenditures are typically paid in the third or fourth quarter of the year. All other expenditures were in line with expectations and budget. To date, no ARPA funds have been used for any expenditures.

In comparison to the prior year's financial performance for the six months, last year's results were drastically different than this year. Taxpayers were granted additional time (till July 2020) to pay their 1st half property taxes, and expenditures such as conferences & training, travel and filling of vacant positions were suspended. However, Road & Bridge spent more at the beginning of 2020 due to unfinished road projects from 2019 were completed in 2020. Thus far, 2021 has been trending like a typical County year

Attachments:

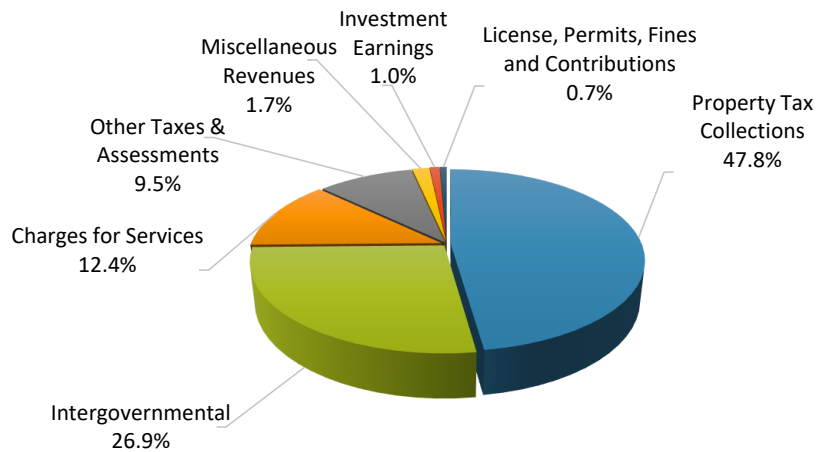
Quarter 2 2021 Financial Reports

***Steele County
Financial Reports
For the Six Months Ending
June 30, 2021***

Steele County
Summary of Revenues and Expenditures
For Six Months Ending June 30, 2021 (Cash Basis)

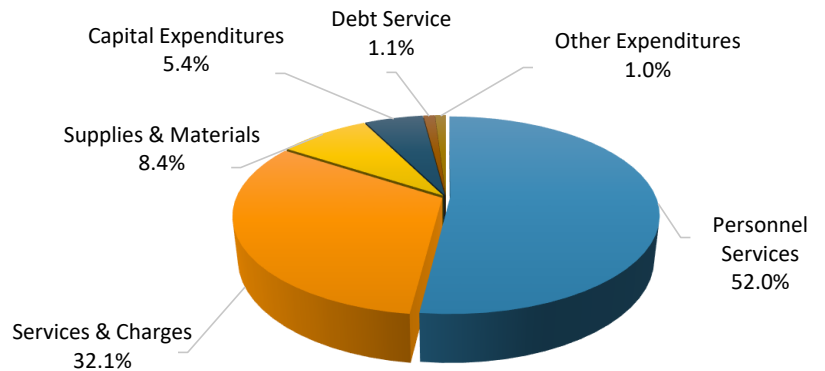
January - June 2021 Revenues

Property Tax Collections	\$ 13,798,505
Intergovernmental	7,786,954
Charges for Services	3,586,682
Other Taxes & Assessments	2,747,843
Miscellaneous Revenues	493,199
Investment Earnings	284,542
License, Permits, Fines and Contributions	197,993
Total Revenues	\$ 28,895,718



January - June 2021 Expenditures

Personnel Services	\$ 10,231,817
Services & Charges	6,315,926
Supplies & Materials	1,657,635
Capital Expenditures	1,061,710
Debt Service	208,495
Other Expenditures	196,150
Total Expenditures	\$ 19,671,733



Steele County
Overview of Activities
For Six Months Ending June 30, 2021

Revenues

The County collected just under \$28.9 million in revenue during the first six months of 2021, a decrease of 1.2% in comparison to the prior year, as outlined below:

Summary of Steele County Revenues					
Description	2020		2021		% Change
	Jan - Jun		Jan - Jun	\$ Change	
Property Tax Collections	\$	11,821,534	\$	13,798,505	\$ 1,976,971 16.7%
Other Taxes & Assessments		2,230,377		2,747,843	517,466 23.2%
Intergovernmental		6,061,447		7,786,954	1,725,507 28.5%
Charges for Services		3,512,733		3,586,682	73,949 2.1%
Investment Earnings		408,985		284,542	(124,443) (30.4%)
Licenses, Fines, and Contributions		80,179		197,993	117,814 146.9%
Detention Center Bonds		4,674,126		-	(4,674,126) (100.0%)
Miscellaneous / Other Financing Sources		443,526		493,199	49,673 11.2%
Total Revenues	\$	29,232,907	\$	28,895,718	\$ (337,189) (1.2%)

Significant changes between 2020 and 2021 are outlined below:

- **Property Tax Collections** increased 16.7% from the prior year due to the 60 day penalty abatement given to property taxpayers in 2020 with the COVID-19 pandemic.
- **Other Taxes and Assessments** increased 23.2% primary from an increase in sales and wheelage tax collections.
- **Intergovernmental** revenues saw an overall increase of 28.5% due to funds received from the American Rescue Plan Act (ARPA) and Economic Relief Grant (ERG) program.
- **Investment Earnings** decreased 30.4% due to lower market returns due to the Covid-19 pandemic. Back in June of 2020, checking account interest rates were at 0.25% and as of June 2021 interest rates were at 0.04%. This is an overall decrease of 84.0%.
- **License, Fines and Contributions** increased 146.9% from increased purchases of building and gun permits. Also, the utilities donated by Owatonna Public Utilities for the Four Seasons is being recognized as the expenditure is incurred. Historically, the \$100,000 reimbursement had been recorded at year end, but starting in 2021 the in-kind donation will be recorded on a monthly basis, up to the \$100,000.
- **Detention Center Bonds** decreased 100.0% due to the County issuing bonds for the Detention Center HVAC and LED lighting conversion in 2020.

Steele County
Overview of Activities (Continued)
For Six Months Ending June 30, 2021

Expenditures

County spending totaled just over \$19.6 million during the first six months of 2021, a decrease of 25.3% in comparison to the prior year, as outlined below:

Summary of Steele County Expenditures					
Description	2020		2021		
	Jan - Jun		Jan - Jun		
				\$ Change	% Change
General Government	\$	4,124,897	\$	5,138,279	\$ 1,013,382 24.6%
Public Safety		5,316,054		5,458,532	142,478 2.7%
Highway		7,679,602		2,268,059	(5,411,543) (70.5%)
Sanitation		795,877		730,787	(65,090) (8.2%)
Human Services (includes Cedarview)		2,679,125		2,731,773	52,648 2.0%
Public Health		1,349,394		1,361,812	12,418 0.9%
Culture and Recreation		354,104		376,215	22,111 6.2%
Conservation of Natural Resources		344,184		395,922	51,738 15.0%
Debt Service		715,039		148,644	(566,395) (79.2%)
Capital Improvements		2,976,868		1,061,710	(1,915,158) (64.3%)
Total Expenditures	\$	26,335,144	\$	19,671,733	\$ (6,663,411) (25.3%)

Significant changes between 2020 and 2021 are outlined below:

- For the majority of County departments, personnel costs are the main driver for expenditures. In comparison to last year, personnel services increased by \$258,324 or 2.6%. These increases are due to the cost of living adjustment (COLA), step increases, and benefits including health insurance, payroll taxes and retirement payouts.

- **General Government** increased 24.6% mainly due to the Steele County Economic Relief Grant Program which awarded \$715,024 in business grants. The remaining increase was due to an increase in equipment & building maintenance, non-capitalized inventory, and insurance.

- **Public Safety** increased 2.7% mainly due to personnel services including the COLA, step increases, and filling vacant positions.

- **Highway** had an overall decrease of 70.5% primary due to the timing of payments for road construction projects. In 2020, payments had been made in the first six months for projects completed at the end of 2019. There was also a project that started in 2020 that had large payments paid by the end of June.

- **Debt Service** decreased 79.2% due to the payoff of the 2007 Administration Building bond payoff in 2020 which had payment dates in February. The current outstanding bonds have payments due in June (interest) and December (principal and interest).

- **Capital Improvement** expenditures decreased by 64.3% due to the Detention Center HVAC conversion that was occurred during 2020.

Steele County
Comparative Financial Statements
For Six Months Ending June 30, 2021 in Comparison to Annual Budget (Cash Basis)

Revenues	Jan - April 2021 Actual	May 2021 Actual	June 2021 Actual	YTD Q2 2021	2021 Budget	% of 2021 Budget
Property Tax Collections	\$ -	\$ 13,798,505	\$ -	\$ 13,798,505	\$ 26,256,867	52.6%
Other Taxes & Assessments	1,414,449	754,229	579,165	2,747,843	4,277,800	64.2%
Intergovernmental	3,787,025	113,245	3,886,684	7,786,954	12,040,738	64.7%
Charges for Services	2,304,632	762,144	519,906	3,586,682	7,993,826	44.9%
Licenses and Permits	93,354	23,793	32,516	149,663	160,500	93.2%
Fines and Forfeitures	3,922	608	1,060	5,590	28,000	20.0%
Investment Earnings	219,024	58,126	7,392	284,542	310,000	91.8%
Gifts and Contributions	42,740	-	-	42,740	100,000	42.7%
Miscellaneous / Other Financing Sources	262,224	66,023	164,952	493,199	5,557,830	8.9%
Total Revenues	8,127,370	15,576,673	5,191,675	28,895,718	56,725,561	50.9%
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	5,054,293	1,119,364	1,126,528	7,300,185	15,593,213	46.8%
Health, Life and Disability Insurance	988,097	246,004	245,254	1,479,355	3,148,855	47.0%
PERA Contributions	440,812	97,637	98,297	636,746	1,371,270	46.4%
FICA / Medicare Tax	330,954	72,375	72,818	476,147	1,039,641	45.8%
Other Payroll Related Expenses	339,700	3,646	(3,962)	339,384	475,360	71.4%
Total Personnel Services	7,153,856	1,539,026	1,538,935	10,231,817	21,628,339	47.3%
Services & Charges	2,951,936	3,039,095	324,895	6,315,926	12,613,281	50.1%
Supplies & Materials	1,223,128	211,634	222,873	1,657,635	15,130,497	11.0%
Capital Expenditures	703,096	86,402	272,212	1,061,710	4,520,293	23.5%
Debt Service Levy	-	39,069	107,675	146,744	1,861,756	7.9%
Non-Levied Debt	5,870	55,881	-	61,751	121,331	50.9%
Other Expenditures	156,398	3,448	36,304	196,150	850,064	23.1%
Total Expenditures	12,194,284	4,974,555	2,502,894	19,671,733	56,725,561	34.7%
Net Expenditures (Over) Under Revenues	\$ (4,066,914)	\$ 10,602,118	\$ 2,688,781	\$ 9,223,985	\$ -	

Steele County
Comparative Fund Financial Statements
For Six Months Ending June 30, 2021 (Cash Basis)

Revenues	General	Highway	Debt Service	Capital Projects	All Other Funds/Dept*	Total
Property Tax Collections	\$ 11,196,720	\$ 1,348,206	\$ 901,316	\$ 352,263	\$ -	\$ 13,798,505
Other Taxes & Assessments	224,971	2,286,509	292	78	235,993	2,747,843
Intergovernmental	5,418,846	2,368,108	-	-	-	7,786,954
Charges for Services	1,939,995	709,967	-	-	936,720	3,586,682
Licenses and Permits	143,263	6,400	-	-	-	149,663
Fines and Forfeitures	5,590	-	-	-	-	5,590
Investment Earnings	284,506	-	-	36	-	284,542
Gifts and Contributions	42,740	-	-	-	-	42,740
Miscellaneous / Other Financing Sources	415,301	8,545	-	55,090	14,263	493,199
Total Revenues	19,671,932	6,727,735	901,608	407,467	1,186,976	28,895,718
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	6,433,446	717,749	-	-	148,990	7,300,185
Health, Life and Disability Insurance	1,270,866	184,979	-	-	23,510	1,479,355
PERA Contributions	573,307	52,621	-	-	10,818	636,746
FICA / Medicare Tax	414,548	50,461	-	-	11,138	476,147
Other Payroll Related Expenses	276,479	51,234	-	-	11,671	339,384
Total Personnel Services	8,968,646	1,057,044	-	-	206,127	10,231,817
Services & Charges	5,639,385	456,369	-	-	220,172	6,315,926
Supplies & Materials	823,338	754,646	-	-	79,651	1,657,635
Capital Expenditures	35,960	26,362	-	665,008	334,380	1,061,710
Debt Service Levy	-	-	146,744	-	-	146,744
Non-Levied Debt	-	-	-	-	61,751	61,751
Other Expenditures	190,710	-	1,900	-	3,540	196,150
Total Expenditures	15,658,039	2,294,421	148,644	665,008	905,621	19,671,733
Net Expenditures (Over) Under Revenues	\$ 4,013,893	\$ 4,433,314	\$ 752,964	\$ (257,541)	\$ 281,355	\$ 9,223,985

Steele County
Budget to Actual Comparison
For Six Months Ending June 30, 2020 and 2021 in Comparison to Annual Budget (Cash Basis)

	2020		2020		% of		2021		2021		% of	
	Jan - Jun Actual		Budget		2020 Budget		Jan - Jun Actual		Budget		2021 Budget	
Revenues												
Property Tax Collections	\$	11,821,534	\$	25,697,008		46.0%	\$	13,798,505	\$	26,256,867		52.6%
Other Taxes & Assessments		2,230,377		3,636,400		61.3%		2,747,843		4,277,800		64.2%
Intergovernmental		6,061,447		11,390,193		53.2%		7,786,954		12,040,738		64.7%
Charges for Services		3,512,733		9,036,953		38.9%		3,586,682		7,993,826		44.9%
Licenses and Permits		74,628		168,500		44.3%		149,663		160,500		93.2%
Fines and Forfeitures		5,401		28,000		19.3%		5,590		28,000		20.0%
Investment Earnings		408,985		310,000		131.9%		284,542		310,000		91.8%
Gifts and Contributions		150		100,000		0.2%		42,740		100,000		42.7%
Detention Center Bonds		4,674,126		4,581,241		102.0%		-		-		0.0%
Miscellaneous / Other Financing Sources		443,526		3,264,964		13.6%		493,199		5,557,830		8.9%
Total Revenue		29,232,907		58,213,259		50.2%		28,895,718		56,725,561		50.9%
Expenditures												
General Government												
Commissioners		102,963		222,236		46.3%		105,859		216,859		48.8%
Courts		113,734		390,750		29.1%		135,908		315,750		43.0%
Law Library		7,270		36,000		20.2%		7,894		36,000		21.9%
County Administrator		125,475		267,426		46.9%		128,984		265,713		48.5%
Human Resources		222,659		445,096		50.0%		219,082		474,938		46.1%
County Auditor		228,266		550,509		41.5%		256,681		557,962		46.0%
Treasurer/Finance		246,640		473,320		52.1%		261,214		468,425		55.8%
Information Technology		243,899		492,013		49.6%		289,531		516,054		56.1%
Central Services		109,044		254,100		42.9%		195,144		246,100		79.3%
Auditor Elections		33,917		66,150		51.3%		2,231		63,268		3.5%
County Attorney		629,431		1,274,965		49.4%		663,094		1,306,840		50.7%
Recorder		221,024		418,135		52.9%		263,423		423,027		62.3%
Surveyor		15,000		25,000		60.0%		14,258		30,000		47.5%
County Assessor		361,707		748,675		48.3%		354,318		770,515		46.0%
Geographic Information Systems (GIS)		42,983		99,984		43.0%		84,080		137,642		61.1%
Planning & Zoning		239,230		645,699		37.0%		243,817		521,689		46.7%
Buildings and Grounds		780,726		1,595,840		48.9%		764,323		1,640,175		46.6%
Veterans Service		102,184		217,120		47.1%		106,850		224,342		47.6%
Other General Government		298,745		618,638		48.3%		1,041,588		639,920		162.8%
Total General Government		4,124,897		8,841,656		46.7%		5,138,279		8,855,219		58.0%
Public Safety												
Sheriff		1,555,974		3,234,552		48.1%		1,647,974		3,387,803		48.6%
Coroner		34,842		80,000		43.6%		28,214		90,000		31.3%
Detention Center		2,136,177		4,746,787		45.0%		2,154,390		4,883,911		44.1%
Community Corrections		865,391		1,800,962		48.1%		886,150		1,798,988		49.3%
Law Enforcement Center		229,212		509,128		45.0%		238,850		537,224		44.5%
Joint Dispatch		448,026		896,053		50.0%		455,803		911,605		50.0%
Emergency Management		46,432		99,230		46.8%		47,151		97,946		48.1%
Total Public Safety		5,316,054		11,366,712		46.8%		5,458,532		11,707,477		46.6%
Road and Bridge												
Highway		7,679,602		16,392,836		46.8%		2,268,059		17,325,246		13.1%

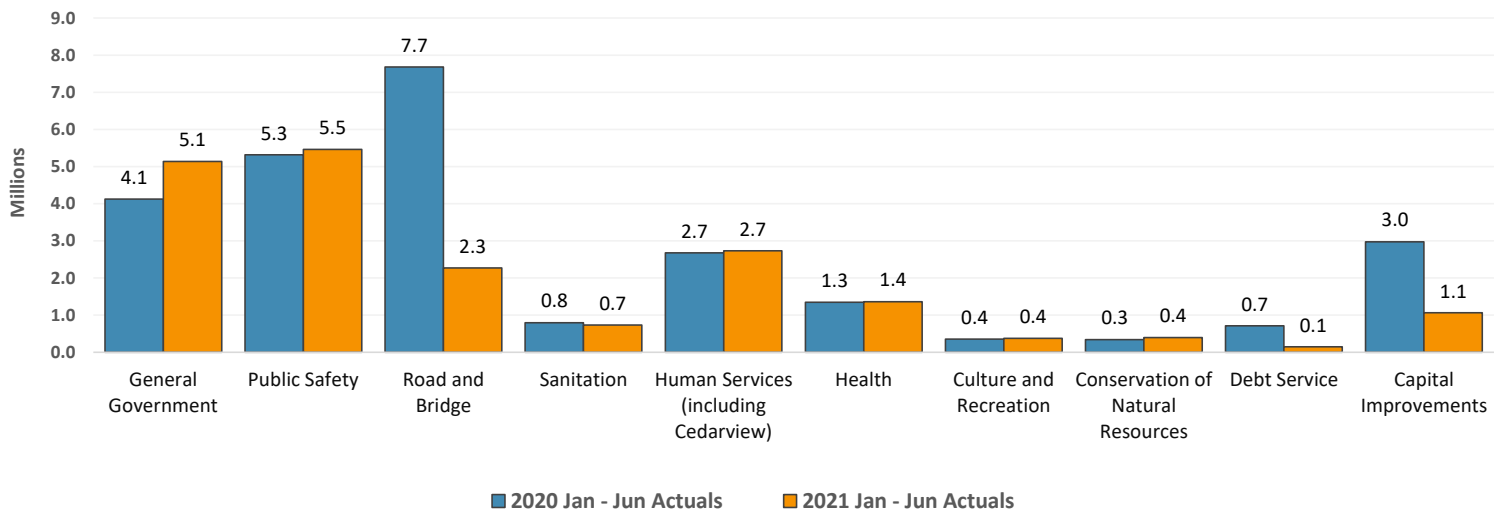
Steele County
Budget to Actual Comparison (Continued)
For Six Months Ending June 30, 2020 and 2021 in Comparison to Annual Budget (Cash Basis)

	2020 Jan - Jun Actual	2020 Budget	% of 2020 Budget	2021 Jan - Jun Actual	2021 Budget	% of 2021 Budget
<i>Sanitation</i>						
Environmental Services	325,981	703,700	46.3%	324,307	725,300	44.7%
Landfill	469,896	1,443,270	32.6%	406,480	1,503,971	27.0%
Total Sanitation	795,877	2,146,970	37.1%	730,787	2,229,271	32.8%
<i>Human Services</i>						
MNPrairie County Alliance	2,679,125	5,365,528	49.9%	2,731,773	5,463,475	50.0%
Community Wellness (including Cedarview)	-	278,175	0.0%	-	-	0.0%
Total Human Services	2,679,125	5,643,703	47.5%	2,731,773	5,463,475	50.0%
<i>Health</i>						
Public Health Nursing	1,349,394	2,957,766	45.6%	1,361,812	2,948,708	46.2%
Community Health	-	250	0.0%	-	-	0.0%
Total Health	1,349,394	2,958,016	45.6%	1,361,812	2,948,708	46.2%
<i>Culture and Recreation</i>						
Historical Society	4,000	8,000	0.0%	4,000	8,000	50.0%
Parks and Recreation	129,955	298,520	43.5%	108,512	304,591	35.6%
Four Seasons Center	209,767	491,298	42.7%	258,479	492,965	52.4%
Community Center	10,382	19,750	52.6%	5,224	14,950	34.9%
Total Culture and Recreation	354,104	817,568	43.3%	376,215	820,506	45.9%
<i>Conservation of Natural Resources</i>						
U of M Extension	108,030	352,869	30.6%	142,176	357,679	39.7%
Soil and Water Conservation	33,750	135,000	25.0%	67,500	135,000	50.0%
Agricultural Society/County Fair	27,496	43,000	63.9%	21,500	72,500	29.7%
County Ditch	113,573	300,000	37.9%	102,088	300,000	34.0%
Clean Water Loan Program	55,881	139,000	40.2%	55,881	111,800	50.0%
Bixby Sewer Project	5,454	24,150	22.6%	6,777	16,631	40.7%
Total Conservation of NR	344,184	994,019	34.6%	395,922	993,610	39.8%
<i>Debt Service</i>						
Debt Service Levy	715,039	1,840,318	38.9%	148,644	1,861,756	8.0%
<i>Capital Improvements</i>						
General Government	813,887	1,177,640	69.1%	261,281	936,248	27.9%
Public Safety	1,563,495	4,779,641	32.7%	439,687	2,221,900	19.8%
Highway	446,984	610,000	73.3%	26,362	601,000	4.4%
Culture and Recreation	-	70,000	0.0%	-	30,000	0.0%
Public Health	5,475	8,000	68.4%	-	-	0.0%
Landfill	143,603	545,000	26.3%	334,380	650,000	51.4%
Fairgrounds	-	21,180	0.0%	-	81,145	0.0%
Public Works Facility	3,424	-	0.0%	-	-	0.0%
Total Capital Improvements	2,976,868	7,211,461	41.3%	1,061,710	4,520,293	23.5%
Total Expenditures	26,335,144	58,213,259	45.2%	19,671,733	56,725,561	34.7%
Net Expenditures (Over) Under Revenues	\$ 2,897,763	\$ -		\$ 9,223,985	\$ 114 of 142	

Steele County
Summary of Expenditures by Function
For Six Months Ending June 30, 2020 and 2021 in Comparison to Annual Budget (Cash Basis)

<i>Expenditures by Function</i>	2020 Jan - Jun Actual	2020 Budget	% of 2020 Budget	2021 Jan - Jun Actual	2021 Budget	% of 2021 Budget
General Government	\$ 4,124,897	\$ 8,841,656	46.7%	\$ 5,138,279	\$ 8,855,219	58.0%
Public Safety	5,316,054	11,366,712	46.8%	5,458,532	11,707,477	46.6%
Road and Bridge	7,679,602	16,392,836	46.8%	2,268,059	17,325,246	13.1%
Sanitation	795,877	2,146,970	37.1%	730,787	2,229,271	32.8%
Human Services (including Cedarview)	2,679,125	5,643,703	47.5%	2,731,773	5,463,475	50.0%
Health	1,349,394	2,958,016	45.6%	1,361,812	2,948,708	46.2%
Culture and Recreation	354,104	817,568	43.3%	376,215	820,506	45.9%
Conservation of Natural Resources	344,184	994,019	34.6%	395,922	993,610	39.8%
Debt Service	715,039	1,840,318	38.9%	148,644	1,861,756	8.0%
Capital Improvements	2,976,868	7,211,461	41.3%	1,061,710	4,520,293	23.5%
Total Expenditures	\$ 26,335,144	\$ 58,213,259	45.2%	\$ 19,671,733	\$ 56,725,561	34.7%

Summary of Expenditures by Function

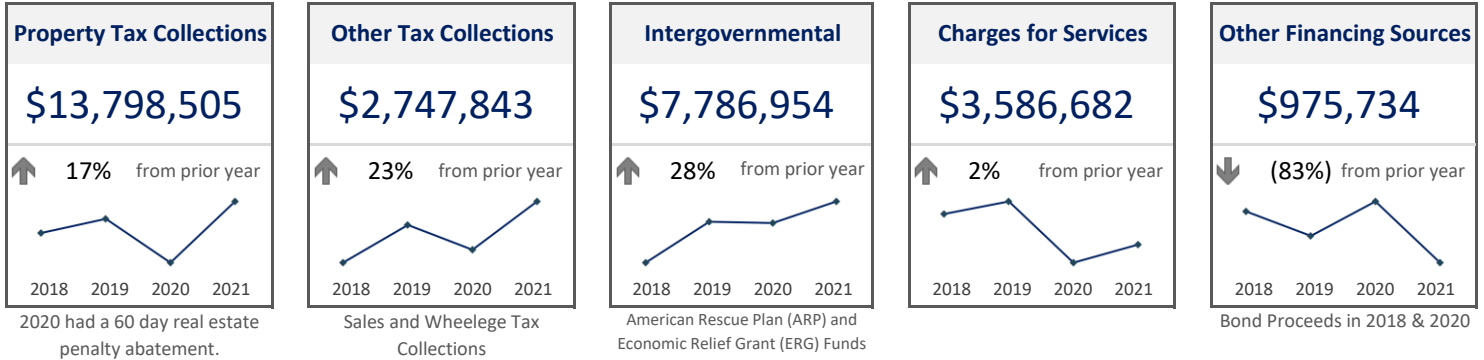


2nd Quarter Financial Trend Report

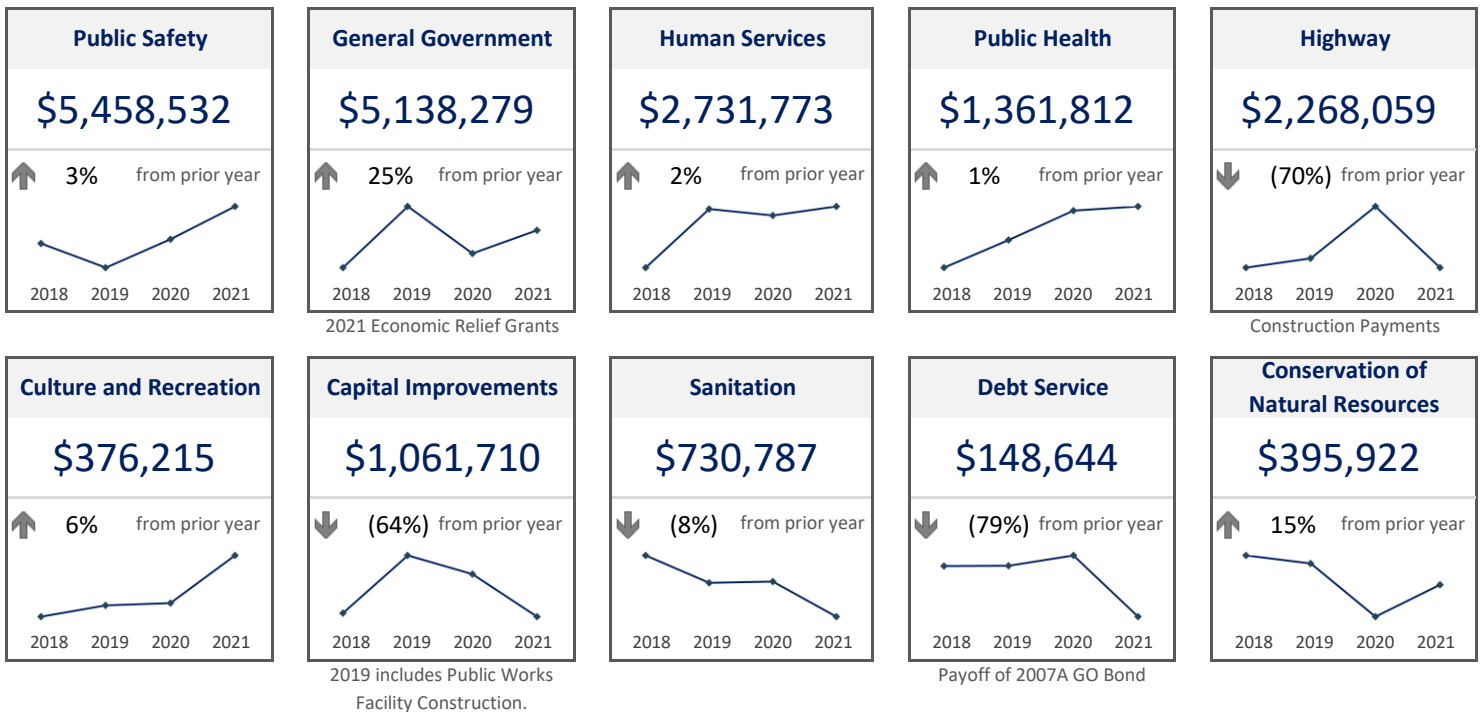
Steele County

2021

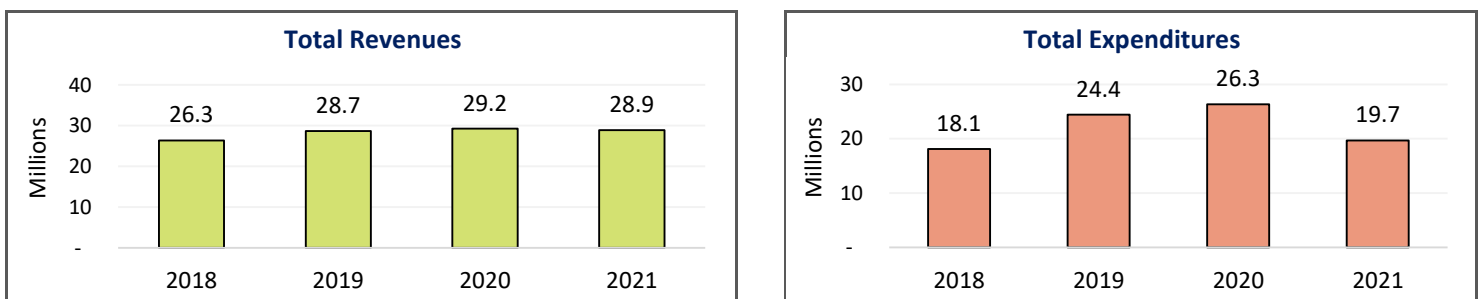
County Revenues, Percentage Change & Trendline



County Expenditures, Percentage Change & Trendline



Total County Revenues & Expenditures





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, September 1, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Glynn, Commissioner Brady, Financial Analyst Jonathon Walstrom, Human Resource Director Julie Johnson, Auditor Laura Ihrke and Administrator Scott Golberg.

Consent Agenda

1. Recommend approving Adult Health Lead Position backfill
2. Recommend approving Office Support Specialist Position backfill
3. Recommend approving the reappointment of Veterans Service Officer

General

4. 2022 Health Insurance Renewal
5. Years of Service Gift Recognition

Information

MNPrairie Human Resource Services Agreement: Discussion regarding the agreement provisions and calculations. Steele County Attorney needs to review the agreement before bringing the item to the board.

A review the 2nd Quarter 2021 Financial Report was conducted by Jonathon Walstrom. Specific areas of report were noted and reasons for the differences between 2020 and 2021 cited.

Department Head Reports:

Treasurer/Finance: Working on the 2022 budget, wrapping up the 2020 audit, and real estate tax payments are coming up in October.

Human Resources: Discussion regarding county vacancies and filling of those positions. Getting ready for open enrollment. Employee recognition celebration plan update was given.

Auditor: Election in Blooming Prairie and Kenyon-Wanamingo. Update regarding JD 24 ditch meetings. Getting ready for Truth in Taxation.

Public Health: Discussion regarding COVID, how hard it is to trace, breakthrough cases, and how cases are going up in Steele county. Discussion regarding additional shot vs booster shot. Update of SCFF vaccination campaign. Gearing up for mass booster shots.

Administration: Update and reminder about the upcoming Township meeting on September 27th



STEELE COUNTY
PUBLIC SAFETY COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

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

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

Attendees: Commissioner John Glynn, Commissioner Jim Abbe, Attorney Dan McIntosh, Sheriff Lon Thiele, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Finance Director Cathy Piepho, Administrator Scott Golberg, Assistant Jail Administrator Paul Prissel, Chief Deputy Sheriff Scott Hanson and Facilities and Fleet Director Jake Rysavy.

Detention Center Discussion:

The Committee reviewed Scenario 5: Book and Transport (see attached updated after meeting). The cost/levy shift to other entities within the county and the impact of this scenario was reviewed.

Community Corrections Director Tim Schammel reviewed the impact Scenario 5 would have on Community Corrections (see attached). The shift of virtual meetings vs in-person meetings was discussed along with those items that are current handled in-person vs statutorily required to be done in-person.

State Patrol Officer Brian Buck spoke to Scenario 5 and how this would affect operations in this jurisdiction along with possible impact on public safety due to an increase arrest time from 2.5 hour to estimated 4.5 hours. He covered three areas mainly handle by the state patrol which are DWT's, warrants, and protection along with assisting other agencies as needed and what these would look like if Steele County became a book and transport operation.

Blooming Prairie City Administrator Andrew Langholz was present. He updated the committee on the impact this would have for Blooming Prairie and mutual aid from the Steele County Sheriff's Department was discussed.

Regarding surrounding housing facilities; based on the current facilities located near Steele County, it is estimated there would be a two-hour round trip to transport a person in custody.

There was a brief discussion on the previous Steele County Jail located downtown Owatonna. This jail was a linear operation vs an open operation and was shut done by the DOC.

Regarding boarding agreements; there is a fixed cost to running a jail and any boarding revenue from other counties/jurisdictions helps reduce our fixed cost.

Public safety is made up of several different entities & departments that all must work together to make the system run effective and efficiently. The Detention Center is a component of public safety and is part of that system.

Going to a book and transport operation would result in the county losing control of the current public safety programming and the current cohesive system.

Other Areas discussed

- Drug Court testing and work force program was discussed. We would lose work release if the detainees were housed outside of Steele County.
- The travel time for the Public Defenders
- Difficulty in finding qualified employees was cited as a concern.
- Large number of arrests at certain times could prove to be quite difficult to manage for arresting/transporting agencies, as they are not predictable.
- Multi-jurisdictional operations were discussed.
- Re-entry program was discussed and what would this look like in the future.
- The possibility of renegotiating contracts based on new population numbers can be looked at to reduce costs.
- There will be little saved in the areas of maintenance (appx \$25K to \$30K).
- No change to the FTE's in maintenance.
- There will be an expense for the current integrator system that is due to be 80% installed by December 2021.
- There will still be the cost of the new roof.

LEC split was briefly discussed.

Commissioners are looking for an option that is a cost of @ \$2MM. Can this be done with any of the current scenarios or is there another scenario that could be brought forward for review? The scenario would involve moving the Sheriff's Department into the DC. Are there any efficiencies there?



STEELE COUNTY
PUBLIC WORKS POLICY COMMITTEE MINUTES
Public Works Building – 3000 Hoffman Drive - Owatonna, MN 55060

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

Thursday, September 9, 2021 at 7:30 a.m. – Public Works Conference Room

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

Consent:

- Recommend approval to accept the low bid from JD Driver Base Bid with alternate A-2 in the net amount of \$1,835,000.00, and to authorize Facilities and Fleet Director to execute the contract for the Courthouse HVAC Upgrades Project.

General:

- Authorize Use of CRRSAA FUNDS for 29th Avenue EA/EAW

Department Head Reports:

Four Seasons: Recap was given regarding the Steele County Fair. West rink is up and running with ice. East rink events review was given. Beaver Lake public meeting is being held today.

Highway: MNDot will be presenting information at the upcoming September 14th Board meeting. The 29th Ave EA/EAW possible funding information will be brought to the board for approval. CSAH 28/Beaver Lake Park Public Information Meeting is today, Sept 9th, Bixby Road/18th St. roundabout Public Information meeting will be held on Sept 15th, and a follow-up on CR 180 / Old 14 addressing was given. Pavement marking will start soon (there was a delay in paint), an update on the round-about on 26/CSAH 45 was given and a delay of the railroad portion of the project was noted, and an update on the construction in Medford was discussed.



MnDOT D6 2021 County Outreach

Summer/Fall 2021

Presentation Outline

- MnDOT State & District Planning Updates
- 10-year District Roadway & Bridge Work Plan
 - Overview
 - Program & Funding
- Local and Regional Project Updates

9/8/2021

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2

Statewide Multimodal Transportation Plan (SMTP)

- Covers a 20-year time horizon (2022-2041), but updated every 5 years
- Uses public input to turn state goals in transportation into policy and strategy for MnDOT and partners
- 2022 Focus areas: Aging Infrastructure, Climate Change, Equity, Safety, Transportation Options
- This update is almost complete – final plan by early 2022.



Minnesota State Highway Investment Plan (MnSHIP)

- This plan:
 - Applies policy and strategy from SMTP on how to invest the anticipated trunk highway budget
 - Provides projected 20-year revenues for investing in the state's multi-modal system.
 - Gives direction on highway investment areas for the anticipated budget
- MnSHIP is being updated
 - Gathering feedback on different investment approaches & priorities
 - Check-out <https://minnesotago.org/give-us-your-input/mnship>

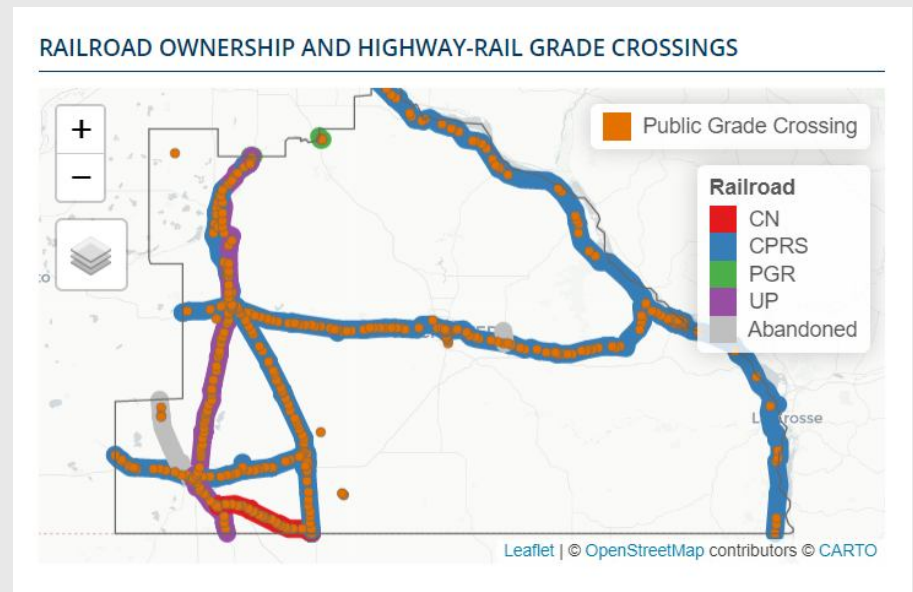


Minnesota's state highway system is over 100 years old and covers 11,694 miles

District Freight Plan

- Analysis on freight needs and industry specific to the region
- A chance to set new strategies or priorities for the safe and efficient movement of freight
- Plan input can lead to future construction projects that improve the freight system
- MnDOT has the most influence over highway freight, but other modes are being analyzed.

Example: Draft map only!



Transit Planning This Year

Multiple Efforts Happening:

- Local Human Services Transportation Coordination Plan
- Intercity Bus Study
- SE MN Transit Roundtable
- Local Transit System Planning
- CAV shuttle testing in Rochester





D6 10-year Highway Plan

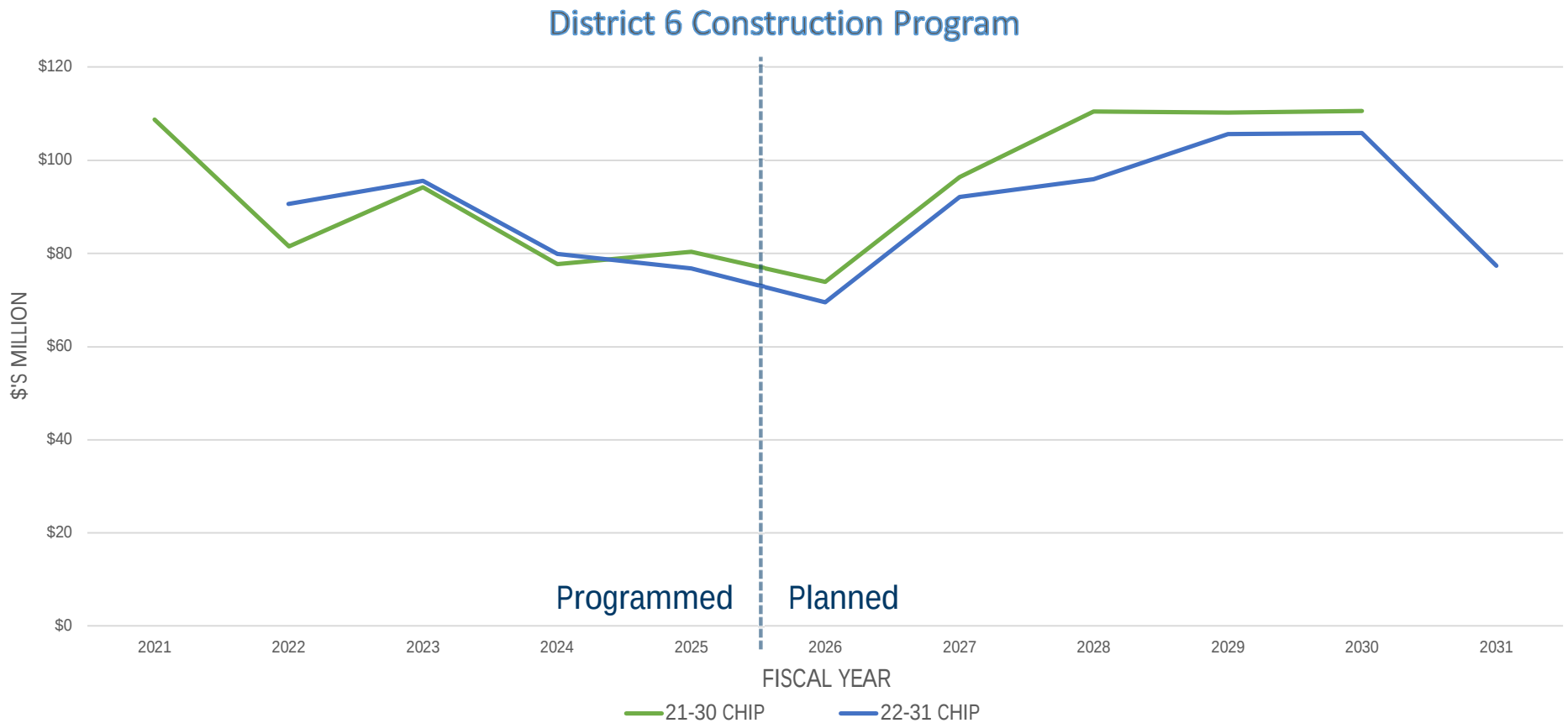
Funding summary and projects

District 10-Year Work Plan

- Statewide Transportation Improvement Program, **STIP** = next 4 years
 - <http://www.dot.state.mn.us/planning/program/stip.html>
- Capital Highway Investment Plan, **CHIP** = Years 5 – 10
 - <http://www.dot.state.mn.us/planning/10yearplan/index.html>
- Both are updated annually

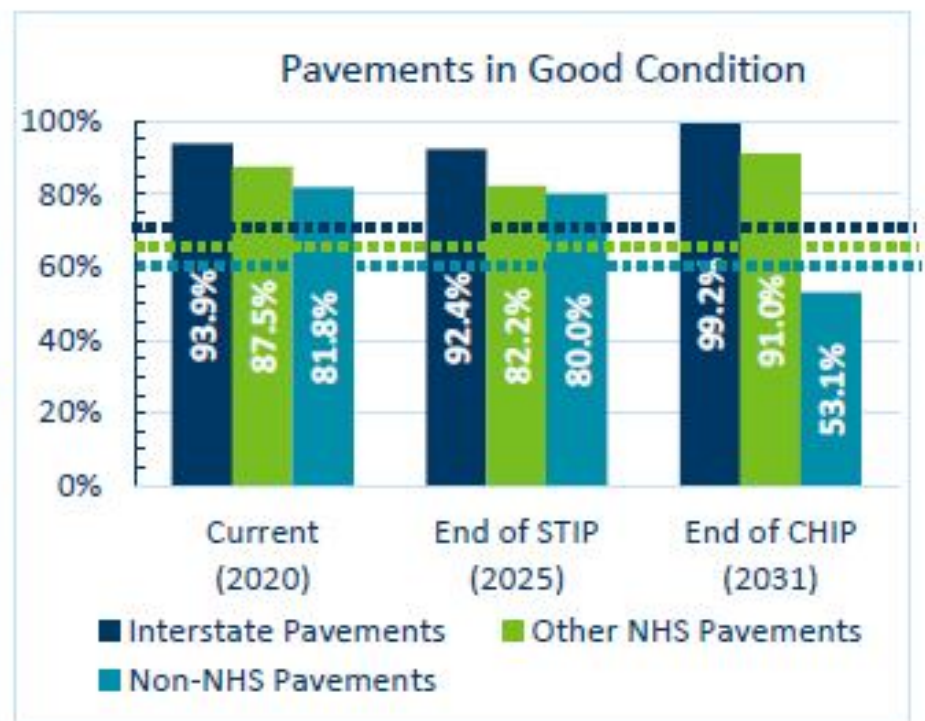
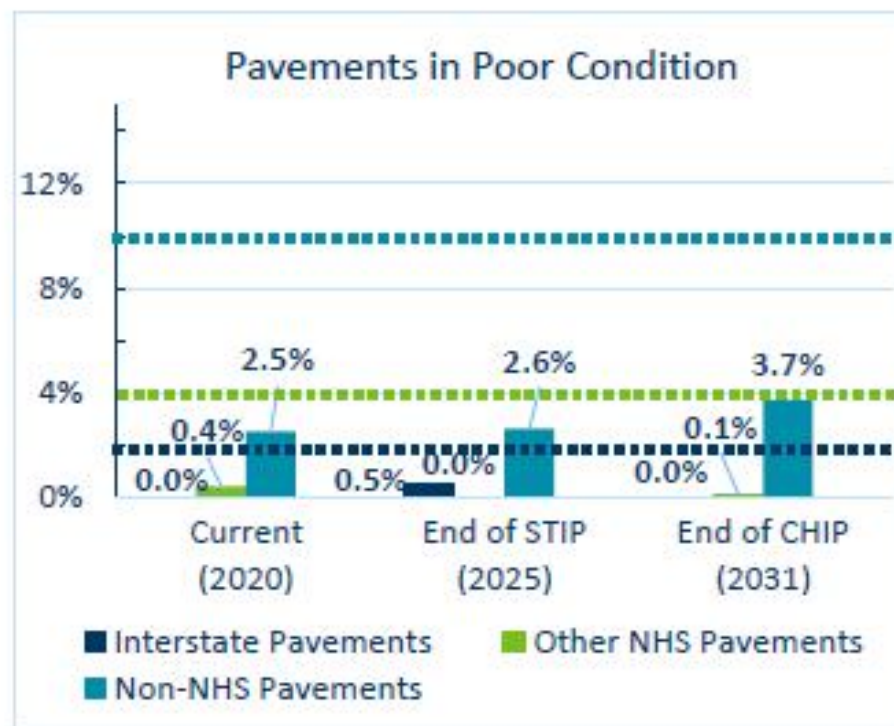


D6 Construction Program Comparison



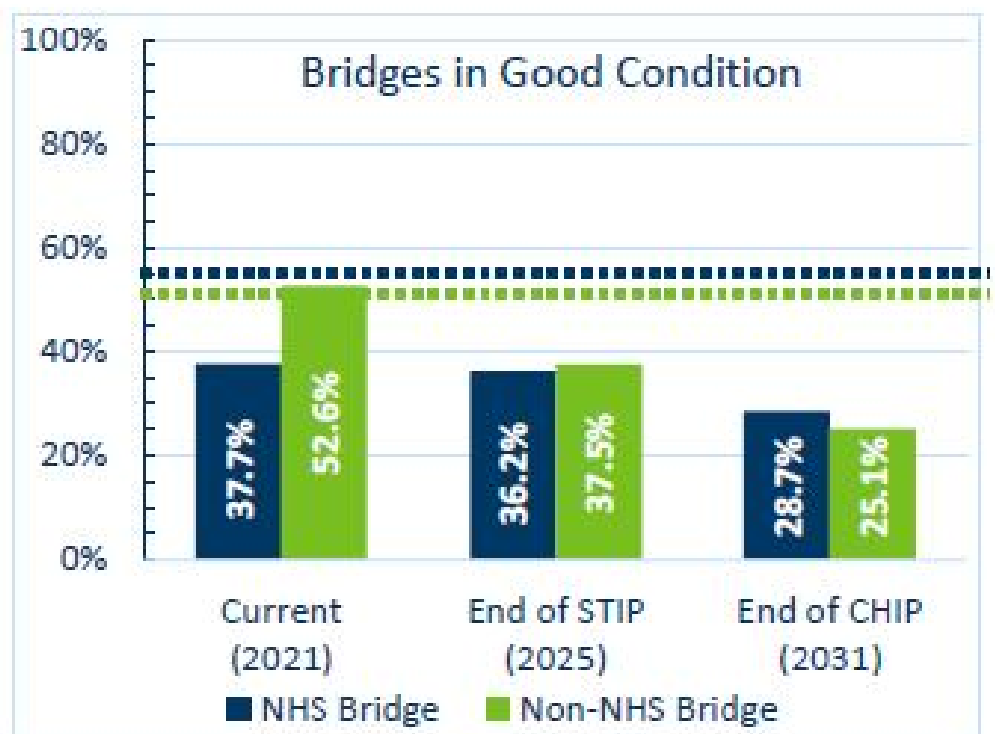
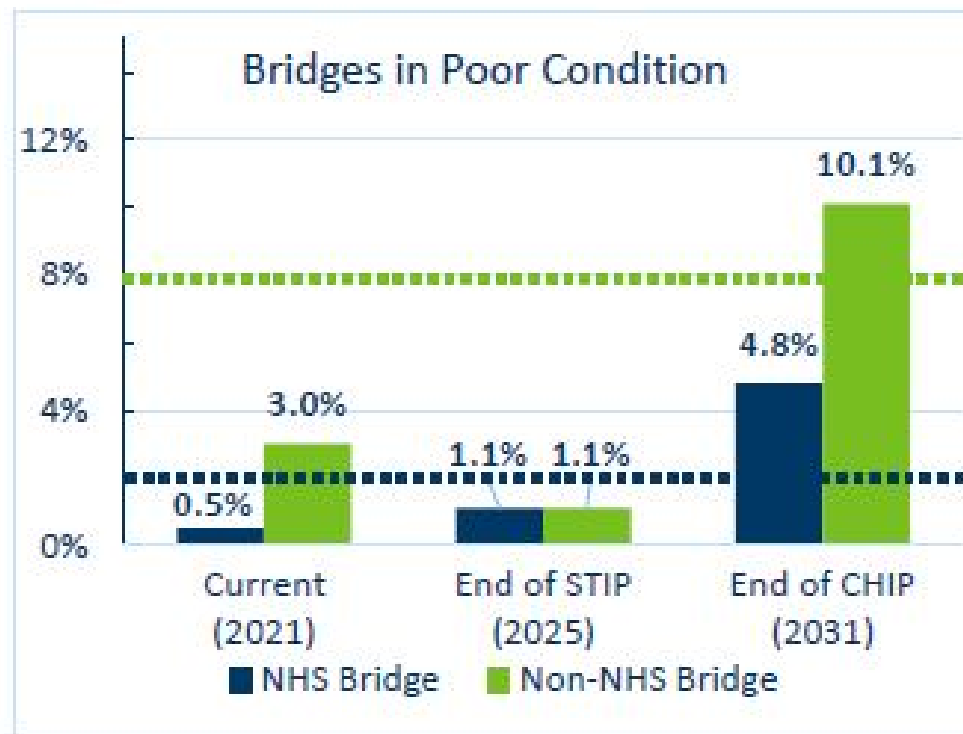
Asset Management Projections

Pavement Outcomes



Asset Management Projections

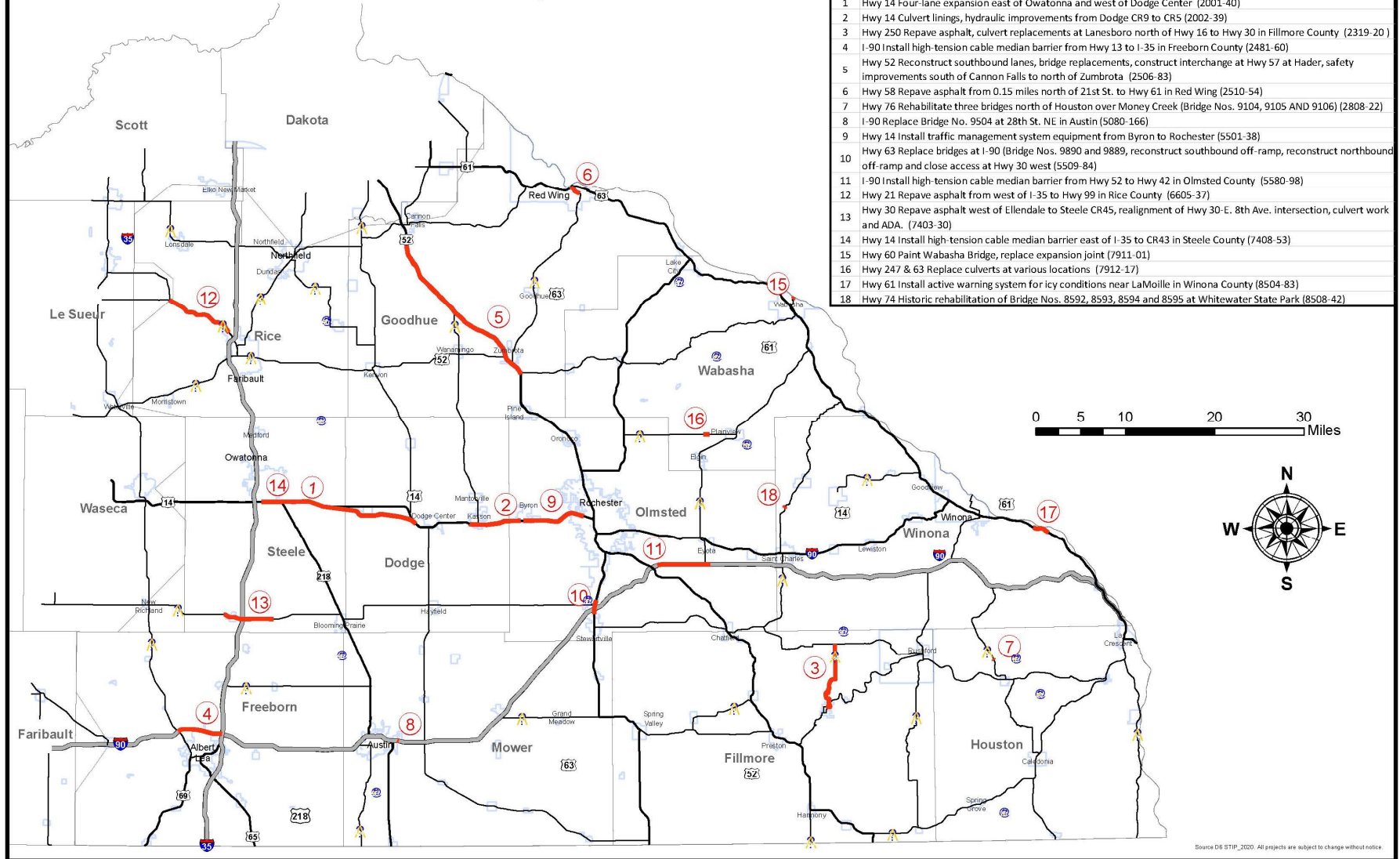
Bridge Outcomes



Disclaimer

- Because expected revenues to each District change each year, the District's list of planned projects must also change to meet that new funding.
- Changes to predicted pavement conditions can also change the amount of funding a District receives – pavement holding up better than expected can mean less funding over the next several years.
- Our list and map of planned projects is only a “snapshot in time”. They have changed since last year and are subject to future change.

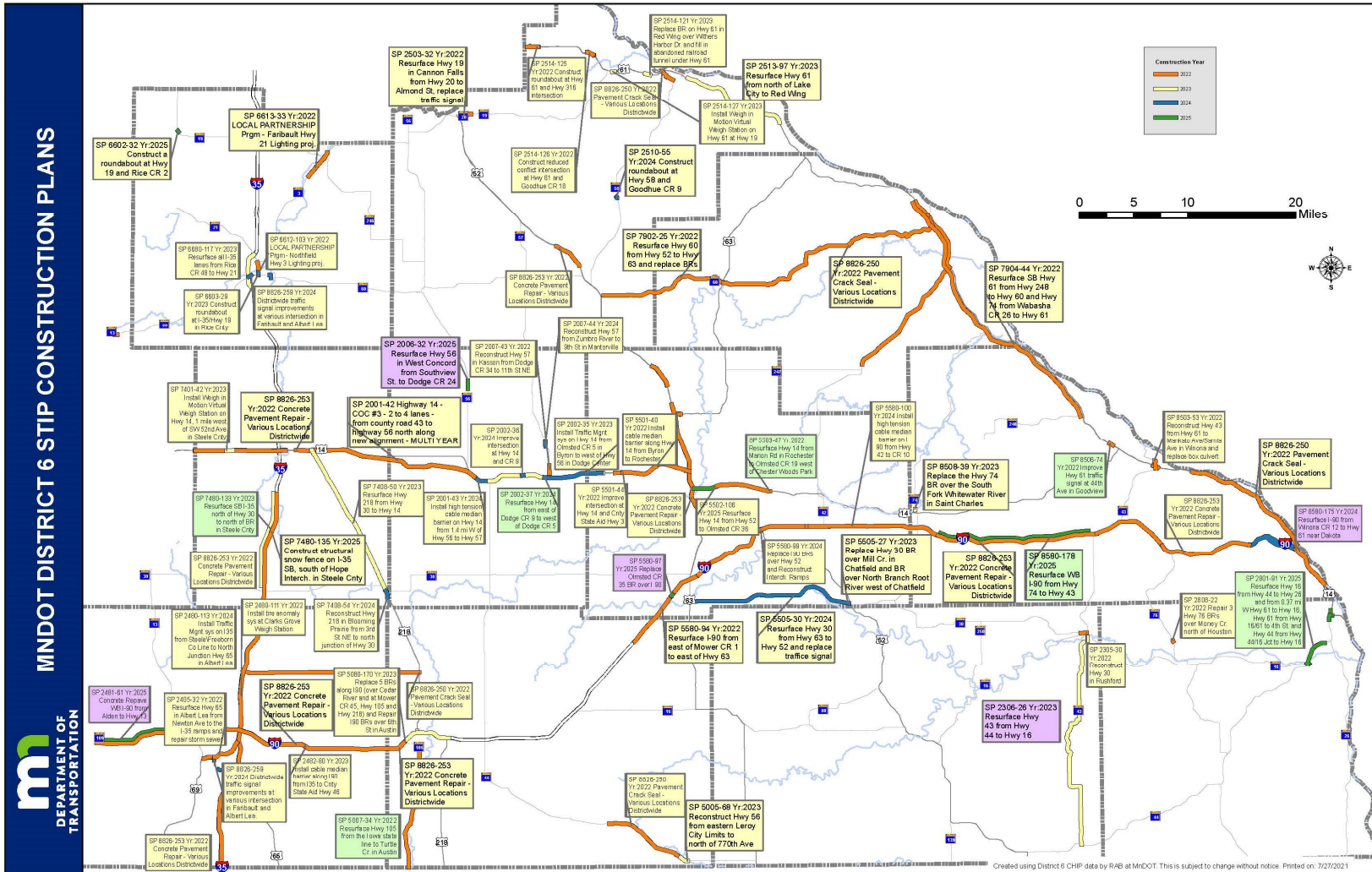
Year 2021 MnDOT District 6 Construction Projects



2021 Construction Projects

- 1 Hwy 14 Four-lane expansion east of Owatonna and west of Dodge Center (2001-40)
- 2 Hwy 14 Culvert linings, hydraulic improvements from Dodge CR9 to CR5 (2002-39)
- 3 Hwy 250 Repave asphalt, culvert replacements at Lanesboro north of Hwy 16 to Hwy 30 in Fillmore County (2319-20)
- 4 I-90 Install high-tension cable median barrier from Hwy 13 to I-35 in Freeborn County (2481-60)
- 5 Hwy 52 Reconstruct southbound lanes, bridge replacements, construct interchange at Hwy 57 at Hader, safety improvements south of Cannon Falls to north of Zumbrota (2506-83)
- 6 Hwy 58 Repave asphalt from 0.15 miles north of 21st St. to Hwy 61 in Red Wing (2510-54)
- 7 Hwy 76 Rehabilitate three bridges north of Houston over Money Creek (Bridge Nos. 9104, 9105 AND 9106) (2808-22)
- 8 I-90 Replace Bridge No. 9504 at 28th St. NE in Austin (5080-166)
- 9 Hwy 14 Install traffic management system equipment from Byron to Rochester (5501-38)
- 10 Hwy 63 Replace bridges at I-90 (Bridge Nos. 9890 and 9889, reconstruct southbound off-ramp, reconstruct northbound off-ramp and close access at Hwy 30 west (5509-84)
- 11 I-90 Install high-tension cable median barrier from Hwy 52 to Hwy 42 in Olmsted County (5580-98)
- 12 Hwy 21 Repave asphalt from west of I-35 to Hwy 99 in Rice County (6605-37)
- 13 Hwy 30 Repave asphalt west of Ellendale to Steele CR45, realignment of Hwy 30-E, 8th Ave. intersection, culvert work and ADA. (7403-30)
- 14 Hwy 14 Install high-tension cable median barrier east of I-35 to CR43 in Steele County (7408-53)
- 15 Hwy 60 Paint Wabasha Bridge, replace expansion joint (7911-01)
- 16 Hwy 247 & 63 Replace culverts at various locations (7912-17)
- 17 Hwy 61 Install active warning system for icy conditions near LaMoille in Winona County (8504-83)
- 18 Hwy 74 Historic rehabilitation of Bridge Nos. 8592, 8593, 8594 and 8595 at Whitewater State Park (8508-42)

Source: D6 STIP_2020. All projects are subject to change without notice.



D6 STIP – Programmed Projects in 2022-25

9/8/2021

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16

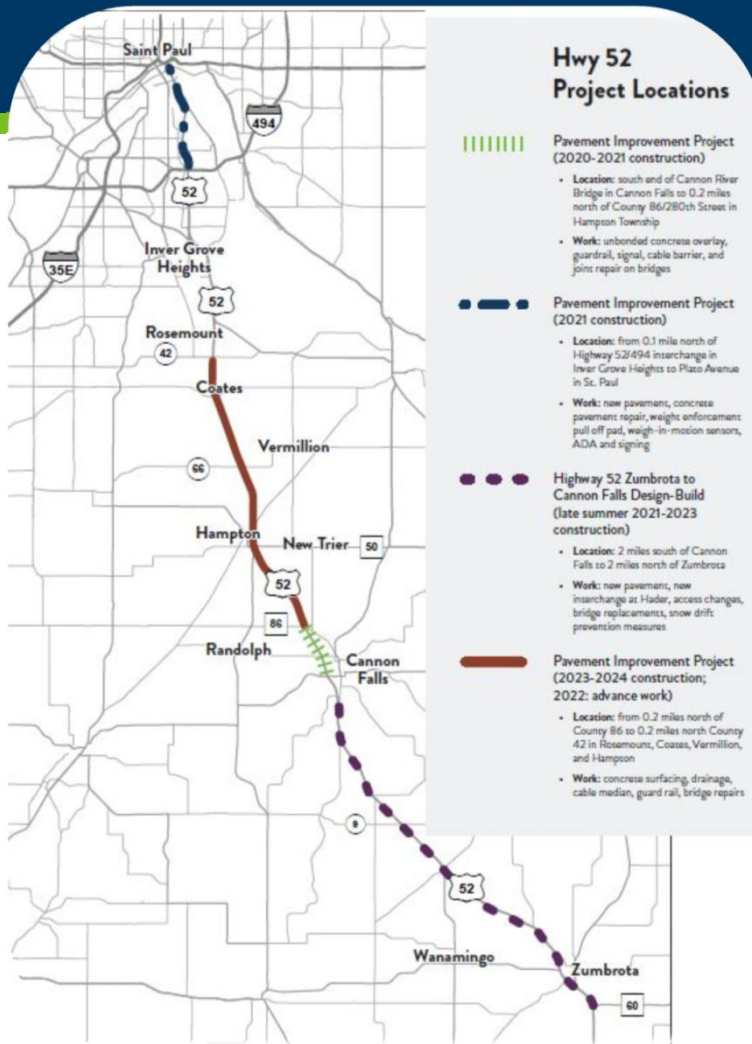


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• Highway 52 Corridor Projects

- <https://www.dot.state.mn.us/d6/projects/hwy52corridor/index.html>
- [Hwy 52 Southbound Improvements - MnDOT \(state.mn.us\)](https://www.dot.state.mn.us/d6/projects/hwy52corridor/index.html)

• US 14 4-lane Expansion – Dodge Center to Owatonna

- [Hwy 14 from Owatonna to Dodge Center - MnDOT \(state.mn.us\)](https://www.dot.state.mn.us/d6/projects/us14/index.html)

• Interchange at Hwy 52 & I-90

Stay in Touch

E-mail Updates and Construction Projects

- www.dot.state.mn.us/d6/projects.html

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- Twitter – [@mndotsoutheast](#)

Check out:

- www.511mn.org

Heather Lukes, Planning Director

MnDOT District 6

heather.lukes@state.mn.us

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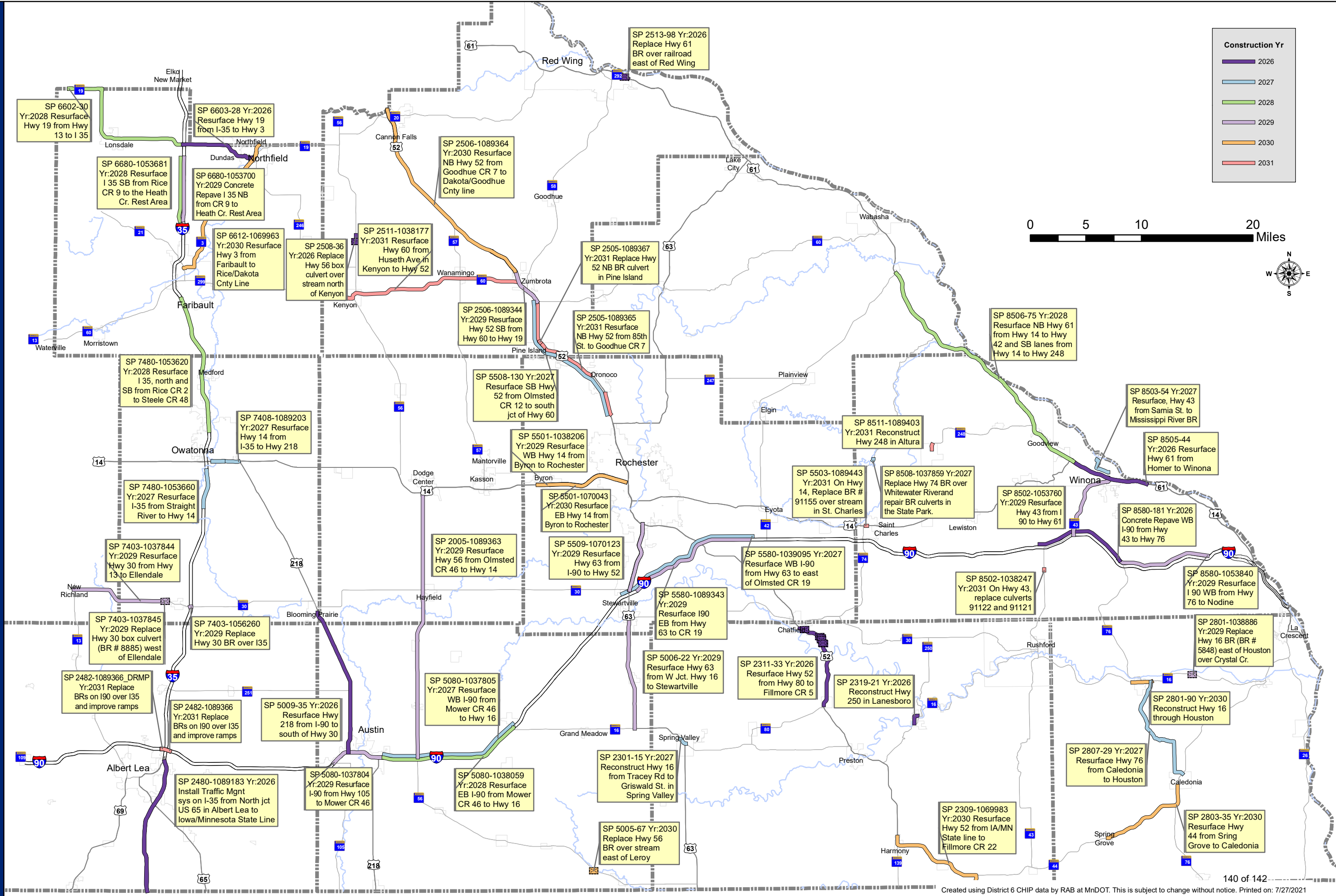
Kurt Wayne, Principal Planner

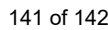
MnDOT District 6

kurt.wayne@state.mn.us

507-259-8074







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