



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, OCTOBER 12, 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

Steele County Ditch Authority – Acceptance Hearing

3. Open Public Hearing for County Ditch #4
4. Approve Agenda
5. Purpose of Hearing
6. Engineer's Report on Completion of Project
7. Public Comment and Questions
8. Action Items

County Board Agenda

9. 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.*

10. Approve September 28, 2021 Board Minutes (p 4)
11. Approve September 28, 2021 Board Work Session Minutes (p 7)
12. Approve Bills and Journal Entries (p 8)
13. Approve Personnel Report (p 62)
14. Approve backfill of Family Support Educator Position (p 63)
15. Approve increasing Health Planner Position from 0.88 FTE to 1.0 FTE (p 73)
16. Approve backfill of Detention Center Nurse Position (p 78)
17. Approve form and process for the County Administrator Annual Performance Review(p 92)
18. Approve MRCI Lease with rate increase (p 93)
19. Authorize Administrator to proceed with the preparation of a Phase 2 Environmental Site Assessment for the Old Hwy Shop South Property (p 98)
20. Authorize IT Director to proceed with registering SteeleCountyMN.gov Domain (p 99)
21. Approve Out of State Travel for School Resource Officer Training (p 100)
22. Approve Resolution for Final Payment for Contract No. 212102; CP 074-021-002 (p 101)

General

23. October Anniversaries (p 103)
24. CUP 294(JJD-Springer/Brady Pit)renewal with 18 conditions and the Findings of Fact(p104)
25. CUP 428 (GJW – Stormwater Pond) with 3 conditions and the Findings of Fact (p 114)
26. Annual Audit Review – Ryan Engelstad, Bakertilly

Internal Central Services Committee – October 6, 2021

- 27. Lease Accounting Software (DebtBook) Proposal (p 124)
- 28. Authorize Administrator to proceed with the process of changing Auditor and Treasurer positions from elected to appointed (p 139)

Information Items

- 29. Planning Commission Minutes – October 4, 2021 (p 144)
- 30. Internal Central Services Policy Committee Minutes – October 6, 2021 (p 147)

Presentations:

Dodge County Wind Project (p 149)

Mark Lennox – Project Director / NextEra Energy Resources, LLC

Commissioner Reports:

Next Meeting Notices:

Public Works Committee - **October 14th at 7:30 a.m. at Public Works Facility**

Land Use/Records – **October 19th at 8 a.m. in the Boardroom**

Internal Central Services – **October 20th at 8 a.m. in the Boardroom (Tentative)**

County Board Meeting - **October 26th 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

September 28, 2021

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on September 28, 2021 with Commissioner's Brady, Gnemi, Krueger, Glynn and Abbe present. Also present were County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, County Engineer Greg Illka, Planning & Zoning Director Dale Oolman, Emergency Management/Risk Director Kristen Sailer, County Attorney Dan McIntosh, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve the agenda with changes. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the Consent Agenda with changes. Ayes all.

- A. Approve the minutes of September 14, 2021
- B. Approve the minutes of September 14, 2021 Board Work Session
- C. Approve Bills and Journal Entries
- D. Approve Personnel Report

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Alicyn Hinze	Correctional Officer	Detention Center	9/22/21

- E. Approve the following **Resolution**

**RESOLUTION APPOINTING COUNTY AGRICULTURAL INSPECTOR
MINNESOTA NOXIOUS WEED LAW**

WHEREAS, pursuant to MN Statutes 18.80 Subd. 1, The county board shall either appoint at least one county agricultural inspector to carry out the duties specified under section 18.81, subdivisions 1a and 1b, or a county-designated employee to carry out the duties specified under section 18.81, subdivision 1a. A notice of the appointment of either a county agricultural inspector or county-designated employee must be delivered to the commissioner within 30 days.

WHEREAS, MN Statutes 18.81, Subd. 1a. Duties; The county agricultural inspector or county-designated employee shall be responsible for:

(1) the enforcement provisions under sections 18.78 (Control or Eradication of Noxious Weeds), 18.82 (Transportation of Noxious Weed Propagating Parts in Infested Material or Equipment), 18.83 (Control; Eradication; Notices; Expenses), 18.84 (Liability; Appeals), 18.86 (Unlawful Acts) and 18.87 (Penalty); and

(2) providing a point of contact within the county for noxious weed issues.

WHEREAS, MN Statutes 18.81, Subd. 1b. County agricultural inspectors. In addition to the mandatory duties specified in subdivision 1a, the county board must specify the responsibilities of the county agricultural inspector in the annual work plan. The responsibilities may include: MN Statutes 19.81, Subd. 1b, subp. 1 – 9.

NOW, THEREFORE, BE IT RESOLVED, that David Stenzel shall be appointed the Steele County Agricultural Inspector to carry out the duties specified under MN Section 18.81, subdivision 1a and 1b.

- F. Set Board of Appeal and Equalization meeting date for June 14, 2022 at 7:00 p.m.
- G. Approve changing the addressing street names of East Highway 14 and County Road 180 to Claremont Road, effective December 1, 2021
- H. Approve the 2022-2024 Memorandum of Agreement & Addendum with the University of MN Extension

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve CUP #427, Gaulrapp Salon, to operate a Hair Salon as a home occupation from their residence at 818 69th St NE, Medford. The

property is located in the SE ¼ of the NW ¼, Section 10 of Medford Township with conditions per the Planning Commission and to approve the Findings of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to accept the Draft of the 2022-2026 Highway Capital Improvement Plan and set a public hearing for October 26, 2021 at 5:15 p.m. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve the purchase of 250 Plat books in the amount of \$1,875 plus shipping from Government Forms & Supplies with payment to come from the Aquatic Invasive Species funds. Ayes all.

Commissioner Krueger offered a **Resolution**, seconded by Commissioner Abbe to approve the final payment of Contract No. 219814, SAP 074-598-014 to JJD Companies in the amount of \$3,986.16.

Upon the vote being taken four Commissioners voted in favor thereof, Commissioner Brady abstaining. A copy of the Resolution is on file in the Auditor’s office.

Commissioner Glynn offered the following Resolution, seconded by Commissioner Abbe

**RESOLUTION ADOPTING THE STEELE COUNTY EMERGENCY OPERATIONS PLAN AND
EMERGENCY & RISK MANAGEMENT DEPARTMENT
Steele County, Minnesota**

WHEREAS, Minnesota Statute 12.25, Subdivision 1. Requires the County Board to establish a county organization for emergency management in accordance with the state emergency management program.

WHEREAS, the Steele County Board and County Administrator established a new Steele County Emergency & Risk Management Department and appointed a Director in 2021.

WHEREAS, Minnesota Statute 12.25, Subdivision 2 (c) (2). Requires a plan for the emergency operations of county government in cooperation with the county attorney, who shall give legal advice to the county organization, and with other appropriate county government officials and private sector representatives.

WHEREAS, the Steele County Board and County Administrator give their full support to this plan and urge all municipal officials, county department heads, employees, and citizens, individually and collectively, to do their share in the total emergency planning effort of Steele County.

THEREFORE, BE IT RESOLVED that the Steele County Emergency Operations Plan attached hereto is hereby adopted as the official plan of Steele County.

FURTHER BE IT RESOLVED that copies of this resolution be sent to the County Emergency & Risk Management Director, Regional Program Coordinator, and Director of the Minnesota Division of Homeland Security and Emergency Management.

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

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

Resolution

BE IT RESOLVED, that the preliminary net tax levy for 2022 be set at \$27,964,121 and the preliminary total budget be set at \$59,414,489.

BE IT FURTHER RESOLVED That the County Board set the time, date and location of the County Board meeting at which the final budget/tax levy will be discussed on December 14, 2021 at 6 p.m. This meeting will be held in the Steele County Administration Board Room.

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

Commissioner Reports:

Commissioner Krueger reported on his attendance at South Country Health Alliance meeting, Smart Bus, Community Service meeting, Township meeting and a Work Session.

Commissioner Abbe reported on his attendance at Land Use & Records meetings, County Providing Technology meetings, Public Safety meeting, Judicial Ditch #6 meeting, Township meeting and a Work Session.

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

Commissioner Glynn reported on his attendance at Law Enforcement Center Committee meeting, GIS meeting, Public Works meeting, Internal Central Services meeting, Public Safety meeting, Work Session, Fair Board meeting, Judicial Ditch #6 meeting, Community Services meeting, Township meeting and a Work Session.

Commissioner Brady reported on his attendance at MnPrairie Personnel Committee meeting, Internal Central Services meeting, Land Use & Records meeting, MnPrairie meeting, South Central Human Relations Center meeting and a Work Session.

LISTING OF BILLS
9/28/2021

Bolton & Menk Inc	7,538.00
City of Owatonna	3,000.00
ICS Consulting LLC	17,344.76
Kronos Incorporated	3,596.80
Office of MN IT Services	2,052.37
Owatonna Police Department	3,958.08
Steele County Treasurer	6,358.25
Summit Food Services LLC	4,073.75
Superior Jetting Inc	6,982.50
Ziegler, Inc	5,259.27
65 Payments less than 2,000	<u>31,795.61</u>
Total:	<u>91,959.39</u>

Motion by Commissioner Glynn, seconded by Commissioner Krueger to schedule a County Ditch #4 meeting for October 12, 2021 at 5:00 p.m. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 5:25 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

September 28, 2021

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 2:00 p.m. on September 28, 2021 with Commissioners Abbe, Glynn, Krueger, Brady and Gnemi present. Also present were County Attorney Dan McIntosh, Treasurer Cathy Piepho, Planning & Zoning Director Dale Oolman, Human Resources Director Julie Johnson, Financial Analyst Jonathon Walstrom, Emergency & Risk Management Director Kristen Sailer, Facilities & Fleet Director Jake Rysavy, County Engineer Greg Ilkka, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and approve Agenda.

Landfill Director Bruce Holland and Melanie Niday from Short Elliot Hendrickson presented Long-term Options for the Landfill and reviewed the Landfill Expansion Feasibility Study.

Emergency Management & Risk Director Kristen Sailer reviewed the Emergency Operations Plan. The County will need to submit an updated Mitigation plan in 2023.

Scott reviewed the request from the Blooming Prairie and Owatonna libraries for an increase in the annual appropriation. They presented their budget information to Commissioners and asked for an increase to \$247,200. For the budget in 2022 we have budgeted \$225,000.

Cathy reviewed the requests for appropriations from various organizations.

Discussed Capital Improvement Plan and what projects would be included in the 2022 budget. Also reviewed the levy options. Option 1 would be 6.5%. Option 2 would be 5.4%. Commissioner Abbe would like to look at any department budget increase over 5%.

Scott discussed cash outlay of Sheriff's Office Options.

Meeting was adjourned at 4:59 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

NGRITZ
10/6/21

3:46PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

NGRITZ
10/6/21 3:46PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				Administration			
	8251	BRN Lawn & Landscape LLC						
1		10-301-000-0000-6512		700.00	September lawn care	1658	Bldg Repair & Maintenance	N
	8251	BRN Lawn & Landscape LLC		700.00	1 Transactions			
	61505	Gopher State One-Call						
10		10-301-000-0000-6260		60.75	September locates	1091455	Consultants/Admin Fee	N
	61505	Gopher State One-Call		60.75	1 Transactions			
	33550	Hillyard-Hutchinson						
12		10-301-000-0000-6410		326.81	Tissue, towels & wipes	604469263	Office Supplies	N
	33550	Hillyard-Hutchinson		326.81	1 Transactions			
	37025	Innovative Office Solutions LLC						
15		10-301-000-0000-6410		1.98	Calculator ribbon refills	IN3505359	Office Supplies	N
	37025	Innovative Office Solutions LLC		1.98	1 Transactions			
	51300	Metro Sales Inc						
21		10-301-000-0000-6301		242.61	Contract usage & base rate cha	INV1894729	Equip/Software Maint	N
	51300	Metro Sales Inc		242.61	1 Transactions			
	7771	MN Dept of Labor & Industry						
24		10-301-000-0000-6512		10.00	Pressure valve	ABR0263841	Bldg Repair & Maintenance	N
	7771	MN Dept of Labor & Industry		10.00	1 Transactions			
301	DEPT Total:			1,342.15	Administration	6 Vendors	6 Transactions	
302	DEPT				Road & Bridge Maintenance Expense			
	32710	Helen M Nagel Inc						
11		10-302-000-0000-6553		342.00	Winter wheat & seed	093021	Weed Spray & Vegetation Supplies	N
	32710	Helen M Nagel Inc		342.00	1 Transactions			
	5010	Loken Excavating & Drainage						
17		10-302-000-0000-6524		22.00	(4) couplers for culverts	131175	Supplies - Culverts	N
	5010	Loken Excavating & Drainage		22.00	1 Transactions			
	51294	Metal Culverts Inc						
19		10-302-000-0000-6524		203.00	36" Band for culvert	A-27174	Supplies - Culverts	N
20		10-302-000-0000-6524		1,785.53	CSAH 11 accident	A-27242	Supplies - Culverts	N

NGRITZ
10/6/21 3:46PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
51294	Metal Culverts Inc			2 Transactions		
30	52513 Mn Dept Of Transportation					
	10-302-000-0000-6537	14.54	Mat testing & insp - Rose St	P00014030	County Contracts	N
	52513 Mn Dept Of Transportation	14.54		1 Transactions		
47	8442 Street Smart Rental					
	10-302-000-0000-6340	8,800.00	Portable traffic lights	1096381	Equipment Rental	N
	8442 Street Smart Rental	8,800.00		1 Transactions		
302	DEPT Total:	11,167.07	Road & Bridge Maintenance Expense	5 Vendors	6 Transactions	
303	DEPT		Construction Expense			
	46551 Locators & Supplies Inc					
16	10-303-000-0000-6510	186.66	Safety cones w/blinking lights	0295142-IN	Engineering & Surveying Supplies	N
	46551 Locators & Supplies Inc	186.66		1 Transactions		
	52513 Mn Dept Of Transportation					
25	10-303-000-0000-6260	147.55	Mat testing & insp 74-629-004	P00014030	Consultants/Admin Fee	N
26	10-303-000-0000-6260	2,555.69	Mat testing & insp 074-607-024	P00014030	Consultants/Admin Fee	N
27	10-303-000-0000-6260	207.59	Mat testing & insp 074-598-014	P00014030	Consultants/Admin Fee	N
28	10-303-000-0000-6260	1,647.26	Mat testing & insp 074-070-006	P00014030	Consultants/Admin Fee	N
29	10-303-000-0000-6260	43.62	Mat testing & insp 074-021-002	P00014030	Consultants/Admin Fee	N
31	10-303-000-0000-6260	147.55	Mat testing & insp 74-021-002	P00014030	Consultants/Admin Fee	N
32	10-303-000-0000-6260	295.10	Mat Testing & insp 74-643-008	P00014030	Consultants/Admin Fee	N
	52513 Mn Dept Of Transportation	5,044.36		7 Transactions		
	1667 SRF Consulting Group Inc					
44	10-303-000-0000-6260	30.00	Consulting CP 074-020-006	13417.00-17	Consultants/Admin Fee	N
45	10-303-000-0000-6260	15,471.87	Consulting SAP 074-098-015	14282.00-6	Consultants/Admin Fee	N
	1667 SRF Consulting Group Inc	15,501.87		2 Transactions		
	4364 WSB & Associates Inc					
50	10-303-000-0000-6260	8,020.75	Consulting SAP 074-648-007	0179530004	Consultants/Admin Fee	N
	4364 WSB & Associates Inc	8,020.75		1 Transactions		
303	DEPT Total:	28,753.64	Construction Expense	4 Vendors	11 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	
304	DEPT			Equipment Maintenance & Shops			
	10150 Carquest Auto Parts						
2	10-304-000-0000-6511		191.04	(96) brake clean non-chlr	415275	Maint Shop Supplies & Materials	N
3	10-304-000-0000-6520		29.99	Windshield urethane	415285	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520		31.32	CFI lube	416065	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520		21.98	Antifreeze	416163	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520		279.62	Fine wire, wire set & COP Boot	416400	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520		69.31	Lube & fuel spin on	416471	Machinery/Vehicle Parts	N
	10150 Carquest Auto Parts		623.26	6 Transactions			
	16480 Crysteel Truck Equipment Inc						
8	10-304-000-0000-6520		120.00	Strobe light	LP205156	Machinery/Vehicle Parts	N
	16480 Crysteel Truck Equipment Inc		120.00	1 Transactions			
	21272 Edney Distributing Co Inc						
9	10-304-000-0000-6520		557.13	Walk axle bushing	1089291	Machinery/Vehicle Parts	N
	21272 Edney Distributing Co Inc		557.13	1 Transactions			
	36550 IFACS						
13	10-304-000-0000-6520		115.69	Brake tubing, connectos & elbo	5277734	Machinery/Vehicle Parts	N
14	10-304-000-0000-6520		38.56	Brake tubing, connectos & elbo	5277734	Machinery/Vehicle Parts	N
	36550 IFACS		154.25	2 Transactions			
	5096 Matheson Tri-Gas Inc						
18	10-304-000-0000-6511		85.57	Welding gas	0024240774	Maint Shop Supplies & Materials	N
	5096 Matheson Tri-Gas Inc		85.57	1 Transactions			
	51630 Mike's Repair						
22	10-304-000-0000-6511		24.11	Tire tube	094067	Maint Shop Supplies & Materials	N
	51630 Mike's Repair		24.11	1 Transactions			
	1308 Miners's Outdoor & Rec						
23	10-304-000-0000-6520		83.67	Blade & chain	185033	Machinery/Vehicle Parts	N
	1308 Miners's Outdoor & Rec		83.67	1 Transactions			
	56125 NAPA Auto Parts						
33	10-304-000-0000-6511		46.14	Grease compound	910880	Maint Shop Supplies & Materials	N
34	10-304-000-0000-6520		32.90	Mud flaps	911427	Machinery/Vehicle Parts	N
35	10-304-000-0000-6511		65.80	Mud flaps	911777	Maint Shop Supplies & Materials	N

NGRITZ
10/6/21 3:46PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
56125	NAPA Auto Parts					
		144.84		3 Transactions		
36	8848 Napa Auto Parts Blooming Prairie					
	10-304-000-0000-6520	9.99	Blue def anti freeze	756183	Machinery/Vehicle Parts	N
	8848 Napa Auto Parts Blooming Prairie	9.99		1 Transactions		
37	4097 Nuss Truck & Equipment					
	10-304-000-0000-6600	130,791.48	2022 Mack - Unit#2216	22492	Capital Outlay	N
	4097 Nuss Truck & Equipment	130,791.48		1 Transactions		
38	61520 Owatonna Motor Company					
	10-304-000-0000-6520	12.03-	Return Washer	148857	Machinery/Vehicle Parts	N
39	10-304-000-0000-6520	73.50	Seal	151074	Machinery/Vehicle Parts	N
40	10-304-000-0000-6252	87.00	Custom labor, unit#2120	670306	Contracted Services	N
	61520 Owatonna Motor Company	148.47		3 Transactions		
41	61560 Owatonna Public Utilities					
	10-304-000-0000-6514	104.37	Utilities - 828 Hoffman Drive	718553	Utility Services	N
42	10-304-000-0000-6514	5,183.22	Utilities - 3000 Hoffman Drive	718562	Utility Services	N
	61560 Owatonna Public Utilities	5,287.59		2 Transactions		
43	74090 Rockmount Research & Alloys Inc					
	10-304-000-0000-6511	374.28	C.O wheel & laserbest blades	1265056	Maint Shop Supplies & Materials	N
	74090 Rockmount Research & Alloys Inc	374.28		1 Transactions		
46	85167 Stewart Sanitation					
	10-304-000-0000-6514	107.63	September garbage services	000679776	Utility Services	N
	85167 Stewart Sanitation	107.63		1 Transactions		
48	86520 Terminal Supply Company					
	10-304-000-0000-6511	553.97	Drill bits, wire, cable ties,	76940-00	Maint Shop Supplies & Materials	N
49	10-304-000-0000-6511	69.53	Duplex parallel wire	77351-00	Maint Shop Supplies & Materials	N
	86520 Terminal Supply Company	623.50		2 Transactions		
51	99500 Ziegler, Inc					
	10-304-000-0000-6520	77.32	Cat TDTO 50 oil	N000267754	Machinery/Vehicle Parts	N
	99500 Ziegler, Inc	77.32		1 Transactions		

NGRITZ
10/6/21 3:46PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
304	DEPT Total:		139,213.09	Equipment Maintenance & Shops	16 Vendors	28 Transactions
10	Fund Total:		180,475.95	Road & Bridge Fund		51 Transactions
	Final Total:		180,475.95	31 Vendors	51 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
10	180,475.95	Road & Bridge Fund
All Funds	180,475.95	Total

Approved by,

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NGRITZ
10/7/21

9:46AM

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
10/7/21 9:46AM
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			
2	8919 ArchKey Technologies					
	01-003-000-0000-6194	1,671.00	SCAC Front door-ADA Compliance	79347299548	Personnel Policy	Y
	8919 ArchKey Technologies	1,671.00	1 Transactions			
3	DEPT Total:	1,671.00	County Wide	1 Vendors	1 Transactions	
5	DEPT		Board Of Commissioners			
9	4212 Bussler Publishing Inc					
	01-005-000-0000-6242	20.53	Synopsis Comm Brd Mtg 8/12/21	31900	Publishing	N
	4212 Bussler Publishing Inc	20.53	1 Transactions			
68	51300 Metro Sales Inc					
	01-005-000-0000-6410	456.30	Printer/Copier - 62% Commissione	1894727	Office Supplies	N
	51300 Metro Sales Inc	456.30	1 Transactions			
5	DEPT Total:	476.83	Board Of Commissioners	2 Vendors	2 Transactions	
31	DEPT		County Administrator			
69	51300 Metro Sales Inc					
	01-031-000-0000-6410	51.52	Printer/Copier - 7% Admin	1894727	Office Supplies	N
	51300 Metro Sales Inc	51.52	1 Transactions			
74	4879 Shred Right					
	01-031-000-0000-6801	5.00	Shredding service	559909	General Expense	Y
	4879 Shred Right	5.00	1 Transactions			
31	DEPT Total:	56.52	County Administrator	2 Vendors	2 Transactions	
32	DEPT		Human Resources			
19	3693 Loffler Companies Inc					
	01-032-000-0000-6801	475.00	Printer - HR - J Finer	3826524	General Expense	N
	3693 Loffler Companies Inc	475.00	1 Transactions			
70	51300 Metro Sales Inc					
	01-032-000-0000-6410	228.15	Printer/Copier - 31% HR	1894727	Office Supplies	N
	51300 Metro Sales Inc	228.15	1 Transactions			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
75	4879 Shred Right						
	01-032-000-0000-6801		5.00	Shredding service	559909	General Expense	Y
	4879 Shred Right		5.00	1 Transactions			
83	8338 Verified First LLC						
	01-032-000-0000-6260		72.50	BKG check - DS - GR - TM	000326419	Background Checks	Y
	8338 Verified First LLC		72.50	1 Transactions			
32	DEPT Total:		780.65	Human Resources	4 Vendors	4 Transactions	
41	DEPT			Auditor			
	8499 Counties Providing Technology						
197	01-041-000-0000-6261		42.54	Auditor/Treasurer meeting	9/15/2021	Conference & Training	Y
	8499 Counties Providing Technology		42.54	1 Transactions			
	37025 Innovative Office Solutions LLC						
13	01-041-000-0000-6410		17.18	Pocket files - 2 boxes	3500307	Office Supplies	N
97	01-041-000-0000-6410		56.61	Green bar paper - 1 box	3508958	Office Supplies	N
	37025 Innovative Office Solutions LLC		73.79	2 Transactions			
41	DEPT Total:		116.33	Auditor	2 Vendors	3 Transactions	
61	DEPT			Information Technology			
	83500 Steele County Highway Dept						
26	01-061-000-0000-6540		13.87	Fuel - August	1883	Gas & Oil	N
	83500 Steele County Highway Dept		13.87	1 Transactions			
61	DEPT Total:		13.87	Information Technology	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	8499 Counties Providing Technology						
196	01-062-000-0000-6301		4,222.00	Gen Tech Assist/Support-Octobe		Equip/Software Maint	Y
	8499 Counties Providing Technology		4,222.00	1 Transactions			
	16282 Crosstown Cartage Inc						
55	01-062-000-0000-6801		297.00	Contracted Mail Services	10/01/2021	General Expense	N
56	01-062-000-0000-6802		90.00	Additional Mail Services	10/01/2021	Internal Chargeback	N
53	01-062-000-0000-6801		297.00	Contracted Mail services	9/17/2021	General Expense	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
54	01-062-000-0000-6802		Additional Mail Services	9/17/2021	Internal Chargeback	N
16282	Crosstown Cartage Inc		4 Transactions			
4419	Matrix Communications Inc					
64	01-062-000-0000-6210		Monthly phone system mtc	M004146	Telephone	N
4419	Matrix Communications Inc		1 Transactions			
62	DEPT Total:	5,734.46	Central Services	3 Vendors	6 Transactions	
91	DEPT		County Attorney			
8858	Limberg Productions LLC					
18	01-091-000-0000-6410	25.00	74CR21301-Transfer VHS to DVD	3574	Office Supplies	Y
8858	Limberg Productions LLC	25.00	1 Transactions			
8854	Otto/Kristin					
72	01-091-000-0000-6410	38.97	Coffee for office - 3		Office Supplies	N
8854	Otto/Kristin	38.97	1 Transactions			
91	DEPT Total:	63.97	County Attorney	2 Vendors	2 Transactions	
101	DEPT		County Recorder			
5925	Government Forms and Supplies					
58	01-101-000-0000-6410	134.53	Certificate paper	0329999	Office Supplies	N
5925	Government Forms and Supplies	134.53	1 Transactions			
37025	Innovative Office Solutions LLC					
16	01-101-000-0000-6410	19.84	Wrist rests - 2	3495758	Office Supplies	N
17	01-101-000-0000-6410	12.47	Laminating sheets	3498269	Office Supplies	N
61	01-101-000-0000-6410	12.59	2022 Calendar	3507025	Office Supplies	N
37025	Innovative Office Solutions LLC	44.90	3 Transactions			
8910	No Wait Inside LLC					
157	01-101-000-9305-6480	47.45	Monthly Subscription service	1825	Non-Capitalized Inv-Technology Fun	Y
8910	No Wait Inside LLC	47.45	1 Transactions			
101	DEPT Total:	226.88	County Recorder	3 Vendors	5 Transactions	
103	DEPT		Assessor			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
198	8499 Counties Providing Technology			Assessor meeting	7/22/2021	Conference & Training	Y
	01-103-000-0000-6261		24.43				
	8499 Counties Providing Technology		24.43	1 Transactions			
92	4846 Effertz/William			Lodging - MAAO Conference		Conference & Training	N
	01-103-000-0000-6261		447.75				
93	01-103-000-0000-6261		16.00	Meals - MAAO Conference		Conference & Training	N
95	01-103-000-0000-6261		485.00	Registration - MAAO Conference		Conference & Training	N
94	01-103-000-0000-6330		234.08	Mileage - MAAO Conference		Travel Expenses	N
	4846 Effertz/William		1,182.83	4 Transactions			
59	9114 Hager/Benjamin			Lodging - Mass Appraisal class		Conference & Training	N
	01-103-000-0000-6261		885.00				
60	01-103-000-0000-6261		46.43	Meals - Mass Appraisals class		Conference & Training	N
	9114 Hager/Benjamin		931.43	2 Transactions			
96	37025 Innovative Office Solutions LLC			Battery/Post-its/Sign flags	3507246	Office Supplies	N
	01-103-000-0000-6410		44.51				
	37025 Innovative Office Solutions LLC		44.51	1 Transactions			
81	84035 Tri-M Graphics			Envelopes - 2500	96231/96232	Forms/Copies/Stationary	N
	01-103-000-0000-6401		530.10				
	84035 Tri-M Graphics		530.10	1 Transactions			
103	DEPT Total:		2,713.30	Assessor	5 Vendors	9 Transactions	
105	DEPT			Planning & Zoning			
87	4212 Bussler Publishing Inc			Planning Comm Notice	31898	Publishing	N
	01-105-000-0000-6242		9.52				
	4212 Bussler Publishing Inc		9.52	1 Transactions			
88	13000 City Of Blooming Prairie			Bldg Permit Reimb - Sept		Bl Pr Reimb-Bldg Permit	N
	01-105-000-0000-6805		138.37				
	13000 City Of Blooming Prairie		138.37	1 Transactions			
91	13025 City Of Ellendale			Bldg Permit Reimb - Qrt 3		Ellendale Reimb-Bldg Permit	N
	01-105-000-0000-6837		541.75				
	13025 City Of Ellendale		541.75	1 Transactions			

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
90	669 City Of Medford						
	01-105-000-0000-6806		756.62	Bldg Permit Reimb - Qrt 3		Medford Reimb-Bldg Permit	N
	669 City Of Medford		756.62	1 Transactions			
105	DEPT Total:		1,446.26	Planning & Zoning	4 Vendors	4 Transactions	
111	DEPT			Buildings & Grounds			
85	6980 Block Plumbing & Heating Inc						
	01-111-044-0000-6300		46.31	Repair plumbing - Det Ctr	59601	Bldg Repairs & Maintenance	N
	6980 Block Plumbing & Heating Inc		46.31	1 Transactions			
86	8374 Burger/Thomas R						
	01-111-000-0000-6331		87.92	Mileage Jul- Aug-Sept		Mileage Reimbursement	N
	8374 Burger/Thomas R		87.92	1 Transactions			
10	8855 Decklever Mechanical						
	01-111-042-0000-6300		233.00	Repair chiller - CH	218003776	Bldg Repairs & Maintenance	N
	8855 Decklever Mechanical		233.00	1 Transactions			
111	4753 Godfather's Exterminating Inc						
	01-111-041-0000-6300		85.00	Pest control - Annex	169639	Bldg Repairs & Maintenance	N
	4753 Godfather's Exterminating Inc		85.00	1 Transactions			
99	4710 Interstate Power Systems Inc						
	01-111-044-0000-6300		1,821.18	Repair generator - Det Ctr	R001180580	Bldg Repairs & Maintenance	N
98	01-111-044-0000-6300		960.00	Generator Inspection - Det Ctr	R00178129	Bldg Repairs & Maintenance	N
	4710 Interstate Power Systems Inc		2,781.18	2 Transactions			
100	52550 MEI Total Elevator Solutions						
	01-111-042-0000-6300		182.63	Elevator service contract - CH	930356	Bldg Repairs & Maintenance	N
101	01-111-042-0000-6300		189.90	Elevator service contract-SCAC	930357	Bldg Repairs & Maintenance	N
	52550 MEI Total Elevator Solutions		372.53	2 Transactions			
21	1311 Met-Con Construction Faribault Div						
	01-111-042-0000-6300		4,400.00	Tile repair - CH	28541	Bldg Repairs & Maintenance	N
	1311 Met-Con Construction Faribault Div		4,400.00	1 Transactions			
102	585 Olympic Fire Protection Corp						
	01-111-044-0000-6300		290.00	Sprinkler Inspection - Det Ctr	69313	Bldg Repairs & Maintenance	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
585	Olympic Fire Protection Corp			1 Transactions		
8253	Owatonna Filters					
22	01-111-044-0000-6300	4,211.28	180 filters - Det Ctr	3410	Bldg Repairs & Maintenance	N
8253	Owatonna Filters	4,211.28		1 Transactions		
61560	Owatonna Public Utilities					
108	01-111-047-0000-6250	56.92	Utilities - Gym	716285	Utilities	N
105	01-111-042-0000-6250	3,698.80	Utilities - CH	718555	Utilities	N
106	01-111-041-0000-6250	1,636.33	Utilities - Annex	718556	Utilities	N
107	01-111-044-0000-6250	18,433.26	Utilities - Det Ctr	7185563	Utilities	N
104	01-111-040-0000-6250	7,362.98	Utilities - Admin	718557	Utilities	N
61560	Owatonna Public Utilities	31,188.29		5 Transactions		
791	R R Brink Locking Systems Inc					
109	01-111-044-0000-6300	356.00	Repair cell door - Det Ctr	49416	Bldg Repairs & Maintenance	N
791	R R Brink Locking Systems Inc	356.00		1 Transactions		
7796	Ripple/Mary					
110	01-111-000-0000-6331	80.64	Mileage - June-Jul-Aug		Mileage Reimbursement	N
7796	Ripple/Mary	80.64		1 Transactions		
83500	Steele County Highway Dept					
27	01-111-000-0000-6562	245.10	Fuel - August	1798	Fuel And Gas	N
28	01-111-044-0000-6300	4,937.69	Parking lot repairs - Det Ctr	1836	Bldg Repairs & Maintenance	N
83500	Steele County Highway Dept	5,182.79		2 Transactions		
90352	United Rentals (North America), Inc					
112	01-111-000-0000-6304	409.79	Scissor lift repairs -1/2 cost	19628381	Equipment Maintenance & Repairs	N
90352	United Rentals (North America), Inc	409.79		1 Transactions		
99250	Zep Sales & Service					
115	01-111-044-0000-6560	220.24	Air freshner - Det Ctr	9006713029	Janitorial Supplies	N
116	01-111-044-0000-6560	220.24	Air freshner - CH	9006713037	Janitorial Supplies	N
99250	Zep Sales & Service	440.48		2 Transactions		
111	DEPT Total:	50,165.21	Buildings & Grounds	15 Vendors	23 Transactions	
121	DEPT		Veteran Service			

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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
57	14420 Culligan Inc						
	01-121-000-0000-6301		15.00	Water - September	2190803	Repairs/Maintenance	N
	14420 Culligan Inc		15.00	1 Transactions			
62	37025 Innovative Office Solutions LLC						
	01-121-000-0000-6410		47.86	Water - October	3507277	Office Supplies	N
	37025 Innovative Office Solutions LLC		47.86	1 Transactions			
32	83500 Steele County Highway Dept						
	01-121-000-0000-6540		223.95	Fuel - August	1831	Gas & Oil	N
	83500 Steele County Highway Dept		223.95	1 Transactions			
121	DEPT Total:		286.81	Veteran Service	3 Vendors	3 Transactions	
201	DEPT			Sheriff			
1	3275 Anhors Gas And Tire						
	01-201-000-0106-6320		159.46	Firestone tire - 1	43726	Squad 7424 Maintenance	N
	3275 Anhors Gas And Tire		159.46	1 Transactions			
7	9007 Borash/Matthew						
	01-201-000-0000-6330		128.15	Meals-Defensive training-8		Travel Expenses	N
	9007 Borash/Matthew		128.15	1 Transactions			
8	8196 Bravo Company USA Inc						
	01-201-000-0000-6287		2,157.90	Rifles - 2	3420	SWAT Training	N
	8196 Bravo Company USA Inc		2,157.90	1 Transactions			
63	37025 Innovative Office Solutions LLC						
	01-201-000-0000-6410		25.73	Index cards/Paper clip holders	3499102	Office Supplies	N
	37025 Innovative Office Solutions LLC		25.73	1 Transactions			
73	8859 Quadient Leasing USA Inc						
	01-201-000-0000-6215		119.97	Hasler IM280 Lease - 3 months	N9069601	Postage	N
	8859 Quadient Leasing USA Inc		119.97	1 Transactions			
24	4722 Robbins/Sean						
	01-201-000-0000-6330		139.59	Meals-Defensive training-8		Travel Expenses	N
	4722 Robbins/Sean		139.59	1 Transactions			

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
12	78500 Sheriff Of Freeborn Co						
	01-201-000-0000-6801		390.00	Security 2021 SCFF-Deputy	08202021	Misc Expense	N
	78500 Sheriff Of Freeborn Co		390.00	1 Transactions			
29	83500 Steele County Highway Dept						
	01-201-000-0000-6562		4,939.44	Fuel - August	1832	Gas & Oil Squads	N
	83500 Steele County Highway Dept		4,939.44	1 Transactions			
80	85300 Streichers Inc						
	01-201-000-0000-6408		13.99	Nameplate - A David	11524858	Uniforms/Uniform Reimbursement	N
	85300 Streichers Inc		13.99	1 Transactions			
35	85950 Sweet Towing & Repair, Inc.						
	01-201-000-0000-6806		160.00	SC21-001000-Towed vehicle	69318	Vehicle Towing	N
	85950 Sweet Towing & Repair, Inc.		160.00	1 Transactions			
43	9143 William J Spitzer Services						
	01-201-000-0000-6261		250.00	DARE receipt - T David	246	Conference & Training	N
	9143 William J Spitzer Services		250.00	1 Transactions			
201	DEPT Total:		8,484.23	Sheriff	11 Vendors	11 Transactions	
208	DEPT			Coroner			
	49916 Mayo Clinic						
65	01-208-000-0000-6801		1,800.00	Autopsy - August - J Kieffer	235906	General Expense	Y
66	01-208-000-0000-6801		1,800.00	Autopsy - August - A Ali	235906	General Expense	Y
67	01-208-000-0000-6801		1,800.00	Autopsy - August - E Anderson	235906	General Expense	Y
	49916 Mayo Clinic		5,400.00	3 Transactions			
71	51200 Michaelson Funeral Homes Inc						
	01-208-000-0000-6801		200.00	Removal/Transport - Anderson	9/9/2021	General Expense	Y
	51200 Michaelson Funeral Homes Inc		200.00	1 Transactions			
208	DEPT Total:		5,600.00	Coroner	2 Vendors	4 Transactions	
220	DEPT			Public Transit			
	10200 Cedar Valley Services Inc						
89	01-220-000-2010-5520		262.50	Transit Ticket sales Jul-Sept		Fees	G

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10200 Cedar Valley Services Inc		262.50	1 Transactions		
220 DEPT Total:		262.50	Public Transit	1 Vendors	1 Transactions
251 DEPT			Jail		
4346 Advanced Correctional Healthcare Inc					
45 01-251-000-0000-6269		1,611.88	Onsite Mental health services	110812	Site Mental Health Services Y
44 01-251-000-0000-6270		7,899.47	Onsite Medical services	110812	Medical Services Y
4346 Advanced Correctional Healthcare Inc		9,511.35	2 Transactions		
5750 Bob Barker Company Inc					
4 01-251-000-0000-6418		188.18	Inmate socks-Shave cream	1666638	Lock-Up Supplies N
6 01-251-000-0000-6418		335.75	Inmate towels-Wash clothes	1666795	Lock-Up Supplies N
5 01-251-000-0000-6418		59.86	Inmate towels	1667179	Lock-Up Supplies N
3 01-251-000-0000-6418		300.19	Inmate boxers - T-shirts	1670329	Lock-Up Supplies N
49 01-251-000-0000-6418		208.76	Inmate razors	1673157	Lock-Up Supplies N
48 01-251-000-0000-6418		398.88	Inmate t-shirts/sporks/utensil	1674962	Lock-Up Supplies N
5750 Bob Barker Company Inc		1,491.62	6 Transactions		
37025 Innovative Office Solutions LLC					
15 01-251-000-0000-6410		2.01-	Credit	108565	Office Supplies N
14 01-251-000-0000-6410		136.83	Copy paper-Folders-Binders	3498249	Office Supplies N
37025 Innovative Office Solutions LLC		134.82	2 Transactions		
4879 Shred Right					
25 01-251-000-0000-6304		20.00	Shredding service	559604	Contract Serv./Bldg Maint Y
4879 Shred Right		20.00	1 Transactions		
4377 Skjeveland Enterprises					
78 01-251-000-0000-6254		45.00	Recycling Oct-Dec	216034	Garbage Disposal Y
4377 Skjeveland Enterprises		45.00	1 Transactions		
83500 Steele County Highway Dept					
31 01-251-000-0000-6562		171.87	Fuel - August	1835	Gas & Oil N
83500 Steele County Highway Dept		171.87	1 Transactions		
8247 Summit Food Services LLC					
34 01-251-000-0000-6441		3,988.56	Inmate meals 9/11-17/2021	2000122655	Prisoner Meals N
33 01-251-000-0000-6441		4,176.43	Inmate meals 9/18-24/2021	2000123209	Prisoner Meals N

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	8247 Summit Food Services LLC		8,164.99	2 Transactions			
36	8070 U N X Inc						
	01-251-000-0000-6560		803.32	Laundry detergents - 50 gals	2021-54311-00	Janitorial Supplies	N
	8070 U N X Inc		803.32	1 Transactions			
251	DEPT Total:		20,342.97	Jail	8 Vendors	16 Transactions	
252	DEPT			Community Corrections			
46	4064 Alcohol Monitoring System Inc						
	01-252-000-0000-6274		492.35	SCRAM equipment	234851	Scram Monitoring	N
	4064 Alcohol Monitoring System Inc		492.35	1 Transactions			
47	4319 Association Of Mn Counties						
	01-252-775-0000-6261		75.00	Annual Confer-S Rick	59575	Conference & Training - CCA Subsidy	N
	4319 Association Of Mn Counties		75.00	1 Transactions			
146	8263 CRK Properties LLC						
	01-252-000-0000-6341		5,794.00	Rent - November		Office Rent	1
147	01-252-000-0000-6341		736.33	Utilities	1048	Office Rent	N
	8263 CRK Properties LLC		6,530.33	2 Transactions			
76	4879 Shred Right						
	01-252-000-0000-6410		10.00	Shredding service	559937	Office Supplies	Y
	4879 Shred Right		10.00	1 Transactions			
30	83500 Steele County Highway Dept						
	01-252-000-0000-6540		43.29	Fuel - August	1834	Gas & Oil	N
	83500 Steele County Highway Dept		43.29	1 Transactions			
252	DEPT Total:		7,150.97	Community Corrections	5 Vendors	6 Transactions	
253	DEPT			Law Enforcement Center			
11	8288 Four Seasons Electric						
	01-253-000-0000-6300		212.50	Testing generator for operatio	10623	Bldg Repairs & Maintenance	N
	8288 Four Seasons Electric		212.50	1 Transactions			
	52318 Mn County Attorneys Assn						

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
20	01-253-000-0000-6451	110.00	Property receipt forms-10	200007980	Operating Supplies	N
52318	Mn County Attorneys Assn	110.00	1 Transactions			
4879	Shred Right					
77	01-253-000-0000-6254	290.50	Shredding service	559938	Garbage Disposal	Y
4879	Shred Right	290.50	1 Transactions			
253	DEPT Total:	613.00	Law Enforcement Center	3 Vendors	3 Transactions	
281	DEPT		Emergency Management			
14805	Corporate Recognition Inc					
194	01-281-000-0000-6421	321.48	Uniform Shirt - New Director	18999	Maintenance Operating Exp	N
195	01-281-000-0000-6421	177.82	Uniform jacket-New Director	19057	Maintenance Operating Exp	N
14805	Corporate Recognition Inc	499.30	2 Transactions			
9145	CPR Code LLC					
193	01-281-000-0000-6199	3,000.00	CPR/AED1st Aid Training	1034	Safety Program	Y
9145	CPR Code LLC	3,000.00	1 Transactions			
281	DEPT Total:	3,499.30	Emergency Management	2 Vendors	3 Transactions	
391	DEPT		Environmental Services			
4319	Association Of Mn Counties					
84	01-391-000-0000-6241	200.00	SWAA Annual Confer -k Barden	59482	Membership Dues	N
4319	Association Of Mn Counties	200.00	1 Transactions			
4212	Bussler Publishing Inc					
144	01-391-000-0000-6550	170.00	Haz waste ad	31895	Household Hazardous Waste	N
4212	Bussler Publishing Inc	170.00	1 Transactions			
61527	Owatonna Peoples Press					
103	01-391-000-0000-6361	200.15	Yearly subscription	OPP-16043	Recycling Education	N
61527	Owatonna Peoples Press	200.15	1 Transactions			
4955	Waste Management Of Wi-Mn					
114	01-391-000-0000-6548	47,483.99	Recycling contract	7212453-0491-4	Recycling	N
113	01-391-000-0000-6548	50,719.82	Recycling contract	7212454-0491-9	Recycling	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4955	Waste Management Of Wi-Mn		98,203.81	2 Transactions		
391	DEPT Total:		98,773.96	Environmental Services	4 Vendors	5 Transactions
481	DEPT			Public Health Nursing		
115	Aaseth/Amber					
117	01-481-460-6009-6331		48.72	Mileage - Sept		Mileage Reimbursement N
118	01-481-464-6061-6331		6.72	Mileage - Sept - COVID		Mileage Reimbursement N
115	Aaseth/Amber		55.44	2 Transactions		
3282	Aaseth/Nijole					
119	01-481-460-6009-6331		19.60	Mileage - Sept		Mileage Reimbursement N
3282	Aaseth/Nijole		19.60	1 Transactions		
8204	Adams/Penny					
120	01-481-460-6009-6331		22.40	Mileage - Sept		Mileage Reimbursement N
8204	Adams/Penny		22.40	1 Transactions		
2574	Archambault/Kristi					
121	01-481-460-6009-6331		92.96	Mileage - Sept		Mileage Reimbursement N
2574	Archambault/Kristi		92.96	1 Transactions		
7	Bartsch/Christine					
122	01-481-460-6009-6331		77.84	Mileage - Sept		Mileage Reimbursement N
7	Bartsch/Christine		77.84	1 Transactions		
8486	Baumgartner/Ann					
123	01-481-460-6009-6331		11.76	Mileage - Sept		Mileage Reimbursement N
8486	Baumgartner/Ann		11.76	1 Transactions		
7933	Caron/Amy					
124	01-481-465-6057-6331		215.04	Mileage - Sept		Mileage Reimbursement N
7933	Caron/Amy		215.04	1 Transactions		
12590	Christenson/Yukari					
125	01-481-460-6009-6331		42.00	Mileage - Sept		Mileage Reimbursement N
12590	Christenson/Yukari		42.00	1 Transactions		
8076	Fast/Heather					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
126	01-481-460-6009-6331	87.36	Mileage - Sept		Mileage Reimbursement	N
8076	Fast/Heather	87.36	1 Transactions			
5987	Hoffmann/Christine A					
129	01-481-460-6011-6331	3.36	Mileage - Sept		Mileage Reimbursement	N
127	01-481-464-6061-6331	8.40	Mileage - Sept - COVID		Mileage Reimbursement	N
128	01-481-465-6057-6331	13.44	Mileage - Sept		Mileage Reimbursement	N
5987	Hoffmann/Christine A	25.20	3 Transactions			
5109	Houck Transit Advertising					
149	01-481-460-6011-6243	280.00	Bus Ad - Transit Media Space	99354	Advertising,Marketing & Promotional	N
5109	Houck Transit Advertising	280.00	1 Transactions			
1669	Houser/Jodi					
130	01-481-460-6009-6331	10.64	Mileage - Sept		Mileage Reimbursement	N
1669	Houser/Jodi	10.64	1 Transactions			
41040	KOWZ-KRUE Radio					
150	01-481-460-6011-6243	180.00	Radio air time - Sept	5500-9	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	180.00	1 Transactions			
5754	McMann/Katy					
131	01-481-460-6009-6331	248.64	Mileage - Sept		Mileage Reimbursement	N
132	01-481-464-6061-6331	6.72	Mileage - Sept - COVID		Mileage Reimbursement	N
5754	McMann/Katy	255.36	2 Transactions			
8341	Mead/Kathleen					
133	01-481-460-6009-6331	10.08	Mileage - Sept		Mileage Reimbursement	N
8341	Mead/Kathleen	10.08	1 Transactions			
51300	Metro Sales Inc					
154	01-481-460-6009-6322	49.92	Copier Meter Contract	1894728	Service Agreements	N
151	01-481-460-6009-6410	536.54	Print Usage June - Sept	1894728	Office Supplies	N
154	01-481-460-6011-6322	2.88	Copier Meter Contract	1894728	Service Agreements	N
154	01-481-461-6025-6322	4.80	Copier Meter Contract	1894728	Service Agreements	N
152	01-481-461-6025-6410	212.35	Print Usage June - Sept	1894728	Office Supplies	N
154	01-481-461-6030-6322	2.88	Copier Meter Contract	1894728	Service Agreements	N
154	01-481-461-6032-6322	2.88	Copier Meter Contract	1894728	Service Agreements	N
154	01-481-461-6034-6322	1.92	Copier Meter Contract	1894728	Service Agreements	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
154	01-481-461-6040-6322	8.64	Copier Meter Contract	1894728	Service Agreements	N
154	01-481-461-6059-6322	2.88	Copier Meter Contract	1894728	Service Agreements	N
154	01-481-462-6047-6322	2.88	Copier Meter Contract	1894728	Service Agreements	N
153	01-481-462-6047-6410	67.84	Print Usage June - Sept	1894728	Office Supplies	N
154	01-481-464-6052-6322	0.96	Copier Meter Contract	1894728	Service Agreements	N
154	01-481-465-6057-6322	15.36	Copier Meter Contract	1894728	Service Agreements	N
51300	Metro Sales Inc	912.73	14 Transactions			
52975	Minnesota Valley Testing Labs					
155	01-481-463-6049-6322	37.80	Lab Water Testing	1109287	Well Water Service Agreements	N
156	01-481-463-6049-6322	41.40	Lab Water Testing	1110312	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	79.20	2 Transactions			
7848	Nelson/Connie					
134	01-481-460-6009-6331	36.40	Mileage - Sept		Mileage Reimbursement	N
7848	Nelson/Connie	36.40	1 Transactions			
2587	Piepho/Nancy June					
135	01-481-461-6034-6331	62.10	Mileage - Sept		Mileage Reimbursement	N
2587	Piepho/Nancy June	62.10	1 Transactions			
5252	Probst/Angie					
136	01-481-460-6009-6331	15.12	Mileage - Sept		Mileage Reimbursement	N
5252	Probst/Angie	15.12	1 Transactions			
8889	Rau/Terri					
137	01-481-461-6025-6331	36.96	Mileage - Sept		Mileage Reimbursement	N
138	01-481-461-6059-6331	5.60	Mileage - Sept		Mileage Reimbursement	N
8889	Rau/Terri	42.56	2 Transactions			
7944	Red Oxygen					
162	01-481-460-6011-6210	14.24	Texting service	542530	Telephone	N
163	01-481-461-6040-6210	12.94	Texting service	542530	Telephone	N
7944	Red Oxygen	27.18	2 Transactions			
4597	Sanofi Pasteur Inc					
165	01-481-462-6047-6466	1,409.26	Flu Vaccine Fluzone	917338216	Flu Vaccine	N
164	01-481-462-6047-6466	8,154.39	Flu Vaccine Fluzone	917350286	Flu Vaccine	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4597	Sanofi Pasteur Inc		9,563.65	2 Transactions		
77316	Schroeder/Greg					
167	01-481-460-6009-6331		20.16	Physical Therapist mileage	Mileage Reimbursement	Y
166	01-481-460-6009-6383		503.50	Physical Therapist - Sept	Contract Services	Y
77316	Schroeder/Greg		523.66	2 Transactions		
8237	Schroeder/Sue					
139	01-481-460-6009-6331		8.96	Mileage - Sept	Mileage Reimbursement	N
8237	Schroeder/Sue		8.96	1 Transactions		
7978	Steffensmeier/Carey L					
140	01-481-460-6009-6331		6.72	Mileage - Sept	Mileage Reimbursement	N
7978	Steffensmeier/Carey L		6.72	1 Transactions		
8810	Stricklin/Katie					
141	01-481-460-6009-6331		71.12	Mileage - Sept	Mileage Reimbursement	N
8810	Stricklin/Katie		71.12	1 Transactions		
8907	Tappe/Jane					
142	01-481-460-6009-6331		30.24	Mileage - Sept	Mileage Reimbursement	N
8907	Tappe/Jane		30.24	1 Transactions		
4100	Wencl/Dianne Marie					
143	01-481-460-6009-6331		21.84	Mileage - Sept	Mileage Reimbursement	N
4100	Wencl/Dianne Marie		21.84	1 Transactions		
481	DEPT Total:		12,787.16	Public Health Nursing	29 Vendors	51 Transactions
502	DEPT			Steele Co Community Ctr		
62900	Owatonna Heating & Cooling Inc.					
23	01-502-000-0000-6300		14.00	Black knob - Comm Corrections	8254	Bldg Repairs & Maintenance
62900	Owatonna Heating & Cooling Inc.		14.00	1 Transactions		
502	DEPT Total:		14.00	Steele Co Community Ctr	1 Vendors	1 Transactions
521	DEPT			Park And Recreation		
8251	BRN Lawn & Landscape LLC					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
50	01-521-000-0000-6304		Mowings-Beaver Lake-Sept-4x	1630	Lawn Mowing Contract	Y
51	01-521-000-0000-6304		Mowings-Canoe Landing-Sept-4x	1653	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC		2 Transactions			
10150	Carquest Auto Parts					
145	01-521-000-0000-6320	3.56	Battery terminal	1995	Stage/Showmobile Expense	N
10150	Carquest Auto Parts	3.56	1 Transactions			
26699	Four Seasons Centre					
148	01-521-000-0000-6831	2,318.75	Open Ice - Sept	4086-1	Ice Rental Pymts	N
26699	Four Seasons Centre	2,318.75	1 Transactions			
83500	Steele County Highway Dept					
79	01-521-000-0000-6540	289.94	Fuel - July-Aug	1830	Gas & Oil	N
83500	Steele County Highway Dept	289.94	1 Transactions			
87305	Thompson Sanitation					
169	01-521-000-0000-6823	431.60	Beaver Lake dumpste	15740	Beaver Lake	N
87305	Thompson Sanitation	431.60	1 Transactions			
521	DEPT Total:	3,583.85	Park And Recreation	5 Vendors	6 Transactions	
550	DEPT		Four Seasons			
8424	Cintas					
52	01-550-000-0000-6420	122.88	Monthly linens	4096626177	Linen Service	Y
8424	Cintas	122.88	1 Transactions			
71066	R & K Electric Inc					
159	01-550-000-0000-6410	112.50	Switched phase monitor	59470	Operating Supplies - Contracts	N
158	01-550-000-0000-6410	141.50	Replaced Emergency lights	59489	Operating Supplies - Contracts	N
71066	R & K Electric Inc	254.00	2 Transactions			
71075	R & R Specialties Of Wisconsin Inc					
160	01-550-000-0000-6314	7,070.10	Maintenance program & repairs	73612	Zamboni Repairs	N
161	01-550-000-0000-6314	247.50	Blade sharpening	73613	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc	7,317.60	2 Transactions			
74005	Sherwin-Williams Company					
168	01-550-000-0000-6410	10.58	Drywall tape - Rink boards	6004-5	Operating Supplies - Contracts	N

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
74005	Sherwin-Williams Company		10.58		1 Transactions		
90352	United Rentals (North America), Inc						
82	01-550-000-0000-6410		409.79	Scissor lift repairs - 1/2 cost	196282381	Operating Supplies - Contracts	N
90352	United Rentals (North America), Inc		409.79		1 Transactions		
550	DEPT Total:		8,114.85	Four Seasons	5 Vendors	7 Transactions	
602	DEPT			Co-Op Extension			
72120	Univ Of Mn Regents						
37	01-602-000-0000-6306		1,120.00	Salary-K Brown 8/16-29/2021	300027891	Contracted Services	N
38	01-602-000-0000-6306		1,050.00	Salary-M Rysavy 8/16-29/2021	300027896	Contracted Services	N
39	01-602-000-0000-6306		340.00	Salary-L Rugg 8/16-29/2021	300027945	Contracted Services	N
40	01-602-000-0000-6306		25.50	Benefits-L Rugg 8/16-29/2021	300027945	Contracted Services	N
41	01-602-000-0000-6306		340.00	Salary-L Rugg 8/30-9/12/20	300027945	Contracted Services	N
42	01-602-000-0000-6306		25.50	Benefits-L Rugg 8/30-9/12/20	300027945	Contracted Services	N
72120	Univ Of Mn Regents		2,901.00		6 Transactions		
602	DEPT Total:		2,901.00	Co-Op Extension	1 Vendors	6 Transactions	
1	Fund Total:		235,879.88	General Revenue Fund		185 Transactions	

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 21 County Ditch Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
640	DEPT			Judicial Ditch 24				
	39600 Jones Haugh & Smith Inc							
187	21-640-000-0000-6260		520.00	JD24 - Red-Watered revisions	42355	Inspections And Engineers		N
	39600 Jones Haugh & Smith Inc		520.00	1 Transactions				
640	DEPT Total:		520.00	Judicial Ditch 24	1 Vendors	1 Transactions		
21	Fund Total:		520.00	County Ditch Fund		1 Transactions		

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53 Landfill Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
186	53-398-000-0000-6304	3,603.00	178 Mattress	8371	Contract Services	Y
9087	7 Rivers Recycling LLC	3,603.00		1 Transactions		
11215	Central Farm Services					
170	53-398-000-0000-6540	1,303.40	475.0 gals diesel	22007	Machine Fuel	N
172	53-398-000-0000-6540	1,518.60	425 gals diesel/100 gals unlea	22156	Machine Fuel	N
171	53-398-000-0000-6540	1,397.00	500 gals diesel	2929	Machine Fuel	N
11215	Central Farm Services	4,219.00		3 Transactions		
16750	Curts Truck & Diesel Svc					
173	53-398-000-0000-6301	9.91	Air hose	229124	Equip Repairs	N
16750	Curts Truck & Diesel Svc	9.91		1 Transactions		
27350	Frontier Communications					
174	53-398-000-0000-6210	205.88	Phone/Fax	5075837766	Telephone	N
27350	Frontier Communications	205.88		1 Transactions		
38160	J R's Advanced Recyclers Inc					
175	53-398-000-0000-6304	570.00	114 Appliances	105412	Contract Services	N
38160	J R's Advanced Recyclers Inc	570.00		1 Transactions		
51630	Mike's Repair					
176	53-398-000-0000-6301	41.50	Tire repair - 5319	94019	Equip Repairs	Y
51630	Mike's Repair	41.50		1 Transactions		
1308	Miners's Outdoor & Rec					
177	53-398-000-0000-6380	24.16	Oil/Filter - 184737	179849	Grounds Maintenance	N
1308	Miners's Outdoor & Rec	24.16		1 Transactions		
8848	Napa Auto Parts Blooming Prairie					
178	53-398-000-0000-6301	66.49	Oil/Filter - Ford pickup	755593	Equip Repairs	N
179	53-398-000-0000-6301	7.29	Oil wrench	755627	Equip Repairs	N
180	53-398-000-0000-6301	86.42	Oil filters	910879	Equip Repairs	N
8848	Napa Auto Parts Blooming Prairie	160.20		3 Transactions		
77570	Short Elliott Hendrickson Inc					
181	53-398-000-0000-6542	1,481.49	Landfill service	411979	Testing & Monitoring	N

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53 Landfill Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
77570	Short Elliott Hendrickson Inc					
		1,481.49		1 Transactions		
83500	Steele County Highway Dept					
182	53-398-000-0000-5842	269.90	Helped out at Landfill	1837	Wage Reimbursement	N
184	53-398-000-0000-6380	796.32	Signage - New demo area	1837	Grounds Maintenance	N
183	53-398-000-0000-6547	10,249.36	Hauling dirt	1837	Cover Material	N
83500	Steele County Highway Dept	11,315.58		3 Transactions		
99500	Ziegler, Inc					
185	53-398-000-0000-6301	843.96	Work on D6N	SI000074535	Equip Repairs	N
99500	Ziegler, Inc	843.96		1 Transactions		
398	DEPT Total:	22,474.68	Landfill	11 Vendors	17 Transactions	
53	Fund Total:	22,474.68	Landfill Fund		17 Transactions	

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72 State Collections Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
865	DEPT			Planning & Zoning Surcharge				
	7771 MN Dept of Labor & Industry							
188	72-865-000-0320-2100		1,006.64	Quarter 3 surcharge			Steele County Surcharge	N
190	72-865-000-0321-2100		414.56	Quarter 3 surcharge			Bl Pr Surcharge	N
189	72-865-000-0332-2100		84.50	Quarter 3 surcharge			Medford Surcharge	N
191	72-865-000-0333-2100		110.50	Quarter 3 surcharge			Ellendale Surcharge	N
	7771 MN Dept of Labor & Industry		1,616.20	4 Transactions				
865	DEPT Total:		1,616.20	Planning & Zoning Surcharge	1 Vendors		4 Transactions	
72	Fund Total:		1,616.20	State Collections Fund			4 Transactions	

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 81 Consolidated Dispatch Fur

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
230	DEPT			Consolidated Dispatch			
	8461 Hable/Nicole L						
192	81-230-000-0000-6331		19.04	Mileage-Faribault OPS meeting		Mileage Reimbursement	N
	8461 Hable/Nicole L		19.04	1 Transactions			
230	DEPT Total:		19.04	Consolidated Dispatch	1 Vendors	1 Transactions	
81	Fund Total:		19.04	Consolidated Dispatch Fund		1 Transactions	
	Final Total:		260,509.80	138 Vendors	208 Transactions		

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	235,879.88	General Revenue Fund	
	21	520.00	County Ditch Fund	
	53	22,474.68	Landfill Fund	
	72	1,616.20	State Collections Fund	
	81	19.04	Consolidated Dispatch Fund	
	All Funds	260,509.80	Total	Approved by,
				
				

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

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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

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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

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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

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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

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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

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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	

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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

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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 - AUG 2021 - C2 - POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/21	902	10-301-000-0000-6215 Postage	2.04	D	Highway Postage				1
2	8/31/21	902	10-000-000-0000-1001 Cash	2.04	C	Highway Postage				1
3	8/31/21	902	01-000-000-0000-1001 Cash	2.04	D	Highway Postage				1
4	8/31/21	902	01-062-000-0000-5831 Miscellaneous	2.04	C	Highway Postage				1
5	8/31/21	902	21-631-000-0000-6215 JD 1 Postage	0.71	D	JD 1 Postage				1
6	8/31/21	902	21-000-000-0000-1001 Cash	0.71	C	JD 1 Postage				1
7	8/31/21	902	01-000-000-0000-1001 Cash	0.71	D	JD 1 Postage				1
8	8/31/21	902	01-062-000-0000-5831 Miscellaneous	0.71	C	JD 1 Postage				1
9	8/31/21	902	21-635-000-0000-6215 JD 6 Postage	51.51	D	JD 6 Postage				1
10	8/31/21	902	21-000-000-0000-1001 Cash	51.51	C	JD 6 Postage				1
11	8/31/21	902	01-000-000-0000-1001 Cash	51.51	D	JD 6 Postage				1
12	8/31/21	902	01-062-000-0000-5831 Miscellaneous	51.51	C	JD 6 Postage				1
13	8/31/21	902	21-640-000-0000-6215 JD 24 Postage	225.27	D	JD 24 Postage				1
14	8/31/21	902	21-000-000-0000-1001 Cash	225.27	C	JD 24 Postage				1
15	8/31/21	902	01-000-000-0000-1001 Cash	225.27	D	JD 24 Postage				1
16	8/31/21	902	01-062-000-0000-5831 Miscellaneous	225.27	C	JD 24 Postage				1
17	8/31/21	902	53-398-000-0000-6215 Postage	24.80	D	Landfill Postage				1
18	8/31/21	902	53-000-000-0000-1001 Cash	24.80	C	Landfill Postage				1
19	8/31/21	902	01-000-000-0000-1001 Cash	24.80	D	Landfill Postage				1
20	8/31/21	902	01-062-000-0000-5831 Miscellaneous	24.80	C	Landfill Postage				1

Steele County
JOURNAL ENTRIES



Description MM - AUG 2021 - C2 - POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
			Debit Total	608.66		Credit Total	608.66	Net:	0.00	

Steele County

JOURNAL ENTRIES



Descriptor MM - AUG 2021 - C4 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/21	905	01-003-000-0000-6961 BMO One Card Allocation Aug Visa One Card Program	45,413.82	C		BMO			1
2	8/31/21	905	01-003-010-0000-6820 Wellness Grant Expense	55.18	D	Scavenger hunt winner meal	Apple American Group Llc			1
3	8/31/21	905	01-003-565-0000-6801 General Expense - COVID 19	33.94	D	Covid Tests- SHIPPING	United Parcel Service, In			1
4	8/31/21	905	01-003-565-0000-6801 General Expense - COVID 19	18.72	D	covid test shipping	United Parcel Service, In			1
5	8/31/21	905	01-003-565-0000-6801 General Expense - COVID 19	18.72	D	covid test shipping	United Parcel Service, In			1
6	8/31/21	905	01-003-565-0000-6801 General Expense - COVID 19	18.46	D	covid test shipping	United Parcel Service, In			1
7	8/31/21	905	01-003-565-0000-6801 General Expense - COVID 19	18.46	D	covid test shipping	United Parcel Service, In			1
8	8/31/21	905	01-031-000-0000-6410 Office Supplies	21.99	D	3 Ring Binders	Amazon.Com Services, Inc			1
9	8/31/21	905	01-031-000-0000-6410 Office Supplies	386.53	D	Chairs for HR lobby area	Target Corporation			1
10	8/31/21	905	01-032-000-0000-6410 Office Supplies	85.37	D	2 Paper, Binders, Sharpies	Amazon.Com, Inc.			1
11	8/31/21	905	01-032-000-0000-6801 General Expense	394.00	D	SHRM Prof Site Access	Societyforhumanresource			1
12	8/31/21	905	01-044-000-0000-6261 Conference & Training	230.00	D	MNGFOA conference - Jon	Minnesota Government Fina			1
13	8/31/21	905	01-044-000-0000-6261 Conference & Training	230.00	D	MNGFOA conference - Piepho	Minnesota Government Fina			1
14	8/31/21	905	01-044-000-0000-6330 Travel Expenses	460.00	D	MNGFOA conference - 2 nights	Regency Midwest Vent Lp			1
15	8/31/21	905	01-061-000-0000-6241 Membership Dues	846.40	D	PSA -Ticketing Software (4 mo)	Connectwise, Llc			1
16	8/31/21	905	01-061-000-0000-6241 Membership Dues	359.00	D	Performance Mgmt SW	Brightgauge Software, In			1
17	8/31/21	905	01-061-000-0000-6241 Membership Dues	189.00	D	IT Document Management	It Glue			1
18	8/31/21	905	01-061-000-0000-6410 Office Supplies	17.16	D	Tools - #2 Philips & Torx Set	Harbor Freight Tools Usa			1
19	8/31/21	905	01-061-000-0000-6413 Computer Supplies	18.22	D	Fiber Patch Cable	Cdw Llc			1
20	8/31/21	905	01-061-000-0000-6413 Computer Supplies	146.45	D	Cable Management for IT Rooms	Amazon.Com, Inc.			1

Steele County

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Descriptor MM - AUG 2021 - C4 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/21	905	01-061-000-0000-6413 Computer Supplies	160.67	D	Network Cables	Infinite Cables Inc.			1
22	8/31/21	905	01-062-000-0000-6301 Equip/Software Maint	2,200.00	D	Conditioned Water for CRAC	Faribo Plumbing And Heati			1
23	8/31/21	905	01-062-000-0000-6480 Non-Capitalized Inventory	1,072.20	D	2020 EOY Computer Refresh	Dell International L.L.C			1
24	8/31/21	905	01-062-000-0000-6480 Non-Capitalized Inventory	428.26	D	Monthly AWS Bill	Amazon.Com, Inc.			1
25	8/31/21	905	01-062-000-0000-6480 Non-Capitalized Inventory	2,021.73	D	2020 EOY Refresh	Dell International L.L.C			1
26	8/31/21	905	01-062-000-0000-6480 Non-Capitalized Inventory	7,467.24	D	EOY PC Replacement 2020	Dell International L.L.C			1
27	8/31/21	905	01-063-000-0000-6410 Office Supplies	215.99	D	AUD barcode scanner & KVM	Amazon Payments, Inc.			1
28	8/31/21	905	01-091-000-0000-6215 Postage	24.00	D	mailing file to AG's office	United States Postal Serv			1
29	8/31/21	905	01-091-000-0000-6410 Office Supplies	87.30	D	Office Supplies	Costco Wholesale Corporat			1
30	8/31/21	905	01-091-000-0000-6410 Office Supplies	80.07	D	Office Supplies	Amazon.Com, Inc.			1
31	8/31/21	905	01-091-000-0000-6801 County Attorney Misc	176.10	D	Miscellaneous	Treasurer Of The State Of			1
32	8/31/21	905	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	2,860.00	D	UPS Batteries - Datacenter	Dell International L.L.C			1
33	8/31/21	905	01-101-000-9305-6600 Capital Outlay - Technology Fund	6,062.10	D	Phish Protection SW	Knowbe4 Inc			1
34	8/31/21	905	01-103-000-0000-6261 Conference & Training	400.00	D	Osmon Assessment Training	Minnesota Association Of			1
35	8/31/21	905	01-103-000-0000-6261 Conference & Training	190.00	D	Trends in Commercial Real Esta	Appraisal Institute			1
36	8/31/21	905	01-103-000-0000-6330 Travel Expenses	122.62	D	CPT Mtg	Si Hotels Llc			1
37	8/31/21	905	01-103-000-0000-6330 Travel Expenses	32.20	D	Carwash Booklet	Holiday Companies			1
38	8/31/21	905	01-103-000-0000-6501 Publications/Manuals	15.75	D	July 2021 publication	Adams Publishing Group LI			1
39	8/31/21	905	01-105-000-0000-6261 Conference & Training	923.87	D	Construction Courses - Brooks	Minnesota State Colleges			1
40	8/31/21	905	01-105-000-0000-6261 Conference & Training	115.00	D	Continuing Education Credits	Regents Of Univ Of Minn			1

Steele County

JOURNAL ENTRIES



Descriptor MM - AUG 2021 - C4 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	8/31/21	905	01-111-000-0000-6304 Equipment Maintenance & Repairs	29.24	D	tire tubes &install-John Deere	Harlands Tire And Auto Ce			1
42	8/31/21	905	01-111-000-0000-6304 Equipment Maintenance & Repairs	29.24	D	tire tubes &install-John Deere	Harlands Tire And Auto Ce			1
43	8/31/21	905	01-111-000-0000-6304 Equipment Maintenance & Repairs	10.49	D	JD Filter / grinder wheel	Wen-Col Inc			1
44	8/31/21	905	01-111-000-0000-6304 Equipment Maintenance & Repairs	62.76	D	Oil for John Deeres	Kibble Equipment Llc			1
45	8/31/21	905	01-111-000-0000-6304 Equipment Maintenance & Repairs	5.18	D	Trailer keys - locks on Motor	Arrow Hardware, Inc			1
46	8/31/21	905	01-111-000-0000-6410 Office Supplies	59.99	D	TV Mount for Mtce	Amazon Payments, Inc.			1
47	8/31/21	905	01-111-000-0000-6410 Office Supplies	48.99	D	Wireless TV Adapter for Mtce	Amazon.Com Services, Inc			1
48	8/31/21	905	01-111-000-0000-6410 Office Supplies	34.61	D	Wireless Keyboard for Mtce	Amazon.Com, Inc.			1
49	8/31/21	905	01-111-000-0000-6410 Office Supplies	502.17	D	TV for Maintenance Conf	Cdw Llc			1
50	8/31/21	905	01-111-000-0000-6561 Small Tools	210.92	D	Blade sharpener	Dean James Llc			1
51	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	65.25	D	Salt for water softner	Driessen Water, Inc.			1
52	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	135.87	D	Alarm Monitoring	Custom Communications			1
53	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	48.00	D	Batteries AA/AAA	Bpb, Llc			1
54	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	215.00	D	repair motor on roof unit	Temple Electric Motor			1
55	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	18.00	D	repair motor on roof unit	Temple Electric Motor			1
56	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	15.99	D	Boot scraper	Amazon Payments, Inc.			1
57	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	274.00	D	Motor for Chiller pump	Temple Electric Motor			1
58	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	15.98	D	belt for roof unit repair	Wen-Col Inc			1
59	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	20.60	D	Battery Recycling - IT Dept.	Square, Inc.			1
60	8/31/21	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	36.83	D	AC & Heat Pump Parts	Wen-Col Inc			1

Steele County

JOURNAL ENTRIES



Descriptor MM - AUG 2021 - C4 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	8/31/21	905	01-111-040-0000-6380 Grounds Maintenance	721.60	D	Lawn Service	Trugreen			1
62	8/31/21	905	01-111-041-0000-6300 Bldg Repairs & Maintenance	184.17	D	Alarm Monitoring	Custom Communications			1
63	8/31/21	905	01-111-041-0000-6300 Bldg Repairs & Maintenance	30.45	D	Filters	Invoice Cloud, Inc.			1
64	8/31/21	905	01-111-041-0000-6300 Bldg Repairs & Maintenance	114.00	D	Annual backflow test & service	Block Plumbing & Heating			1
65	8/31/21	905	01-111-041-0000-6380 Grounds Maintenance	133.58	D	Lawn Service	Trugreen Limited Partners			1
66	8/31/21	905	01-111-041-0000-6560 Janitorial Supplies	13.72	D	Detergent & Bleach	Arrow Hardware, Inc			1
67	8/31/21	905	01-111-042-0000-6300 Bldg Repairs & Maintenance	123.30	D	Alarm Monitoring	Custom Communications			1
68	8/31/21	905	01-111-042-0000-6300 Bldg Repairs & Maintenance	145.29	D	cleaners & cart bag - CH	Hillyard Inc			1
69	8/31/21	905	01-111-042-0000-6300 Bldg Repairs & Maintenance	30.45	D	Filters	Culligan			1
70	8/31/21	905	01-111-042-0000-6300 Bldg Repairs & Maintenance	110.00	D	Repair Lock - CH	Intuit Payment Solutions,			1
71	8/31/21	905	01-111-042-0000-6300 Bldg Repairs & Maintenance	17.97	D	microfiber rags	Harbor Freight Tools Usa			1
72	8/31/21	905	01-111-042-0000-6300 Bldg Repairs & Maintenance	82.07	D	repair waterline break	First Supply Llc			1
73	8/31/21	905	01-111-042-0000-6380 Grounds Maintenance	100.46	D	Lawn Service	Trugreen			1
74	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	21.46	D	Brush to clean Coils AC units	Autozone			1
75	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	4.99	D	Grease for Equipment	Wen-Col Inc			1
76	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	123.30	D	Alarm Monitoring	Custom Communications			1
77	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	90.76	D	Utilities - COB	Owatonna Public Utilitie			1
78	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	118.81	D	Utilities - COB	Owatonna Public Utilitie			1
79	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	399.63	D	Utilities - COB	Owatonna Public Utilitie			1
80	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	23.28	D	JD Filter / grinder wheel	Carquest Auto Parts			1

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Descriptor MM - AUG 2021 - C4 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	158.01	D	AC & Heat Pump Parts	Wen-Col Inc			1
82	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	12.49	D	tools	Wen-Col Inc			1
83	8/31/21	905	01-111-043-0000-6300 Bldg Repairs & Maintenance	15.98	D	Duct Tape	Lowes Companies, Inc.			1
84	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	10.49	D	Camera cable	Amazon.Com, Inc.			1
85	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	175.20	D	Safety Bollards	Amazon.Com, Inc.			1
86	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	123.30	D	Alarm Monitoring	Custom Communications			1
87	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	11.06	D	pipe clamp & Masonry bit	Lowes Companies, Inc.			1
88	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	334.95	D	rack mount power supply	Intuit Payment Solutions,			1
89	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	34.54	D	Cords for switching Transforme	Lowes Companies, Inc.			1
90	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	61.41	D	Exit Sign Gaurd	Amazon.Com, Inc.			1
91	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	186.00	D	Annual backflow test & service	Block Plumbing & Heating			1
92	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	35.42	D	Cube Locks	Lowes Companies, Inc.			1
93	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	16.12	D	fire hydrant lockout kit	Amazon Payments, Inc.			1
94	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	51.69	D	Dishwasher plug	Amazon.Com Services, Inc			1
95	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	31.98	D	Washing machine parts	Lowes Companies, Inc.			1
96	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	4.98	D	Wash Machine	Lowes Companies, Inc.			1
97	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	5.49	D	Emergency Trailer filter	Fleet Farm Group, Llc			1
98	8/31/21	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	92.17	D	kitchen mixer repair	Parts Town			1
99	8/31/21	905	01-111-044-0000-6380 Grounds Maintenance	127.33	D	Seal for concrete front door	Cpc North Star Owatonna			1
100	8/31/21	905	01-111-044-0000-6380 Grounds Maintenance	444.15	D	Lawn Service	Trugreen			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	8/31/21	905	01-111-044-0000-6380 Grounds Maintenance	41.12	D	Pot Hole repairs	Lowes Companies, Inc.			1
102	8/31/21	905	01-111-044-0000-6560 Janitorial Supplies	17.97	D	microfiber rags	Harbor Freight Tools Usa			1
103	8/31/21	905	01-111-045-0000-6300 Bldg Repairs & Maintenance	171.00	D	Alarm Monitoring	Custom Communications			1
104	8/31/21	905	01-111-046-0000-6300 Bldg Repairs & Maintenance	23.37	D	Smoke alarms - 26th st. tower	Werner Electric Ventures,			1
105	8/31/21	905	01-111-046-0000-6300 Bldg Repairs & Maintenance	44.08	D	Fire Exit Light	Werner Electric Ventures,			1
106	8/31/21	905	01-111-047-0000-6380 Grounds Maintenance-Gymnastics	50.23	D	Lawn Service	Trugreen Limited Partners			1
107	8/31/21	905	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data Storage/GB Plan	Apple, Inc.			1
108	8/31/21	905	01-201-000-0000-6215 Postage	7.00	D	Certified Mail/Steinberg Prop.	United States Postal Serv			1
109	8/31/21	905	01-201-000-0000-6261 Conference & Training	75.00	D	DMT Recert training	State Of Minnesota			1
110	8/31/21	905	01-201-000-0000-6285 Firearms/Ammo Training	38.63	D	Batteries	Walgreen Co			1
111	8/31/21	905	01-201-000-0000-6293 Gun Permit Expenses	21.00	D	3/Void Permit to Carry Letters	United States Postal Serv			1
112	8/31/21	905	01-201-000-0000-6293 Gun Permit Expenses	150.00	D	S.Ebertowski-Adv Gun Law class	Minnesota State Sheriffs			1
113	8/31/21	905	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
114	8/31/21	905	01-201-000-0000-6293 Gun Permit Expenses	13.07	D	Batteries for Records Doorbell	Bpb, Llc			1
115	8/31/21	905	01-201-000-0000-6410 Office Supplies	29.50	D	napkins 1080 count	Amazon.Com, Inc.			1
116	8/31/21	905	01-201-000-0000-6410 Office Supplies	18.67	D	Address labels for printer	Amazon.Com, Inc.			1
117	8/31/21	905	01-201-000-0000-6410 Office Supplies	40.54	D	Plastic Knives & Spoons	Amazon.Com, Inc.			1
118	8/31/21	905	01-201-000-0000-6425 Investigation Expense	253.17	D	12/Drug kits	Sirchie Acquisition Compa			1
119	8/31/21	905	01-201-000-0000-6438 K-9 Expenses	62.99	D	K9-40 lbs dog food	Farmers Feed & Pet Sply			1
120	8/31/21	905	01-201-000-0000-6438 K-9 Expenses	133.60	D	5/Night K9 boarding	Square, Inc.			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	8/31/21	905	01-201-000-0000-6801 Misc Expense	219.62	D	Repair Date Stamp - Ins.claim	National Date Stamp Corp			1
122	8/31/21	905	01-201-000-0000-6801 Misc Expense	43.76	D	Postage/repair DateStamp/Claim	Fedex Cis			1
123	8/31/21	905	01-201-000-0102-6320 Squad 7414 Maintenance	10.80	D	Squad 7414-Window Switch	Owatonna Motor Company			1
124	8/31/21	905	01-204-000-0000-6320 Repairs & Maintenance	24.68	D	Waterpatrol-supplies	Cabela's Wholesale, Llc			1
125	8/31/21	905	01-251-000-0000-6211 Radio - Computers - Cameras	32.96	D	Replacement Computer Speakers	Amazon.Com Services, Inc			1
126	8/31/21	905	01-251-000-0000-6215 Postage	5.10	D	Shipping - Medical	United States Postal Serv			1
127	8/31/21	905	01-251-000-0000-6406 Program Supplies	17.17	D	INMATE ED. VIDEOS	Netflix, Inc.			1
128	8/31/21	905	01-251-000-0000-6406 Program Supplies	479.94	D	Inmate Headphones	Amazon.Com, Inc.			1
129	8/31/21	905	01-251-000-0000-6451 Operating Supplies	89.99	D	Replace breakroom appliance	Amazon.Com, Inc.			1
130	8/31/21	905	01-251-000-0000-6451 Operating Supplies	23.99	D	AAA Batteries	Amazon.Com, Inc.			1
131	8/31/21	905	01-251-000-0000-6560 Janitorial Supplies	39.96	D	Dawn Dish Soap	Amazon.Com Services, Inc			1
132	8/31/21	905	01-251-000-0000-6801 Misc Expense	7.82	D	TRANSPORT MEAL	Drd Restaurant Group Inc			1
133	8/31/21	905	01-252-775-0000-6261 Conference & Training - CCA Subsidy	185.00	D	COE Confirmation	American Probation And Pa			1
134	8/31/21	905	01-252-775-0000-6330 Travel Expenses - CCA	473.48	D	Hotel for training	Zenith Assets Company LI			1
135	8/31/21	905	01-253-000-0000-6261 Conference & Training	2,831.85	D	3/Defense Tactics Certs	Wix.Com Inc			1
136	8/31/21	905	01-253-000-0000-6300 Bldg Repairs & Maintenance	95.00	D	Light bulb recycling	Square, Inc.			1
137	8/31/21	905	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monthly subscription	Basecamp, Llc			1
138	8/31/21	905	01-281-000-0000-6251 Other Administrative Costs	615.00	D	Conference Lodging	Breezy Point Internation			1
139	8/31/21	905	01-281-000-0000-6261 Conference & Training	615.00	D	Conference Lodging	Breezy Point Internation			1
140	8/31/21	905	01-281-000-0000-6261 Conference & Training	615.00	D	Conference Lodging	Breezy Point Internation			1

Steele County

JOURNAL ENTRIES



Descriptor MM - AUG 2021 - C4 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	8/31/21	905	01-281-000-0000-6410 Office Supplies	32.94	D	iPhone Power Adapters	Amazon.Com, Inc.			1
142	8/31/21	905	01-481-460-6009-6261 Conference & Training	85.00	D	QA: Renew Nurse Lincense	State Of Minnesota			1
143	8/31/21	905	01-481-460-6009-6465 Patient Supplies & Services	32.97	D	QA: Clients Supplies	Amazon.Com Services, Inc			1
144	8/31/21	905	01-481-460-6009-6465 Patient Supplies & Services	30.00	D	QA: Clients Supplies	Amazon.Com, Inc.			1
145	8/31/21	905	01-481-460-6009-6465 Patient Supplies & Services	100.00	D	QA:ClientsSupplies Toilet Seat	Amazon.Com, Inc.			1
146	8/31/21	905	01-481-460-6009-6465 Patient Supplies & Services	9.48	D	QA: Clients Supplies	Amazon.Com, Inc.			1
147	8/31/21	905	01-481-460-6009-6465 Patient Supplies & Services	50.04	D	QA: Clients Supplies	Amazon Payments, Inc.			1
148	8/31/21	905	01-481-461-6040-6464 General Supplies & Outreach	99.99	D	WIC: Cabinet	Target Corporation			1
149	8/31/21	905	01-481-461-6040-6464 General Supplies & Outreach	85.96	D	WIC: Blow Mold Tab	Lowes Companies, Inc.			1
150	8/31/21	905	01-481-461-6040-6464 General Supplies & Outreach	144.95	D	WIC:ToddlerSoft Foam \$861grant	Walmart.Com Usa Llc			1
151	8/31/21	905	01-481-464-6061-6464 General Supplies & Outreach	10.72	D	Covid19-Books Thank you Card	Wal-Mart Stores, Inc.			1
152	8/31/21	905	01-481-464-6061-6464 General Supplies & Outreach	863.36	D	Covid19-Books	Amazon.Com, Inc.			1
153	8/31/21	905	01-481-464-6061-6464 General Supplies & Outreach	1,236.48	D	Covid19-Books	Amazon.Com, Inc.			1
154	8/31/21	905	01-481-464-6061-6464 General Supplies & Outreach	6.99	D	Covid19: Shoe covers Disp	Amazon.Com, Inc.			1
155	8/31/21	905	01-502-000-0000-6380 Grounds Maintenance	123.30	D	Alarm Monitoring	Custom Communications			1
156	8/31/21	905	01-502-000-0000-6380 Grounds Maintenance	62.79	D	Lawn Service	Trugreen			1
157	8/31/21	905	01-521-000-0000-6823 Beaver Lake	189.99	D	Pickleball Line Kit	Pickleballcentral			1
158	8/31/21	905	10-000-000-0000-1001 Cash	2,579.78	C	BMO Charges Aug	BMO			1
159	8/31/21	905	10-301-000-0000-6261 Conference & Training	230.00	D	MNGFOA conference - Edel	Minnesota Government Fina			1
160	8/31/21	905	10-302-000-0000-6524 Supplies - Culverts	261.84	D	Sewer Pipe	Core & Main Lp			1

Descriptor MM - AUG 2021 - C4 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	8/31/21	905	10-302-000-0000-6534 Supplies - Signing	166.66	D	Paint supplies	Lowes Companies, Inc.			1
162	8/31/21	905	10-304-000-0000-6512 Bldg Repair & Maintenance	39.01	D	Drain Fittings roof unit	First Supply Llc			1
163	8/31/21	905	10-304-000-0000-6512 Bldg Repair & Maintenance	96.10	D	repair urinals & faucets	Block Plumbing & Heating			1
164	8/31/21	905	10-304-000-0000-6512 Bldg Repair & Maintenance	28.96	D	Replace faucet caps	Lowes Companies, Inc.			1
165	8/31/21	905	10-304-000-0000-6513 Tools	59.98	D	(2) pipe wrenches	Harbor Freight Tools Usa			1
166	8/31/21	905	10-304-000-0000-6520 Machinery/Vehicle Parts	695.09	D	Parts, unit#2212	United Farmers Cooperativ			1
167	8/31/21	905	10-304-000-0000-6520 Machinery/Vehicle Parts	33.25	D	Parts, unit#2193	Fleet Farm Group, Llc			1
168	8/31/21	905	10-304-000-0000-6520 Machinery/Vehicle Parts	6.24	D	Parts, unit#9998	Fleet Farm Group, Llc			1
169	8/31/21	905	10-304-000-0000-6520 Machinery/Vehicle Parts	962.65	D	Parts, unit#2211&2212	United Farmers Cooperativ			1
170	8/31/21	905	53-000-000-0000-1001 Cash	78.00	C	BMO Charges Aug	BMO			1
171	8/31/21	905	53-398-000-0000-6242 Publishing	78.00	D	HHW / Landfill Closed Radio Ad	Townsquare Media Inc			1
172	8/31/21	905	81-000-000-0000-1001 Cash	1,713.20	C	BMO Charges Aug	BMO			1
173	8/31/21	905	81-230-000-0000-6301 Equip Maint	7.64	D	HDMI Adapter	Amazon.Com, Inc.			1
174	8/31/21	905	81-230-000-0000-6410 Office Supplies	137.98	D	Humidifier Filters	Amazon.Com, Inc.			1
175	8/31/21	905	81-230-000-0000-6410 Office Supplies	37.39	D	Humidifier Descaler	Amazon.Com, Inc.			1
176	8/31/21	905	81-230-000-0000-6480 Non-Capitalized Inventory	26.99	D	TV Wall Mount	Amazon.Com, Inc.			1
177	8/31/21	905	81-230-000-0000-6480 Non-Capitalized Inventory	1,089.90	D	Monitor Desk Mounts	Amazon.Com, Inc.			1
178	8/31/21	905	81-230-000-0000-6480 Non-Capitalized Inventory	95.99	D	Laptop Cooling Pads	Amazon.Com, Inc.			1
179	8/31/21	905	81-230-000-0000-6480 Non-Capitalized Inventory	219.98	D	Desk Mounts	Amazon.Com, Inc.			1
180	8/31/21	905	81-230-000-0000-6801 Misc. Expense	19.33	D	Employee Name Plates	Dsv Inc			1

Steele County
JOURNAL ENTRIES



Description MM - AUG 2021 - C4 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	8/31/21	905	81-230-000-0000-6801 Misc. Expense	18.00	D	Employee Name Plates	Dsv Inc			1
182	8/31/21	905	81-230-000-0000-6801 Misc. Expense	60.00	D	Employee Recognition Gifts	Amazon.Com, Inc.			1
Debit Total				49,784.80		Credit Total	49,784.80	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - AUG 2021 - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/21	904	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	103,042.34	D	State Mortgage Tax				1
2	8/31/21	904	72-000-000-0000-1001 Cash	3,091.27	C	State Mortgage Tax				1
3	8/31/21	904	72-000-000-0000-1001 Cash	99,951.07	C	State Mortgage Tax				1
4	8/31/21	904	01-000-000-0000-1001 Cash	3,091.27	D	State Mortgage Tax				1
5	8/31/21	904	01-003-000-0000-5013 Mortgage Registry Tax Revenue	3,091.27	C	State Mortgage Tax				1
6	8/31/21	904	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	90,950.95	D	State Deed Tax				1
7	8/31/21	904	72-000-000-0000-1001 Cash	2,728.53	C	State Deed Tax				1
8	8/31/21	904	72-000-000-0000-1001 Cash	88,222.42	C	State Deed Tax				1
9	8/31/21	904	01-000-000-0000-1001 Cash	2,728.53	D	State Deed Tax				1
10	8/31/21	904	01-003-000-0000-5014 State Deed Tax Revenue	2,728.53	C	State Deed Tax				1
11	8/31/21	904	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	4,826.00	D	Sales Tax				1
12	8/31/21	904	72-000-000-0000-1001 Cash	4,826.00	C	Sales Tax				1
13	8/31/21	904	53-398-000-0000-6540 Machine Fuel	212.00	D	Usage Diesel Tax				1
14	8/31/21	904	53-000-000-0000-1001 Cash	212.00	C	Usage Diesel Tax				1
15	8/31/21	904	53-398-000-0000-6540 Machine Fuel	70.97	D	Diesel Tax				1
16	8/31/21	904	53-000-000-0000-1001 Cash	70.97	C	Diesel Tax				1
17	8/31/21	904	10-304-000-0000-6522 Diesel Fuel Tax	373.35	D	Diesel Tax				1
18	8/31/21	904	10-000-000-0000-1001 Cash	373.35	C	Diesel Tax				1
19	8/31/21	904	10-304-000-0000-6521 Supplies-Diesel Fuel	25.00	D	Special Fuel License				1
20	8/31/21	904	10-000-000-0000-1001 Cash	25.00	C	Special Fuel License				1

Steele County

JOURNAL ENTRIES



Description MM - AUG 2021 - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/21	904	01-003-000-0000-6961 Visa One Card Program	49,784.80	D	BMO One Card Payment				1
22	8/31/21	904	01-000-000-0000-1001 Cash	49,784.80	C	BMO One Card Payment				1
23	8/31/21	904	01-000-000-2510-2270 Security Deposit - Inmates	313.24	D	Jail Ending Balance				1
24	8/31/21	904	01-000-000-0000-1001 Cash	313.24	C	Jail Ending Balance				1
25	8/31/21	904	53-398-000-0000-6801 General Expense	700.17	D	Landfill CC Fees in August				1
26	8/31/21	904	53-000-000-0000-1001 Cash	700.17	C	Landfill CC Fees in August				1
27	8/31/21	904	01-481-464-6061-6383 Contract Services	50.30	D	Optum Pay Jul #P21080300010936				1
28	8/31/21	904	01-000-000-0000-1001 Cash	50.30	C	Optum Pay Jul #P21080300010936				1
29	8/31/21	904	01-062-000-0000-6215 Postage	10,000.00	D	Wire for Postage Meter				1
30	8/31/21	904	01-000-000-0000-1001 Cash	10,000.00	C	Wire for Postage Meter				1
31	8/31/21	904	23-609-000-0000-6700 Bond And Interest	97.85	D	Wire for Bixby Loan				1
32	8/31/21	904	23-609-000-0000-6701 Loan Principal Disb	3,875.15	D	Wire for Bixby Loan				1
33	8/31/21	904	23-000-000-0000-1001 Cash	3,973.00	C	Wire for Bixby Loan				1
Debit Total				270,141.92		Credit Total	270,141.92	Net:	0.00	

PERSONNEL REPORT
October 12, 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>
Todd Mogen	Maintenance Tech/Highway	B22/5	10/11/21
Mya Johnson	Correctional Officer/Det Ctr	B24/1	10/11/21

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Alisha Groeneweg	Public Health Nurse	Public Health	10/22/21
Amy Caron	Public Health Director	Public Health	11/11/21
Karen Karow	Custodian	Facilities	01/14/21

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
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STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Road Deputy	Sheriff's Office	Conditional Offer Made
Office Support Specialist	Public Health	Hold - Retirement in 01/22
Adult Health Lead	Public Health	Recruiting
Correctional Officers	Det. Center/Sheriff's Office	Recruiting for 1 CO
Assistant Program Coordinator	Det. Center/Sheriff's Office	On-hold

Open Positions - In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Nurse	Detention Center	Backfill Weegman
Family Support Educator (part-time)	Public Health	Backfill Cage
Custodian	Facilities & Grounds	On-hold



Steele County Agenda Item

Subject: Approve Backfilling the Family Support Educator Position

Department: Public Health

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve backfilling the .50 FTE Family Support Educator Position.

Recommendation:

Recommendation to approve backfilling the .50 FTE Family Support Educator Position.

Background (*Including Budget Impact*):

The Public Health Department currently has two part time Family Support Educators, with one of those educators recently resigning. This position works in our Family Connections Program conducting Family Home Visiting. It is essential that this position be filled for the Department to assist the current and future caseload of families. Family Home Visiting has proven to prevent adverse childhood experiences and out of home placements, which in return produces a large cost savings for County Governments over time. This position works under the SE Family Home Visiting Grant and does work with clients in both Dodge and Steele Counties. This position is included in the current 2021 Budget as well as the preliminary 2022 Budget.

Attachments:

-Family Support Educator Job Description

-Position Requisition Form-Family Support Educator-October 2021



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Family Support Educator	Division/Department: Community Services/Public Health
Immediate Supervisor's Position Title: Family Health Lead/Assistant Director	FLSA Status: Non-exempt
Job Summary: Under the direction of the Family Health Lead and supervision of the Assistant Director, the Family Support Educator is responsible for initiating and maintaining ongoing and long-term contact and support to families in Dodge and Steele Counties. The Family Support Educator provides early childhood development education that is family-centered and strength based through home visits.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Assists families in strengthening the parent/child relationship. Aids parents in improving their parenting skills through instruction in the “Growing Great Kids Curriculum”. Teaches child development and care, effective methods of parenting, management of household resources and basic homemaking skills, clothing care and purchasing, nutrition and menu planning, food purchasing and preparation, personal hygiene, stress management, time management, money management, single parenting. • Carries a full case load of clients. Works with families in-home or other settings in assessing the normal growth and development of the child. Focuses efforts to reduce child abuse/neglect, injury prevention, and increase school readiness. • Makes client referrals to various community resources and interacts with community service providers. a) Aids families by improving their access to formal and informal support systems in the community. b) Provides referral services to aide the family in problem solving. c) Serves as an advocate in meeting their needs and achieving their goals. • Documents all client activities, visits, services, concerns, or other relevant information required by the department. Completes daily and weekly charting and case management activities and paperwork. • Attends various staff meetings, family health meetings, community service coordination team meetings, regional program meetings and child protection service meetings. • Attends all required trainings to become certified in the “Growing Great Kids Curriculum.” • Participate in program required Reflective Supervision. • . •

- Performs other duties of a comparable level or type, as required.

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		Requires minimum 2-year degree; 4-year degree preferred
	High school diploma or GED.		Major field of study or degree emphasis: Child Development, Public Health or closely related field
	1 year college	X 2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Knowledge of parenting skills, child care methods, child development, home management, housekeeping skills, money management, basic nutrition, meal planning, personal hygiene and community resources. • Knowledge of County, department and program policies and procedures. • Knowledge of human behavior and social trends, problems and issues faced by clientele. • Knowledge of social service goals and organization. • Knowledge of interviewing and intervention techniques. • Knowledge of agency programs, services, policies, procedures and organization. • Fundamental knowledge of community resources. • Knowledge concerning the operation and use of computer equipment, general productivity software (i.e. spreadsheets, word processing, etc.) and human service customized applications and software for case management documentation. • Knowledge of data privacy regulations and data retention schedules.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 2 years of human service or social support service related experience			
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hire: A valid MN Driver's License. Must obtain Community Health Worker Certification within 2 years of employment.		
ESSENTIAL SKILLSREQUIRED TO PERFORM THE WORK	Skilled in: • Teaching, role modeling and providing parenting skills, childcare methods, home management skills, nutrition and meal planning, hygiene and other homemaking and parenting to clients. • Adapting to varying lifestyles, environments and personal situations of clients. • Following written and verbal instructions. • Applying tact, judgment and discretion in dealing with families. • Communicate effectively with clients, other department staff in addressing needs of families.		

- | | |
|--|---|
| | <ul style="list-style-type: none">• Working and performing assignments under minimal supervision. |
|--|---|

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

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Light Work: Exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .	
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: Duties associated with the job involve some travel and exposure to sudden weather conditions. Duties involve performing assignments in client homes and settings. Risks and environmental conditions associated with the performance of essentials functions can be considered minimal.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

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

Department Head's Signature

Date

Classification History:

Prepared 1/2014 by BCC. Revised 4/4/2014

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: _____
--

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): _____
--

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: _____



Steele County Agenda Item

Subject: Approve Increasing Health Planner Position from 0.88 FTE to 1.0 FTE

Department: Public Health

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve Increasing Health Planner Position from 0.88 FTE to 1.0 FTE.

Recommendation:

Recommendation to approve increasing Health Planner Position from 0.88 FTE to 1.0 FTE.

Background (*Including Budget Impact*):

Currently the Health Planner works at a 0.88 FTE. This position primarily works under the SHIP (Statewide Health Improvement Partnership) Grant and partially works under the Local Public Health Grant. This position is also responsible for carrying out the crucial work of the 5-Year Community Health Improvement Plan for the Dodge-Steele CHB. Even prior to the Pandemic it was identified that Mental Health is a high priority that needs to be addressed in our communities; but with the occurrence of the COVID-19 Pandemic, mental health issues amongst our communities have risen and are surfacing as a fallout of these unprecedented times. Moving this position to a 1.0 FTE will allow for this staff member to focus work in this area; specifically, with underserved populations to reduce health inequities. This position is included in the current 2021 Budget as well as the preliminary 2022 Budget and no additional tax levy funds would be requested for the increase in hours, as the additional hours will be completely covered by stable, ongoing grant funding sources through the SHIP and LPH Grants.

Attachments:

-Health Planner Job Description



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Health Planner	Department: Community Services
Immediate Supervisor's Position Title: Director of Nursing	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Director of Nursing, the Health Planner is responsible for providing collaboration, assistance planning, and coordination of various health initiatives and organizations (i.e. Owatonna Hospital, United Way, SHIP, etc.) and collaborates with the Community Services Director with respect to Public Health Assessments and Planning activities and Health Improvement Plans. Coordinates the County's Health & Wellness and Safety program(s) and coordinates the preparation and administration of various grants, as assigned.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Provides strategic planning, assistance and coordination in conjunction with the Family Health Lead and Community Services Director. Provides planning, assessment and coordination activities and initiatives with respect to: a) Owatonna Hospital, United Way and other community organizations. b) Steele County Community Health Improvement plans. c) Public Health Assessment and Planning responsibilities. d) SHIP grant and administration. • Coordinates health and safety initiatives through the County Wellness Committee and Safety Committees. a) Reviews and revises the County infection control plan and exposure control plans. b) Conducts various biometric clinics. c) Coordinates blood borne pathogen training and education activities. d) Reviews and recommends health and safety systems and/or environmental changes. e) Coordinates the planning and implementation of wellness programming. • Coordinates quality assurance initiatives and staff development. Conducts annual mandatory and continuing education. Reviews, recommends and revises agency policies and procedures. • Educates local business management and employees regarding blood borne pathogens and cardiac health. Provides vaccinations for hepatitis B, biometric testing for cholesterol, glucose and blood pressure. Provides reviews and recommendations regarding business exposure control plans. • Inspects body art establishments in collaboration with Environmental Services and Owatonna Clinic for compliance Steele County ordinances. • Collaborates and works with MN DOH and Owatonna Clinic to ensure WIC participants with positive test results for

serologic and Hepatitis B receive vaccinations. Coordinates with MNDOH and Clinic to ensure follow up on lead venous testing and home inspections.

- Performs duties of the PHN in providing skilled nursing care and procedures for home care client visits.
 - 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.

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: Public Health Nursing or Nursing	
	1 year college		2 years college		
	3 years college	x	4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Public health and community health principles, trends, best practices and procedures. • Knowledge of community health needs assessments, planning and evaluation of community health strategic plans for community health initiatives, programs and/or assignments. • Quality assurance processes and techniques. • Funding sources and grant writing processes including both public and private and reporting requirements and processes. • Legislative rules, regulations and guidelines pertaining to agency initiatives in areas of assignment. • Computer operation and use of general business productivity software/applications. • Knowledge of community health organizations and resources within the County.	
	2nd year graduate level				
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years previous public health and nursing experience.					
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hire: A valid MN Driver's License. Licensed as a RN in MN and Registered as a Public Health Nurse.			
ESSENTIAL SKILLSREQUIRED TO PERFORM THE WORK		Skilled in: • Providing assistance and support in the assessment, evaluation and continuous improvement of agency programs and services, as assigned. • Organizational and facilitation skills. Ability to facilitate and lead various committees and or task forces. • Presentational and group speaking skills.			

- Grant writing and administrative skills.
- Performing a wide variety of public relations activities associated with integrating services, formulating collaborative agreements, and coordinating agency services with various local, regional and/or state organizations.
- Facilitating wellness and safety programs within the County in leading assigned committee(s).
- Conducting community health assessments and formulating short and long-range strategic plans and objectives in collaboration with the Community Services Director and Family Health Lead.
- Performing skilled nursing services and functions as a Public Health Nurse and providing nursing services to clients.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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

Medium Work:

Exerting up to 50 pounds of force occasionally and/or up 25 pound of force frequently or a negligible amount of force 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: Duties and responsibilities of this job involve some administrative duties but assignments may involve some travel and irregular hours; home nursing responsibilities involve some potential to unsafe environments, and a potential exposure to blood, body fluids, and/or contagious disease.
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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 2/2014 by BCC. Revised 4/4/2014



Steele County Agenda Item

Subject: Backfill current nurse vacancy

Department: Sheriff's Office

Committee Meeting Date: 10/6/2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends backfilling the Detention Center Nurse Position

Recommendation:

Recruit for vacant nurse position. This position will be advertised as either a LPN and/or a RN.

Background (*Including Budget Impact*):

Looking to recruit for our vacant nurse position at the Detention Center. Filling the vacant nurse position will allow us to reduce OT, staff burnout, possibility of mistakes due to fatigue and offer time of in accordance with union agreements. This position can be advertised as either an LPN or and RN position.

Budget impact is minimal due to the position already being budgeted for the future. With that, total cost of an LPN (B23 – 1) is roughly \$63,585.60 and an RN (C42 – 1) is roughly 89,964 per year. In contrast, contracting with ACH (attached) will cost us and additional \$76,190 annually. The ACH contract is 20 hours of coverage in comparison to the county employee which is 40 hours.

Attachments: ACH contract amendment and Position Recommendation

Steele County, Minnesota 9/24/2021

	Current	Renewal
Annual Price	\$114,136.17	\$190,326.57
Monthly Price	\$9,511.35	\$15,860.55
Average Daily Population	60-county 30-non-county	
Per Diem Rate	\$0.40	\$0.56
Prescriber	Weekly + unlimited 24/7/365 on-call by phone	
Nursing	Not Included	RN 20 hr/wk
Qualified Mental Health Professional (QMHP) (minimum Master's level)	6 hr/wk	
On-call QMHP	\$130 per contact via tele-health <i>Responsiveness depends upon amount of notice given</i>	
Cap	\$3,000 per month for biomedical waste disposal, dental, mobile services, off-site services	
Medical Supplies (disposable)	ACH pays	
TB Skin Tests	ACH pays	
Pharmacy Pool	\$6,500 per year for pharmacy (90% payback)	
Advanced Purchasing Program	Included	
Officer Training	Included <i>On-site and online LMS (learning management system)</i>	
Officer Wellness	Included <i>CIERR Program (Critical Incident Employee Rapid Response)</i>	
Medical Claims Re-pricing (bill scrubbing)	Included	
Mental Health First Aid (MHFA) Certification Training	Included for your officers <i>MHFA is an 8-hour course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis.</i>	
RubiconMD	Included <i>ACH's team will have access to eConsults, which enable them to discuss patient cases with specialists before sending patients off-site (if appropriate).</i>	
Telehealth (upon request)	Included	

Prices will increase after 60 days.

For additional information, please contact:
Dave Tedrow, Program Consultant
 612.747.7056 / David.Tedrow@advancedch.com

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: 10/4/2021

Is this a new position? No

Title: <u>RN</u>	Division: <u>Sheriff's Office</u>
Former Incumbent: <u>RN Weegman</u>	Department: <u>Detention Center</u>
Former Incumbent's Wage: <u>37.36</u>	DBM Rating: <u>C42</u> Step: <u>10</u> Full-time/Part-time: <u>FT</u>
Incumbent's Last Working Day: <u>7/16/2021</u>	

Section 2: Proposed Position Information

Title: <u>Detention Nurse (RN or LPN)</u>	Division: <u>Sheriff's Office</u>
Department: <u>Detention Center</u>	Date of Need: <u>7/16/2021</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>251</u>	Program Code: <u>000</u>	Account: <u>6110</u>	% Percentage: <u>2%</u>
Fund Code: _____	Department: _____	Program Code: _____	Account: _____	% Percentage: _____
Target Salary: <u>29.43 (C42 step 1)</u>		Estimated Budget Impact: <u>Decrease in wage</u>		
Budgeted position: <u>Yes</u> 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.*
- Yes. Under 2911 rules, we are required to provide adequate healthcare services. If we are not meeting the standard that the DOC requires, they will either require a solution or suspend or license to operate. In addition, medical care is one of the most litigated pieces in corrections and there is a need for two nurses to limit that possibility as much as possible.
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
- Yes. A nursing license is required.
5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*
- This position allows us to provide consistent and quality health services to the detainee population with little to no mistakes. This position also allows us to have a relief position for each nurse so we can provide them with time off.
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
- This position is needed for the following reasons:
- Provide for contractual required time off.
 - Limit burnout associated with correctional healthcare and thus limit the likelihood for mistakes.
 - Possibility to hire an LPN or an RN at lower step. Creates a cost savings for the county.
 - DOC requirement to provide healthcare to the detainee population.
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?
- Possibility to partner with Public health to provide additional coverage for them in the event that there is additional time due to inmate number fluctuations.

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

- The organization would be impacted in a number of ways. Duties would go unfulfilled based on only having one nurse. We would not be able to provide health services to the detainee population if our current nurse took a leave of absence and the quality of services would diminish with one nurse. Workload would increase and become unmanageable for one nurse which may result in mistakes, which puts the county in a high liability position. The only additional solution to this would be contracting with an outside service (ACH) which is not a cost effective solution for the price.

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

No.

<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: RN	Division/Department: Community Services/Nursing
Immediate Supervisor's Position Title: Director of Nursing	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Director of Nursing, the RN is responsible for providing skilled nursing services and care to delegated clients in their homes. This classification performs such duties as providing health care treatments and interventions in accordance with care plans; assesses and evaluates home environment to identify care/health issues and revises care plans; provides instruction and educates to clients regarding how to maintain the least restrictive environment and adjust to various physical, mental or social limitations; and participating in any emergency preparedness events, as needed.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Implements client care plans in their homes. a) Provides skilled nursing treatments and interventions to clients to in their homes. b) Assesses and evaluates client health needs and environment to identify risk factors. c) Evaluates and revises care plans based upon in-home assessments. d) Observes physical and emotional reactions and reports significant observations to physicians. • Provides referral services and information to clients and/or their families regarding other community resources that might assist them with better meeting their social and/or financial needs. • Teaches and educates clients and/or their families regarding needs and changes that can be made to home environment to better meet the physical, mental and social limitations to maintain a least restrictive environment for the client. • Assists and participates in emergency preparedness response plans and events. • Maintains and updates all case records in accordance with policies and procedures. Completes reports and paperwork required by physicians, CMS, or other payer sources in a timely manner. • 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.
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: <u>Minimum</u> 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		AA Degree
	High school diploma or GED.		Major field of study or degree emphasis: Nursing
	1 year college	x 2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Knowledge of nursing practices, techniques, trends and procedures in providing skilled nursing care. • Knowledge of relevant laws, rules and regulations pertaining to the delivery of skilled nursing services to in home clients. • Knowledge of community resources. • Knowledge of medical terminology, disease processes, and drug interactions. • Knowledge and fundamentals of the issues and problems associated with aging and long term care needs of clients. • Nursing assessment and care planning. • Knowledge of department policies, procedures and case management/documentation requirements. • Basic computer operation and use of business productivity software/applications.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: No previous experience required beyond educational requirements.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hire: A valid MN Driver's License. Licensed Registered Nurse in State of MN.	
ESSENTIAL SKILLSREQUIRED TO PERFORM THE WORK		Skilled in: • Communicating and presenting health information in a clear, concise and effective manner and working with clients, staff, and their families in providing health care/services. • Providing skilled nursing treatments and interventions to clients in accordance with care plans and physician orders. • Teaching and instructing clients and their families in health needs, issues and concerns. • Makes referrals to other community resources/agencies to better meet the needs of the client. • Applying judgment, discretion and care decisions in addressing client care and needs. • Participates in the response to emergency preparedness events. • Monitoring and assessing the health care needs and nursing services provided to clients and makes revisions to care plans. • Applying and following regulations, rules, requirements and program policies and procedures. • Making nursing care assessments of client health conditions, care plans, and	

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

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .	
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: Duties associated with the job may subject the incumbent to involve some travel, 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. Revised 4/4/2014



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Health Services Assistant	Department: Detention Center
Immediate Supervisor's Position Title: Health Services Coordinator	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Health Services Coordinator, the Health Services Assistant is responsible for providing nursing services to inmates with illnesses and/or injuries; assists in the administration and monitoring of medications; assisting the Health Services Coordinator with instruction of correctional staff regarding health issues, concerns and related matters; and the maintaining of Detection Center health records in accordance with local, state and federal requirements.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Assists in providing medical/dental/mental health services under the direction of the Health Services Coordinator or other licensed medical provider. • Researches health histories of new inmates and coordinates care with outside private physicians and/or facility physician. • Reviews medical screening completed on admission, collects health history information, administers health care provider ordered tests and exams, and initiates treatment as needed within scope of practice. • Assists with record keeping of telephone orders, chronic diseases, mantoux histories, and medication usage. • Administers mantoux test to correctional inmates and annually to Detention Center employees and county staff. Assists with follow up education and monitoring conducted for those with positive mantoux. • Responds to medical calls and emergencies on health concerns/complaints. Provides treatment as ordered by health care provider. Refers inmates to health care provider as needed. • Assists with instruction of correctional staff regarding health matters, correctional health policies and procedures. Presents educational segments at least annually for staff on: medication administration, First Aid, CPR, blood borne pathogens, and other topics as requested by coordinator or training staff. • Assists in the maintenance of health records and files; required reporting of communicable diseases; and the monitoring of inventory supplies. • Performs other duties of a comparable level or type, as required. a) Assists with sick call under the supervision of the Health Services Coordinator. b) Maintains the confidentiality of health issues in accordance with HIPPA regulations. c) Attends training sessions, maintains licensing requirements and keeps abreast of changing trends in field.
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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		Vocational training
	High school diploma or GED.		Major field of study or degree emphasis: Licensed Practical Nursing
x	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 nursing care practices, techniques, and procedures in providing nursing care and treatments for geriatric and developmentally disabled residents - Knowledge of relevant laws, rules and regulations pertaining to the delivery of nursing services to residents. - Knowledge of medical terminology. - Knowledge and fundamentals of disease processes, issues and problems typically found in inmate populations. - Knowledge of the use of medical equipment and sterilization procedures. - Medications, drug interactions, medical terminology, and nursing care protocols. - Facility policies and procedures concerning administrative processes and procedures.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 2 years nursing experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hire: Requires a valid driver's in the State of MN. Licensed LPN in MN. CPR/AED Certification.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: - Administering medications and immunizations. - Applying policies, rules, guidelines and procedures pertaining to the planning and delivery of health care services in the jail. - Providing skilled nursing care and medical treatments/services to inmates. - Basic math skills. - Preparing and maintaining health records, files and reporting requirements. - Educating inmates and staff concerning public health concerns, communicable diseases, safety and risk management procedures, or other health issues. - Performing job assignments and nursing services in accordance with and under the direction of the Health Services Coordinator. - Applying judgment and discretion concerning referral to other health professionals or medical providers. - Operating and using computers and office productivity software/applications (e.g. email, word processing, spreadsheets, presentational software, etc.) in maintaining files and records.	

- Ability to use medical diagnostic and health care equipment.
- Communication, writing and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. involving the exchange of information in matters relevant to department operations and health issues.

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

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Light Work: Exerting up to 25 pounds of force frequently and up to 10 lbs 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: Incumbents may be subjected to blood, body fluids, exposure to contagious diseases, public contact involving serious risks, and work activities requiring constant precautions and safety considerations. Duties may include responding to health emergencies and being exposed to disease and contagious outbreaks. Nursing duties in the jail involve constant attention to safety and jail security procedures in working with inmates to minimize personal risks from inmates.

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. Revised 4/4/2014



Steele County Agenda Item

Subject: County Administrator Annual Performance Evaluation Process

Department: HUman Resources

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends using same form and process as in previous years.

Recommendation:

Information Item: Confirm process to be used for County Administrator Golberg's annual performance evaluation.

Background (*Including Budget Impact*):

County Administrator Golberg's anniversary in this position is October 30th. Per County Personnel Rules & Policies, the Board needs to complete his annual performance evaluation. Human Resources would like Board direction and confirmation on the process and timeline to be used.

Attachments:



Steele County Agenda Item

Subject: MRCI Lease – Administration Center

Department: Administrator's Office

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend approving the annual MRCI Lease with rate increase

Recommendation:

Approve 2022 office space lease with MRCI

Background (*Including Budget Impact*):

The County leases 1566 sq ft of office space in the lower level of the Administration Center to MRCI, who works with MN Prairie to provide employment services. The proposed 2022 lease is at \$15/sq ft (\$23,490 annual amount), which represents a 7% increase over the 2021 rate.

Attachments:

2022 MRCI Lease

LEASE OF COMMERCIAL SPACE

THIS AGREEMENT is by and between Steele County (the “County”), Lessor, and MRCI WorkSource (MRCI), Lessee.

In consideration of the mutual covenant contained herein, the parties agree as follows:

Section One Description of Premises

Lessors lease to the Lessee the portion of the premises located at 630 Florence Avenue, City of Owatonna, County of Steele, State of Minnesota, described as follows:

1,566 square feet of office space located on the garden floor of the Steele County Administration Center

Section Two Term

The term of this lease is for twelve months beginning January 1, 2022 and terminating on December 31, 2022.

Section Three Rent

Rent shall be payable as follows: the annual lease shall be twenty-three thousand four hundred and ninety dollars and zero cents (\$23,490.00). The Lessee shall pay in monthly payments of one thousand nine hundred and fifty-seven dollars and fifty cents (\$1,957.50). These rental amounts shall be on the first of each month during the calendar year, beginning January 1, 2022. There shall be no security deposit paid.

Section Four Scope of Lease

Payment of rent will cover the following items:

- Approximately 1,566 square feet of office space as defined in Section One.
- Use of common areas that are presently shared with employees of Steele County.
- Parking
- Utilities, including water, sewer, gas and electricity.
- Garbage and recycling management.
- Maintenance of real property
- Lawn care

- Snow removal
- Supplies for restroom facilities
- Cleaning of leased office space
- Cleaning of restrooms, waiting areas and other common areas
- Real estate taxes due on subject property
- Initial access key card as outlined in Tenant Key Card Policy
- Real property insurance

The rent payment will not cover the following items:

- Copy Machines and other technology
- Paper shredding
- Furniture
- Insurance applicable to its personal property
- Future physical plant modifications will be discussed on a case by case basis.

Section Five Restrictions

Lessee shall not use the premises in any manner that will increase the risks covered by insurance on the premises and result in an increase in the rate of insurance or a cancellation of any insurance policy, even if such use may be in furtherance of Lessee's business purposes. Lessee shall not keep, use or sell anything prohibited by any policy of fire insurance covering the premises necessary to keep in force the property and liability insurance. Lessee shall make no improvements to the premises without approval, in writing, from Lessors which shall not be unreasonably withheld.

Section Six Care of Property

Lessor represents that the premises are in fit condition for use by Lessee. Acceptance of the premises by Lessee shall be construed as recognition that the premises are in a good state of repair and in sanitary condition. Lessee shall surrender the premises, in the same condition as when Lessee took possession, allowing for reasonable use and wear, and damage by acts of God, including fires and storms. Before delivery, Lessee shall remove all business signs placed on premises by Lessee and restore the portion of the premises on which they are placed in the same condition as when received.

Lessor and Lessee will keep said premises in a neat, clean and respectful condition. If Lessee believes an unclean condition exists on the property they shall give notice of the same, including the specific conditions which need to be remedied and the Lessor shall have 30 days in which to correct such condition.

Routine maintenance which shall include, but not be limited to: light bulbs, cleaning supplies and floor coverings shall be the responsibility of the Lessor. In addition, major repairs will be the responsibility of Lessor, unless the negligence and/or abuse of the Lessee is the reason for any malfunction or damage.

Section Seven

Entry of Premises by Lessor

Lessor reserve the right to enter on the premises at reasonable times to inspect them, perform required maintenance and repairs, or make additions, alterations, or modifications to any part of the building in which the premises are located. The Lessee shall permit Lessor to do so. Lessor may erect scaffolding, post relevant notices, and place moveable equipment in connection with making alterations, additions, or repairs, all without incurring liability to Lessee for disturbance of quiet enjoyment of the premises, or loss of occupation thereof.

Section Eight

Waiver and Indemnity

Lessor (including their officers, employees, agents and representative) shall not be liable to Lessee or those claiming by, through or under Lessee for any injury, death, or property damage occurring in, on or about the property except for negligence directly attributable to the Lessor.

Section Nine

Sub-Lease or Assignment

Lessee will not assign or underlet said premises or any part thereof without the written consent of the Lessor. Any unauthorized assignment, sub-lease, or license to occupy by any Lessee shall be void and shall terminate the lease at the option of the Lessor.

Section Ten

Breach

The appointment of a receiver to take possession of the assets of Lessee, a general assignment for the benefit of the creditors of Lessee, any action taken or allowed to be taken by Lessee under any bankruptcy act, or the failure of Lessee to comply with each and every term and condition of this lease shall constitute a breach of this lease. Lessee shall have 15 days after receipt of written notice from Lessor of any breach to correct the conditions specified in the notice, or if the corrections cannot be made within the 15-day period, Lessee shall have a reasonable time to correct the default if action is commenced by Lessee within 15 days after receipt of the notice.

Section Eleven

Remedies of Lessor for Breach by Lessee

In the event of a breach under this lease, Lessor may terminate the lease on giving 30-days written notice of termination to Lessee. Without such notice, re-entry will not terminate the lease. On termination Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovering the premises and the worth of the balance of this lease over the

reasonable rental value of the premises for the remainder of the lease term, which sum shall be immediately due Lessor from Lessee.

MRCI Workforce

Steele County

By:

Steele County Administrator

Its: _____

Date: _____

Date: _____



Steele County Agenda Item

Subject: Phase 2 Environmental Site Assessment (ESA) – Old Highway Shop South Property

Department: Administrator's Office

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend authorizing Administrator to proceed with the preparation of a Phase 2 Environmental Site Assessment for the Old Hwy Shop South Property.

Recommendation:

Authorize Administrator to proceed with the preparation of a Phase 2 Environmental Site Assessment for the south property of the Old Highway Shop.

Background (*Including Budget Impact*):

The County's overall objective for property it owns is to use it for a public purpose or convey it for private use so that it can be placed on the tax rolls. During the Phase 1 ESA of the old highway shop properties, some site environmental conditions were identified on the south property. Typically, buyers of properties do not want to incur any liability and future cleanup costs on properties, so they require that a Phase 2 ESA be completed along with a subsequent "No Association Determination". Both the City of Owatonna and a potential buyer have requested the Phase 2 ESA/No Association Determination be completed before they would consider a conveyance.

Attachments:



Steele County Agenda Item

Subject: Register SteeleCountyMN.gov Domain

Department: Information Technology

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends authorizing IT Director to move forward with registration of the SteeleCountyMN.gov domain.

Recommendation:

Authorize IT Director to move forward with registration of the SteeleCountyMN.gov domain name from CISA. The process will also require signature of the Board Chair.

Background (*Including Budget Impact*):

In an effort to improve cybersecurity and reduce fraud, the federal government has established the .gov TLD (Top Level Domain). The use of .gov domains is restricted to federal, state, local, tribal, and territorial governments and a handful of businesses which directly support those agencies.

During the balance of this year, we can register our domain (SteeleCountyMN.gov) with CISA at no cost. The domain (SteeleCountyMN.gov) is consistent with the required naming convention.

We have been warned that at some unspecified date in the “near” future, use of a .gov domain will be required in order to receive any federal grant funding. In other words, we need to do this and for now we can do this for free.

As previously noted, this domain registration is free (during 2021). Updating our webhost to use this as the primary domain and redirecting the existing domain to the new primary domain will have minimal cost. The costs we will incur are related to branding -- reprinting business cards and updating any marketing materials. Those are not currently estimated but do not have to happen immediately. They can be spread out over time.

Attachments:

N/A



Steele County Agenda Item

Subject: School Resource Officer Training - Out of State Travel

Department: Sheriff's Office

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Recommend with reimbursement from federal government

Recommendation:

Information only - Required by feds to fulfill grant

Background (*Including Budget Impact*):

The School Resource Officer is required to attend an SRO training, OCT. 25-29. The nearest training is in MO. A budget impact will be made and paid by the SCSO, but then reimbursed by the federal government in its entirety.

Attachments:

SRO School and Hotel



Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 212102; CP 074-021-002

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: October 12, 2021

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 212102; CP 074-021-002 to Crane Creek Asphalt in the amount of \$12,910.81.

Background (*Including Budget Impact*):

This project provided overlays on County State-Aid Highways 45 from the Freeborn County line to CSAH 4 and on CSAH 42 (5th Ave NE) in Blooming Prairie. The final contract amount was \$1,291,080.70.

Attachments:

Resolution – Certificate of Final Acceptance

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

Contract Number: 212102
Contractor: Crane Creek Asphalt
Date Certified: September 15, 2021
Final Pay Request Number: 4

Whereas; Contract No. 212102 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

I, _____, County Auditor within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

State of Minnesota
County of Steele

Dated this ____ day of _____, 20__

At _____

Signed by _____
County Auditor
(SEAL)

STEELE COUNTY PERSONNEL AGENDA ITEM

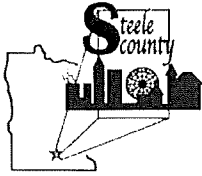
October 12, 2021 at 5:00 pm

OCTOBER EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Sean Benz	Asst. Director of Park & Recreation/P & R	10/03/21	16
Benjamin Frear	Deputy – Sheriff's Office	10/06/21	7
Katy McMann	RN – Public Health	10/07/21	8
Rene Gilormini	Veteran's Services Officer – Veteran's	10/24/21	16
William Bromley	Probation Officer II – Comm. Corr.	10/26/21	6
Kari Woltman	Deputy/Investigator – Sheriff's Office	10/27/21	10
Chad Schleuter	Training & Compliance Officer – Det. Ctr.	10/29/21	7



Steele County Agenda Item

Subject: Renew CUP #294 (JJD – Springer/Brady Pit)

Department: Planning & Zoning

Committee Meeting Date: October 4, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends combining Cup #310 with Cup #294 and renewal with 18 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from JJD Companies to combine CUP #310 with CUP #294 and renew. These CUP's allow the mining of sand and gravel in the W ½, NW ¼, Section 8, Blooming Prairie, Township on property owned by Judy Brady and Ed Springer.

Attachments:

Findings of Fact

Location Map

Site Maps

Staff Report

**COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #294**

Springer / Brady Pit

Applicant:

JJD Companies

Land Owner:

Ed Springer and Judy Brady

Project Description:

The applicant is requesting the renewal and combination of CUP #294 and CUP #310 which allow the mining and processing of sand and gravel including crushing, screening and stockpiling of aggregate material, and the stockpiling and processing of recyclable aggregate material.

Zoning District:

Agricultural District

Ordinance Section:

Condition #13 of CUP 294 and condition #10 of CUP 310 requires the permit to be renewed.

Property Description:

The W ½ of the NW ¼, Section 8, T 105 N, R 19 W, Steele County MN

General Criteria for considering a Conditional Use Permit:

- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the project will have no impact on parks and schools. No utilities or public facilities are used other than public roads. The site accesses onto SE 118th St. (CSAH #26) and SE 44th Ave. Both of these roads are adequate to handle the expected traffic.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find the surrounding land use includes mostly agricultural land. A single residence is located east of SE 44th Ave. Dust control shall be utilized on SE 44th Ave. in front of that residence if that road is used. No issues have been reported concerning neighboring residences with the existing mining operation.
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit will be similar to others in the area.
- 4) **The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use is an existing active mine. The proposed use shall be consistent with past mining operations.

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

The planning commission find gravel mining of aggregate material and the storage of aggregate material is consistent with the Zoning Ordinance.

6) The use will not create a traffic hazard or congestion:

The planning commission find the site will access onto SE 118th St. (CSAH #26) and SE 44th Ave. There have been no reported issues with traffic from this site. Truck hauling signs may be requested by the road authority to minimize potential hazards from truck traffic.

7) Existing businesses will not be adversely affected because of curtailment of customer's trade:

The planning commission find there are no permitted businesses in the vicinity of the gravel pit.

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

The planning commission find:

Access: The existing access roads are adequate.

Drainage: Water drains into the site.

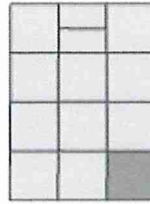
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance and combination of CUP #294 and CUP #310 with the following 18 conditions. (~~Strikethrough is deleted, underlined is added.~~)

- ~~1. Mining is limited to areas identified on the north 60 acres of the submitted site map.~~
- ~~2. 1. Mining is limited to a bottom elevation of 1270 feet.~~
- ~~3. 2. The crushing plant shall be located on the eastern edge of the mine.~~
- ~~4. 3. All access roads to the site shall be gated and kept closed when active mining is not occurring.~~
- ~~5. 4. Stop signs shall be placed on all exit roads entering onto public roads.~~
- ~~6. 5. Truck hauling signs shall be placed along CSAH #26 or SE 44th Ave. The size and placement of signs shall be at the direction of the Steele County Highway Department or Blooming Prairie Township.~~
- ~~7. 6. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.~~
- ~~8. 7. The applicant shall be responsible to maintain dust control on the access roads during periods of truck traffic. If SE 44th Ave. is used dust control measures must be used a minimum of 600 feet on both sides of all residences, and at the intersections of SE 44th Ave. and/or CSAH 26 and County Road 155.~~
- ~~9. 8. A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and the property to the south may be removed with agreement between both landowners~~
- ~~10. 9. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.~~
- ~~11. 10. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.~~
- ~~12. 11. Applicant is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.~~
- ~~13. 12. The applicant is responsible to initiate renewal proceedings on or before August 1, 2021 2026 or this permit becomes invalid.~~
- ~~14. 13. The storage of fuel must comply with MN Pollution Control Agency Regulations.~~

- ~~15.~~ 14. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.
- ~~16.~~ 15. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
16. Trucks shall not track material from the pit onto the public road.
17. Trucks hauling material to and from this site shall not use "jake brakes"
18. CUP #310 is hereby repealed and all amended conditions of CUP #294 apply to the entire property.

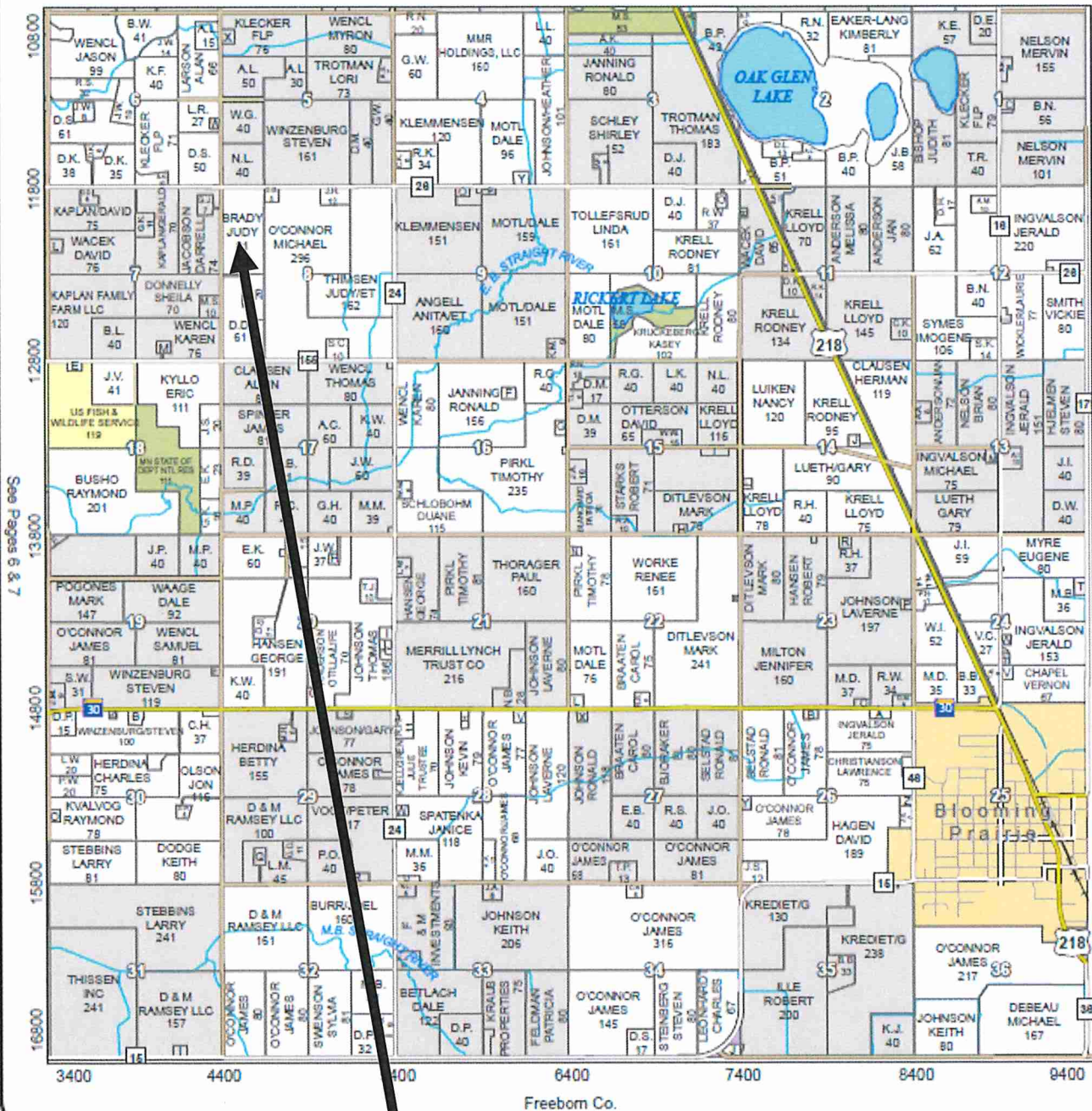
Blooming Prairie



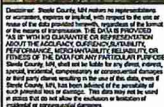
T.105N. - R.19W.



See Pages 10 & 11



Springer / Brady Pit
4561 118th St. SE



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mi

Staff Report
for
2021 Review of Conditional Use Permit #294 & #310
Springer / Brady Pit

- Operator:** JJD Companies.
- Owner(s):** Ed Springer & Judy Brady
- Project Location:** W ½ of the NW ¼, Section 8, T 105 N, R 19 W, Steele County MN
- Project Address:** 4561 SE 118th St.
Blooming Prairie, MN
- Zoning District:** Agricultural District
- Permitted Uses:** The excavation of sand and gravel, the crushing, screening and stockpiling of aggregate material, and the stockpiling and crushing of recycled aggregate material.
- Permit History:** The mining of this property was covered by two permits. CUP #294 to Ed's Backhoe Services covers the north 60 acres and CUP #310 to Ulland Brothers Inc. covers the south 20 acres. Staff was under the impression that both permits had been combined under CUP #294 but it doesn't appear that was ever formally done. The owners have indicated they would like both to be under the same permit.
- CUP #294
2002: Permit issued
2011: Permit renewed
2017: Permit renewed
- CUP #310
2004: Permit issued
2009: Permit renewed
2014: Permit renewed
- Conditions #294:**
1. Mining is limited to areas identified on the north 60 acres of the submitted site map.
 2. Mining is limited to a bottom elevation of 1270 feet.
 3. The crushing plant shall be located on the eastern edge of the mine.
 4. All access roads to the site shall be gated and kept closed when active mining is not occurring.
 5. Stop signs shall be placed on all exit roads entering onto public roads.
 6. Truck hauling signs shall be placed along CSAH #26. The size and placement of shall be at the direction of the Steele County Highway Department.
 7. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
 8. The applicant shall be responsible to maintain dust control on the access roads during periods of truck traffic.
 9. A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
 10. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.

11. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
12. Applicant is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
13. The applicant is responsible to initiate renewal proceedings on or before August 1, 2021 or this permit becomes invalid.
14. The storage of fuel must comply with MN Pollution Control Agency Regulations.
15. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.
16. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

Conditions #310:

1. Mining is limited to areas identified on the submitted site map.
2. Mining is limited to a bottom depth of 1286 feet.
3. The access roads to the site shall be gated.
4. Stop signs shall be placed on all access roads entering onto public roads.
5. Truck hauling signs shall be placed along and SE 44th Ave. The size and placement of these signs shall be at the direction of the Blooming Prairie Township.
6. Hours of operation shall be between 6:00 AM and 7:00 PM Monday thru Saturday.
7. The applicant shall be responsible to maintain dust control on the access roads, and on SE 44th Ave. a minimum of 600 feet on both sides of all residences, and at the intersections of SE 44th Ave. and/or CSAH 26 and County Road 155.
8. Applicant is responsible to maintain the township road during hauling activities to the satisfaction of Blooming Prairie Township officials.
9. A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and the property to the south may be removed with agreement between both landowners.
10. Applicant is responsible to initiate renewal proceeding on or before January 1, 2019 or this permit becomes invalid.
11. Final reclamation shall be completed in phases and shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
12. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits and DNR Water Appropriation Permits.
13. Storage of recyclable aggregate material shall not exceed 60,000 cu. yds.
14. Trucks shall not track material from the pit onto the public road.
15. Trucks hauling material to and from this site shall not use "jake brakes"
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.

	<u>CUP #294</u>	<u>CUP #310</u>	<u>Total</u>
Total Acres:	60 acres	20 acres	80 acres
Minable Acres:	42 acres	18 acres	60 acres
Active Areas:	10 acres	17 acres	27 acres
Reclaimed Areas:	2 acres	2.2 acres	4.2 acres
Natural Elev:	1290 ft. - 1320 ft.	1300 ft. – 1320 ft.	1290 ft – 1320 ft.
Permitted Elev:	1270 ft.	1286 ft.	
Mining Elev:	1295 ft.	1292 ft.	

Road Access: SW 118th St. (CSAH #26) SE 44th Ave. (gravel township)
(north to CSAH 26 or south to CSAH 155)

Recyclable Amt: Minimal, less than 100 cu. yds. of concrete.

Aggregate Taxes: Aggregate taxes are current

Material Removed: Records indicated the following amount of material was removed.

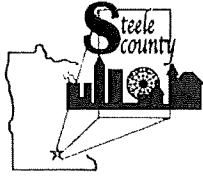
2020 – 336 ton	0
2019 – 7,779 ton	0
2018 – 4,514 ton	0
2017 – 1,020 ton	0
2016 – 180 ton	0

Other Permits: Nation Pollution Disposal Elimination System (NPDES): General Permit
DNR Water Appropriations: None

Comments: All the mining in the past 5 years has occurred in the northern 60 acres. If the permits are combined into one permit, the following conditions could be considered. These conditions include a renewal in 5 more years and the option to eliminate the setback to the south boundary line owned by Joe Wondra with mining allowed by CUP #216 to Joe Wondra who is mining the property to the south.

- Conditions**
- ~~1.~~ Mining is limited to areas identified on the north 60 acres of the submitted site map.
 - ~~2.~~ 1. Mining is limited to a bottom elevation of 1270 feet.
 - ~~3.~~ 2. The crushing plant shall be located on the eastern edge of the mine.
 - ~~4.~~ 3. All access roads to the site shall be gated and kept closed when active mining is not occurring.
 - ~~5.~~ 4. Stop signs shall be placed on all exit roads entering onto public roads.
 - ~~6.~~ 5. Truck hauling signs shall be placed along CSAH #26 or SE 44th Ave. The size and placement of signs shall be at the direction of the Steele County Highway Department or Bloomington Prairie Township.
 - ~~7.~~ 6. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
 - ~~8.~~ 7. The applicant shall be responsible to maintain dust control on the access roads during periods of truck traffic. If SE 44th Ave. is used dust control measures must be used a minimum of 600 feet on both sides of all residences, and at the intersections of SE 44th Ave. and/or CSAH 26 and County Road 155.
 - ~~9.~~ 8. A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and the property to the south may be removed with agreement between both landowners
 - ~~10.~~ 9. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
 - ~~11.~~ 10. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.

- ~~12.~~ 11. Applicant is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
- ~~13.~~ 12. The applicant is responsible to initiate renewal proceedings on or before August 1, ~~2021~~ 2026 or this permit becomes invalid.
- ~~14.~~ 13. The storage of fuel must comply with MN Pollution Control Agency Regulations.
- ~~15.~~ 14. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.
- ~~16.~~ 15. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
- 16. Trucks shall not track material from the pit onto the public road.
- 17. Trucks hauling material to and from this site shall not use "jake brakes"
- 18. CUP #310 is hereby repealed and all amended conditions of CUP #294 apply to the entire property.



Steele County Agenda Item

Subject: CUP #428 (GJW LLC – Stormwater Pond)

Department: Planning & Zoning

Committee Meeting Date: October 4, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 3 conditions based on the Findings of Fact.

Background *(Including Budget Impact)*:

This request is from Greg Wencil on behalf of GJW LLC to construct a stormwater pond on property located in the S ½, NW ¼, NW ¼, Section 33, Clinton Falls Township. The pond would be to treat stormwater from this property and the adjoining property to the north. The property address is 3419 County Road 45 North.

Attachments:

Findings of Fact

Location Map

Site Maps

Staff Report

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #428

Applicant:
GJW LLC

Land Owner(s):
GJW LLC

Project Description:

Construct a stormwater pond for current and future development on the property to the north and on this property. The northern property has been annexed into the City of Owatonna and is the location of the TraLo Trucking office. Approximately 17 acres of Tralo's property would drain into the pond and approximately 8 acres of this property will drain into the pond. This property is still outside the city limits.

Zoning District(s):
General Business

Ordinance Section:

Section 1524.02 of the Steele County Zoning Ordinance requires a conditional use permit for the excavation of open pits and impoundments of water.

Property Address:

3419 County Road 45 North
Owatonna, MN 55060

Project Site Legal Description:

The South 650 feet of the NE 1/4 of NW 1/4 of Section 33, Township 108 North, Range 20 West, Steele County, Minnesota, lying West of the Chicago, Rock Island and Pacific Railway, formerly the Burlington, Cedar Rapids and Northern Railway

AND

The South 650 feet of the NW 1/4 of the NW 1/4 of Section 33, Township 108 North, Range 20 West, Steele County, Minnesota, lying Easterly of a line 235 feet easterly of the following described line:

Beginning at a point on the North line of Section 32, Township 108 North, Range 20 West, distant 150.9 feet West of the Northeast Corner thereof; thence run southerly at an angle of 87°01'30" with said North Section line 1400 feet and there terminating.

EXCEPTING THEREFROM All that part of the NW 1/4 of the NW 1/4 and all that part of the NE 1/4 of the NW 1/4 of Section 33, T 108 N, R 20 W, Steele County, Minnesota, described by:

Commencing at the northwest corner of said NW 1/4; thence S 0°16'34" W, assumed bearing, 1330.31 feet to the southwest corner of said NW 1/4 of NW 1/4; thence S 89°30'10" E 799.37 feet along the south line of said NW 1/4 of NW 1/4 to the True Point of Beginning; thence S 89°30'10" E 621.01 feet along the south line of said NW 1/4 of NW 1/4 and the south line of said NE 1/4 of NW 1/4 to the westerly right of way line of the Chicago, Rock Island and Pacific Railroad; thence N 1°46'14" E 344.24 feet along the westerly right of way line of said Railroad; thence N 89°30'10" W 621.01 feet; thence S 1°46'14" W 344.24 feet to said True Point of Beginning.

General Criteria for considering a Conditional Use Permit:

- 1) The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission finds the proposal should not affect parks or schools, streets or other public facilities or utilities.
- 2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:**
The planning commission finds the proposal should not affect adjacent land values and will aid in the development of the adjoining property.
- 3) The appearance will not have an adverse effect on adjacent properties:**
The planning commission finds the appearance will not have an adverse effect on adjacent properties.
- 4) The use is reasonable and is related to the existing land use and the needs of the county:**
The planning commission finds the use is reasonable related to the existing land use.
- 5) The use is consistence with the purpose of the zoning ordinance and zoning district:**
Zoning Ordinance:
The planning commission finds the property is zoned as general business and the excavation is allowed by a conditional use permit.
- 6) The use will not creation a traffic hazards or congestion:**
The planning commission find the use will not cause traffic hazards or congestions.
- 7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:**
The planning commission finds the use will not adversely affect neighboring businesses.
- 8) Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission finds the existing access road, drainage and other facilities are adequate for the proposed stormwater pond.

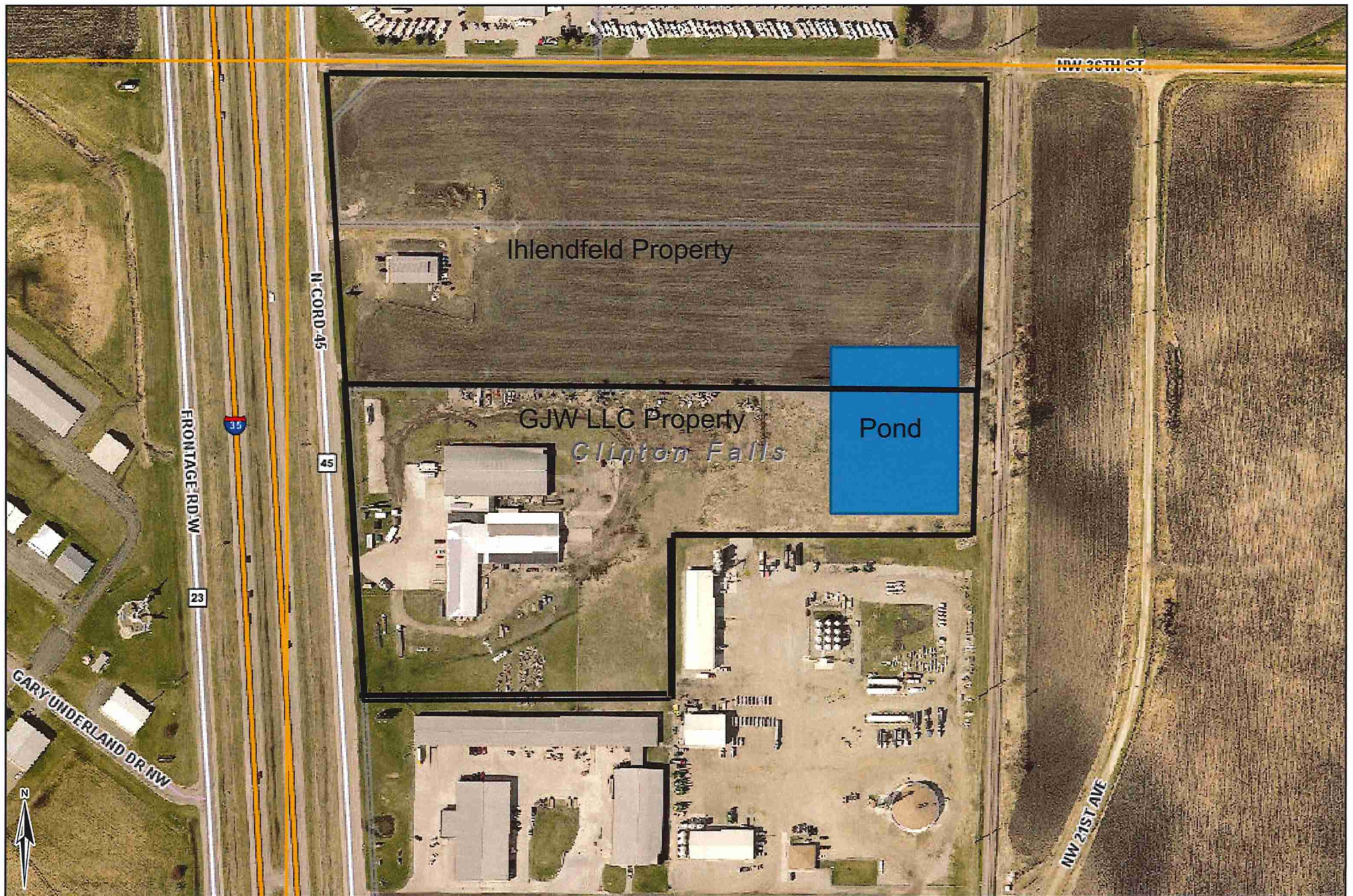
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #428 with the following conditions.

1. The storm water pollution prevention plan (SWPPP) shall meet the requirements of the City of Owatonna stormwater ordinances.
2. If any construction is to occur in the road right-of-way or if any outlets are connected to the County 45 stormwater system, a permits shall be obtained from the Steele County Highway Department.
3. Soil stockpile areas which remain unworked for more than 7 days shall be stabilized with seed or other best management practices to prevent erosion and sedimentation from those areas.

	1	2
1		
2		
3		
4		





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

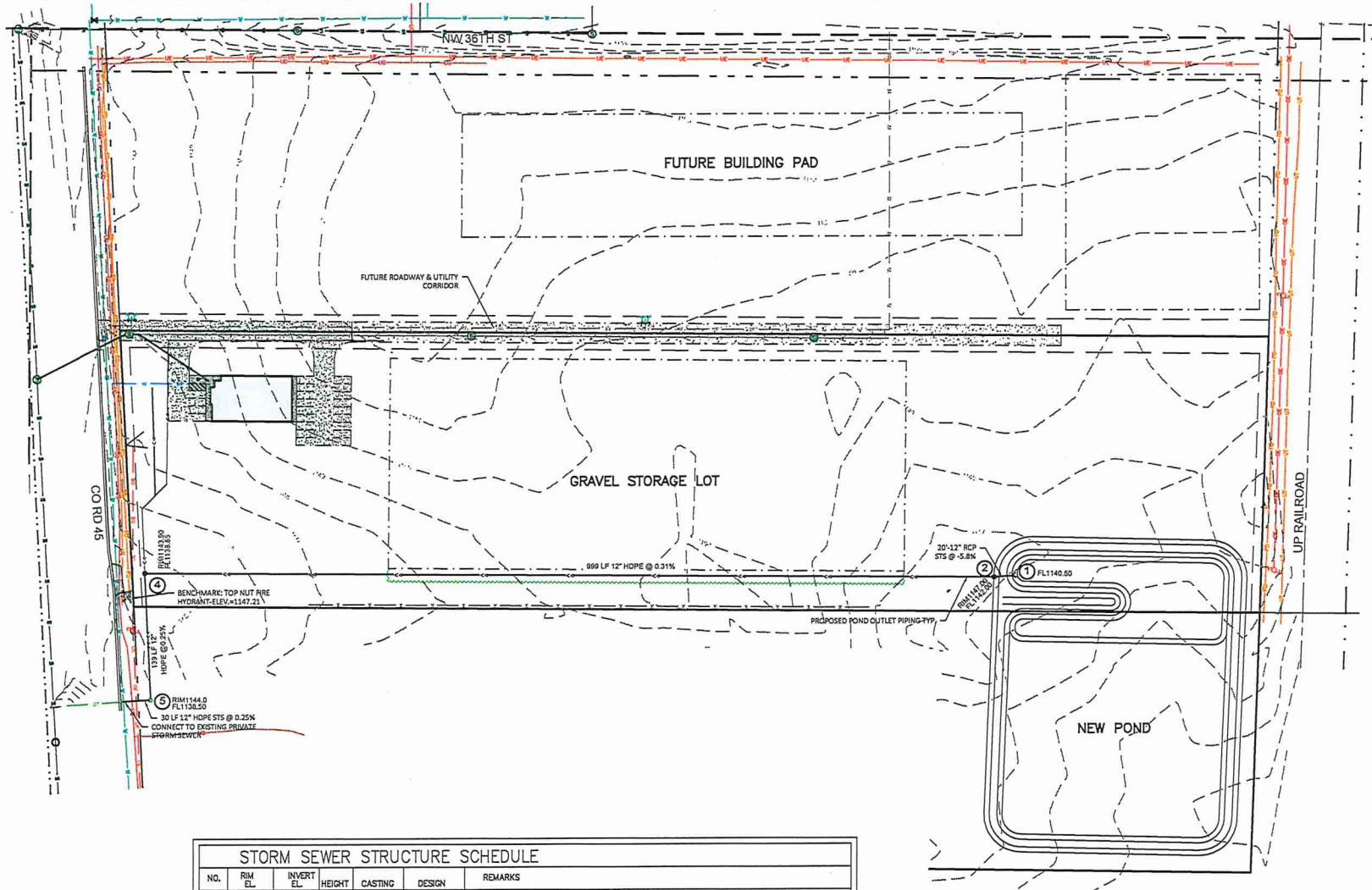
0 0.02 0.04 0.08
mi

Stormwater Pond Location

September 24, 2021

118 of 155





STORM SEWER STRUCTURE SCHEDULE						
NO.	RIM EL.	INVERT EL.	HEIGHT	CASTING	DESIGN	REMARKS
1	-	1140.50	-	-	-	12" RCP APRON & TRASH GUARD (SUBMERGED INLET)
2	1147.00	1142.00	5.00	R1772	G	
3	-	-	-	-	-	NOT USED
4	1143.90	1138.85	5.05	R1772	G	
5	1144.00	1138.50	5.50	R1772	G	

60 0 60
HORIZ. SCALE FEET
DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION
-	-	-	-
-	-	-	-
-	-	-	-

JONES HAUGH SMITH
Engineers-Surveyors
415 West North Street Owatonna, MN 56051-4558

DESIGNED: JACS
DRAWN: JACS
CHECKED: JAU
Date: 4/25/21
DWG: JH-1000
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
John M. Schulte V
License No. 44638 Date: 4/26/21

IHLENFELD-WILDUNG NORTH POND
WILDUNG NORTH ADDITION
OWATONNA, MN
UTILITY PLAN
SHEET 4 OF 7

PROJECT STORMWATER DATA:

DISTURBED AREA: 19.61 ACRES

NEW HARD SURFACE: 25.76 ACRES

REQUIRED WQV: 1.1" x 25.76 x 43560 = 102860 CF

TREATMENT DATA FOR POND:

RUNOFF VOLUME DIRECTED TO BMP: 13.54 AC-FT
VOLUME TREATED BY BMP: 13.54 AC-FT
TYPICAL REDUCTIONS: 50% T_p 64% T_{ss}

WQV PROVIDED: 485517 CF FROM ELEV. 1142 TO 1147

COMPARISON OF FLOW RATES

	EXISTING	CONSTRUCTED POND
2-YEAR	45.36 CFS	2.87 CFS
10-YEAR	88.09 CFS	3.03 CFS
100-YEAR	180.26 CFS	3.00 CFS

COMPARISON OF STORMWATER POLLUTANT LOADING

	EXISTING	PROPOSED
TP	22.13#	20.9#
TSS	2262.6#	1210.6#

PROVISION OF ANNUAL STORMWATER VOLUME REDUCTIONS
TREES WILL BE PLANTED BASED ON FINAL SITE DESIGN

SWPPP LEGEND

- (IP) CATCH BASIN INLET PROTECTION
- (CE) CONSTRUCTION ENTRANCE
- (SF) SILT FENCE - MACHINE SUCED
- (EO) EMERGENCY OVERFLOW (RIPRAP SPILLWAY)
- (SH) SILT SOCK (WOOD CHIP)

ESTIMATED ESC QUANTITIES

RANDOM RIP RAP, CLASS 2
CONSTRUCTION ENTRANCE
RAPID STABILIZATION - METHOD 4
INLET PROTECTION
SILT FENCE-MACHINE SUCED
SILT SOCK (WOOD CHIP BIO-ROLL)

98	CY
1	EA
9450	SY
1	EA
4798	LF
250	LF

60 0 60
HORIZ. SCALE FEET

DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION



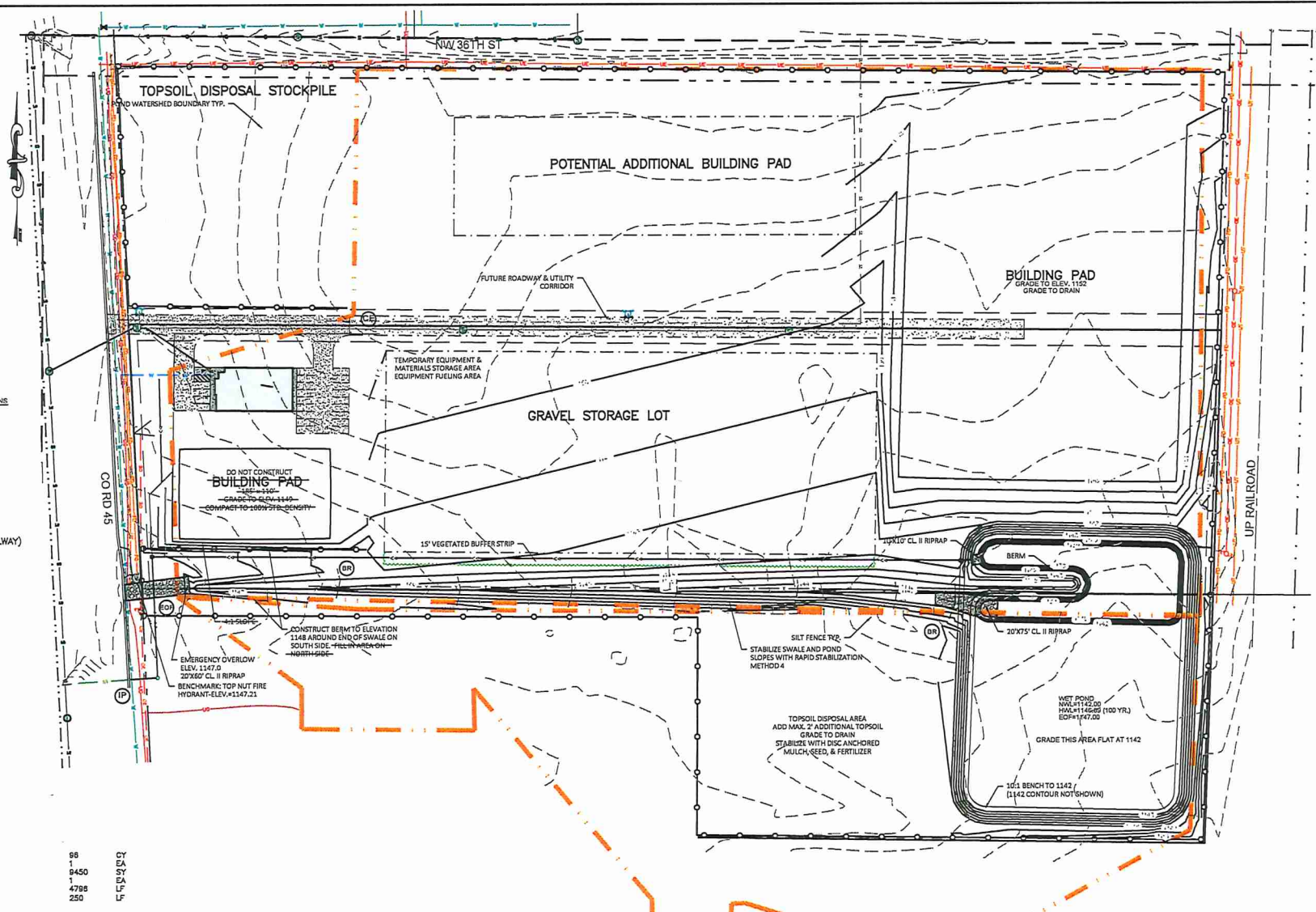
JONES HAUGH SMITH
Engineers & Surveyors
415 West North Street Owatonna, MN 56045-4556

DESIGNED: JWS
DRAWN: JWS
CHECKED: JWS
DATE: 8/26/21
DWG: 21-008

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
John H. Schulte V
License No. 44638 Date: 8/26/21

IHLENFELD-WILDUNG NORTH POND
WILDUNG NORTH ADDITION
OWATONNA, MN
SWPPP & CONCEPT GRADING PLAN

SHEET
5
OF
7



Staff Report
for
Conditional Use Permit # 428
GJW LLC – Stormwater Pond

Applicant:

Greg Wencil on behalf of GJW LLC

Property Owner(s):

GJW LLC

Property Address:

3419 County Road 45 North
Owatonna, MN 55060

Property Legal Description:

The South 650 feet of the NE 1/4 of NW 1/4 of Section 33, Township 108 North, Range 20 West, Steele County, Minnesota, lying West of the Chicago, Rock Island and Pacific Railway, formerly the Burlington, Cedar Rapids and Northern Railway

AND

The South 650 feet of the NW 1/4 of the NW 1/4 of Section 33, Township 108 North, Range 20 West, Steele County, Minnesota, lying Easterly of a line 235 feet easterly of the following described line:

Beginning at a point on the North line of Section 32, Township 108 North, Range 20 West, distant 150.9 feet West of the Northeast Corner thereof; thence run southerly at an angle of 87°01'30" with said North Section line 1400 feet and there terminating.

EXCEPTING THEREFROM All that part of the NW 1/4 of the NW 1/4 and all that part of the NE 1/4 of the NW 1/4 of Section 33, T 108 N, R 20 W, Steele County, Minnesota, described by:

Commencing at the northwest corner of said NW 1/4; thence S 0°16'34" W, assumed bearing, 1330.31 feet to the southwest corner of said NW 1/4 of NW 1/4; thence S 89°30'10" E 799.37 feet along the south line of said NW 1/4 of NW 1/4 to the True Point of Beginning; thence S 89°30'10" E 621.01 feet along the south line of said NW 1/4 of NW 1/4 and the south line of said NE 1/4 of NW 1/4 to the westerly right of way line of the Chicago, Rock Island and Pacific Railroad; thence N 1°46'14" E 344.24 feet along the westerly right of way line of said Railroad; thence N 89°30'10" W 621.01 feet; thence S 1°46'14" W 344.24 feet to said True Point of Beginning.

Project Description:

Construct a stormwater pond for current and future development on the property to the north and on this property. The northern property has been annexed into the City of Owatonna and is the location of the TraLo Trucking office. Approximately 17 acres of Tralo's property would drain into this pond and approximately 8 acres of this property will drain into the pond. This property is still outside the city limits.

Zoning District:

General Business

Reason for Conditional Use Permit Application:

Section 1524.02 of the Steele County Zoning Ordinance requires a conditional use permit for the excavation of open pits and impoundments of water.

General Criteria to consider for a Conditional Use Permit:

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

The proposal should not affect parks or schools or other public facilities or utilities.

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

The Tralo property to the north had been agricultural but is being developed into general business uses. There are some agricultural fields to the east, but they should not be affected by this stormwater pond. The nearest residential properties are located ½ mile away or greater and should also not be affected by this proposal.

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

As mentioned, the property to the north is in the City of Owatonna and is being developed into commercial uses. This pond would service that development. Properties to the south are utilized for businesses, and storage and should not be affected by the appearance of a stormwater pond.

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

The site is a 16 acre parcel and is one of several in that area owned by GJW LLC that he leases out to various businesses. This parcel contains two buildings. A 21000 sq. ft. warehouse building to the north and a 29,500 sq. ft building to the south used for business and storage. These buildings were built in the 1970's and 1990's before stormwater ponds were a requirement. Future development on the site would need to abide by stormwater rules administered by the MPCA and may require stormwater management practices. Because the development on the Tralo site is in Owatonna, it must abide by stormwater rules administered by Owatonna. Because the pond sits in two difference jurisdictions, the county should consider requiring the pond to meet all of the requirements of the City of Owatonna if they approve this permit.

5) The use is consistence with the purposed of the zoning ordinance and zoning district:

The property is zoned as General Business. According to the zoning ordinance, the General Business district is to provide for the establishment of commercial and service activities which draw and serve customers from the area or region. Future development of this property may require additional stormwater management. The area is also in the Safety Zone C or the Owatonna Airport. Safety Zone C has height limitations and prohibits uses that may cause interference from radio waves or lighting. A stormwater pond would be an allowable use.

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

Additional traffic may occur during construction but there would be no additional traffic once the pond was built.

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

Existing businesses in the area include Tralo Trucking and other business on GJW LLC properties such as Hillyard, and Concrete Enterprises Inc. (CEI) Other business include Central Farm Services. Camping World, (formerly Noble RV) to the north and House Chevrolet, and Cabela's further north on the west side of I-35. AJ Lysne is to the south. A stormwater pond should be compatible with these other businesses in the area.

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

Access: Construction of the pond would utilize existing accesses.

Water: Water is not required.

Sewage: Sewage is not required.

Drainage: The pond is being construction to manage stormwater from new and potential development on the two properties. Most of Tralo's property and approximately 8 acres of GJW LLC's property will drain into the pond. The pond is designed to manage flow rates so that runoff from the drainage area after development does not exceed runoff pre-development for a 2 year, 10 year, and 100 year storms. The pond is also designed as a "wet pond" to manage pollutants and allow for sediments to settle out before discharging into a 12 inch tile. The discharge tile will connect to an existing private tile that drains to the west.

Staff Comments:

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

1. The storm water pollution prevention plan (SWPPP) shall meet the requirements of the City of Owatonna stormwater ordinances.
2. If any construction is to occur in the road right-of-way or if any outlets are connected to the County 45 stormwater system, a permits shall be obtained from the Steele County Highway Department.
3. Soil stockpile areas which remain unworked for more than 7 days shall be stabilized with seed or other best management practices to prevent erosion and sedimentation from those areas.



Steele County Agenda Item

Subject: DebtBook Proposal

Department: Treasurer's Office/Finance

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Present to full Board for approval

Recommendation:

Approve proposal for DebtBook

Background (*Including Budget Impact*):

Recently the Governmental Accounting Standards Board (GASB) issued Statement No. 87, Leases, which outlines new requirements for governmental entities when it comes to lease accounting. GASB 87 changes the financial reporting requirements of organizations that enter into contractual relationships that meet the definition of a lease for assets such as real estate, vehicles and equipment. Under the new rules, a lessee recognizes a lease liability and an intangible asset while the lessor recognizes a lease receivable and a deferred inflow of resources. GASB 87 is effective for fiscal years beginning after June 15, 2021.

GASB 87 will be challenging as the computations to maintain compliance of the standard brings a lot of complexity to it and the amount of data required will be overwhelming to gather and maintain. Also, implementing this new standard will require a software more sophisticated than what a typical spreadsheet can do. Two vendors that offer this type of software were reviewed, Visual Lease and DebtBook. Visual Lease's quote was \$11,500 for initial setup and the use of software and \$2000 annually thereafter. DebtBook's quote is \$7250 for setup and software and \$7500 annually. DebtBook offers assistance to interpret leases and implement them into the software to get the information needed to include in the financials. This service and expertise is the reason why I am recommending we use DebtBook to assist us with this new standard. Upon approval, we will be able to get a jumpstart preparing for this new standard this year and DebtBook is willing to bill us in 2022 for the use of the software which is included in the Treasurer/Finance 2022 budget.

Attachments: DebtBook Proposal

Contract & Pricing

Order Form

Customer: Steele County

Effective Date: 1/1/2022

****This pricing expires on 9/30/21****

DebtBook's pricing is tiered based on the amount of debt and lease obligations Steele County has outstanding, based on both number of issues and amount outstanding. We do this for two reasons: 1. to ensure pricing is aligned with the value provided to our clients, and 2. to ensure smaller organizations have access to an affordable solution.

Implementation Charges

These charges cover DebtBook's cost of onboarding Steele County. These are one time charges and are not recurring.

Tier	Debt & Lease Obligations Outstanding (# and \$)	Implementation Charge
1	Up to 15 and \$50 million	\$1,500
2	Up to 75 or \$200 million	\$2,250
3	Up to 150 or \$1 billion	\$3,750
4	Up to 300 or \$3 billion	\$5,250
5	Up to 500 or \$5 billion	\$7,500

Phased Implementation

Should implementation take place in multiple phases (i.e. debt immediately and leases later), DebtBook would send an invoice for the initial Implementation Charge based on the then applicable Tier at contract execution. Once the additional implementation begins, DebtBook would send a separate invoice to cover the difference between the initial Implementation Charge and the final Implementation Charge after any additional implementations have been completed.

For example, should the Customer initially implement debt with 20 loan obligations (Tier 2), a \$2,250 Setup Charge would be due. Should the Customer implement 100 leases six months later, bringing total obligations to 120 (Tier 3), an additional \$1,500 ($\$3,750 - \$2,250 = \$1,500$) would be due. Alternatively, should the Customer only have 20

leases to implement, bringing total obligations to 40 (Still Tier 2), no additional implementation charge would be due.

Recurring Charges

These charges are based on the same pricing tier as the Implementation Charges but are recurring rather than one time. These charges include unlimited access to the application, users, sharing, and support. This includes all functionality related to DebtBook's debt and lease management software.

Tier	Debt & Lease Obligations Outstanding (# and \$)	Annual Rate
1	Up to 15 and \$50 million	\$5,000
2	Up to 75 or \$200 million	\$7,500
3	Up to 150 or \$1 billion	\$12,500
4	Up to 300 or \$3 billion	\$17,500
5	Up to 500 or \$5 billion	\$25,000

Pricing Adjustments After Year 1 - Recurring Charges

The Annual Rates shown above are fixed through the Contract End Date. During the course of the Initial Term, should the number of obligations increase or decrease into a new tier by a **material** amount (5 or more), the Customer's pricing tier will be reset to reflect the new number of obligations at the next 12-month anniversary of the Contract Start Date.

For example, should the Customer initially implement debt with 20 loan obligations (Tier 2), a \$7,500 Annual Rate would be charged. Should the Customer implement 100 leases six months later, bringing total obligations to 120 (Tier 3), **no additional payment would be immediately due**. At the next 12-month anniversary of the Contract Start Date, the Annual Rate would increase from Tier 2 (\$7,500) to Tier 3 (\$12,500).

Total Charges

Name	Price	QTY	Discount	Subtotal
Tier 2: Recurring Charge DISCOUNTED TO TIER 1	\$7,500.00	1	-\$2,500.00	\$5,000.00
Tier 2: Setup Charge	\$2,250.00	1	\$0.00	\$2,250.00
Subtotal				\$7,250.00
Total				\$7,250.00

Terms and Conditions

This agreement will be effective as of the Effective Date and continue for a period of one year (the "Initial Term") unless earlier terminated in accordance with the Master Subscription Agreement. The Parties will have the option to renew for an additional 12-month term(s) (each, a "Renewal Term") at the agreed-upon Annual Rate. The Initial Term, together with any Renewal Term, is the Term.

For additional clarity, the County will pay \$7,250 upon the effective date. This amount is comprised on the discounted Recurring charge (for the first year) and the \$2,250 implementation fee. For years following, the County would come up to Tier and pay (for Tier 2) \$7,500 a year.

Contract Start Date: 1/1/2022

Contract End Date: 12/31/2022

Billing Frequency: Annual

Payment Terms: Net 30

Billing Method: Email

Contact Information for All Notices

Steele County
630 Florence Ave, Owatonna, MN 55060

DebtBook
1920 Abbott St. Ste 303 Charlotte, NC
28203

Steele County**630 Florence Ave, Owatonna, MN 55060**

Primary Contact: Cathy Piepho

Email: catherine.piepho@co.steele.mn.us

Billing Contact: Cathy Piepho

Email: catherine.piepho@co.steele.mn.us

DebtBook**1920 Abbott St. Ste 303 Charlotte, NC
28203**

Primary Contact: Bill Fray

Email: bill.fray@debtbook.com

*All billing related inquiries may be directed to
billing@debtbook.com.*

This Order Form, together with the terms of the Master Subscription Agreement ("MSA") and incorporated herein by reference (Master Subscription Agreement and together with this Order Form, the "Agreement"), constitutes the complete and exclusive statement of all mutual understandings and agreement between DebtBook and the Steele County specified above, as to its subject matter and supersedes all prior or contemporaneous proposals, communications and understandings, oral or written. DebtBook expressly rejects any different or additional terms or conditions contained in any documents issued or submitted by Steele County. DebtBook's provision of credit, acceptance of any Order Form and/or provision of any services are expressly made conditional on Steele County's assent to this Order Form and the MSA.

Except as expressly set forth herein, this Agreement may not be amended, changed, or modified, except by a written document that is duly signed by each party's authorized representative.

By signing this Order Form, DebtBook and the Steele County are agreeing to the terms in this Order Form as well as the governing Master Subscription Agreement referenced herein. If you are acting on behalf of a company, you represent that you are authorized to bind the company to this Order Form.

DebtBook

Steele County



Name: Bill Fray

Title: Regional Sales Director

Date: 1/1/2022

Name: Cathy Piepho

Title: County Treasurer / Finance Director

Date: 1/1/2022

Master Subscription Agreement

PLEASE READ THIS CAREFULLY. THIS MASTER SUBSCRIPTION AGREEMENT ("MSA") (TOGETHER WITH THE APPLICABLE ORDER FORM, THE "AGREEMENT") IS A LEGAL AGREEMENT BETWEEN FIFTH ASSET INC. ("FIFTH ASSET", "DEBTBOOK" OR "WE") AND YOU INDIVIDUALLY, IF YOU ARE AGREEING IN YOUR PERSONAL CAPACITY, OR IF YOU ARE AUTHORIZED TO CONSENT ON BEHALF OF YOUR COMPANY OR ORGANIZATION, BETWEEN THE ENTITY FOR WHOSE BENEFIT YOU ACT ("YOU" OR "CUSTOMER"). BY USING ONE OR MORE OF THE FIFTH ASSET SERVICES, YOU ARE AGREEING TO BE BOUND BY THIS AGREEMENT.

1. Definitions. In addition to the terms defined in the body of the Agreement, the following terms have the following meanings:

"Activation Date" means the day following the issuance of User login names and a password to the Customer to access the Fifth Asset Platform. Unless otherwise agreed by the parties, Activation Date shall occur within seventy-two (72) hours of the execution date hereof unless otherwise agreed by the parties.

"Affiliates" means any entity which directly or indirectly controls, is controlled by or is under common control with the subject entity. "Control", for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.

"Customer Data" means any data uploaded by Customer to the Fifth Asset Platform that would typically be provided in the normal course of using the Fifth Asset Platform, as well as all information generated by the End Users during the use of the Fifth Asset Platform, not including any personally identifiable information or any Public Data (whether Public Data at the time of upload or at a later time).

"End Users" means individuals who are authorized by Customer to use the Fifth Asset Platform and who have been supplied user identification and passwords by Customer (or by Fifth Asset at Customer's request). End Users may include but are not limited to employees, consultants, contractors, and agents of Customer or its Affiliates. A separate user identification and password is required for each individual End User.

"Fifth Asset Platform" means the online application provided by Fifth Asset and the underlying servers and software used to provide the online application (collectively the "System").

"Order Form(s)" means the ordering documents that are executed hereunder by the parties from time to time, in the form provided by Fifth Asset. Order Forms shall be deemed incorporated herein.

"Public Data" means any public or publicly available data in the Fifth Asset Platform, including any such data uploaded by any Customer, and includes all data uploaded by or on behalf of any government Customer or its End

Users. For the avoidance of doubt, for purposes of this Agreement “public or publicly available” shall mean any information that either party has a reasonable basis to believe is lawfully made available to the general public from: federal, state or local government records; widely distributed media; or disclosures to the general public that are required to be made by federal, state or local law.

“Subscription” means the right to access the Fifth Asset Platform during the Subscription Term.

“Support” means the general maintenance services and technical support provided in respect of the Fifth Asset Platform set forth in the Order Form.

2. Provision of the Platform.

2.1 Subject to the terms and conditions of this Agreement, Fifth Asset shall make the Fifth Asset Platform available to Customer and its End Users pursuant to this Agreement and all Order Forms during the Subscription Term. Customer agrees that its purchase of the Subscription is neither contingent upon the delivery of any future functionality or features nor dependent upon any oral or written public comments made by Fifth Asset with respect to future functionality or features.

2.2 A Subscription relates solely to access to the Fifth Asset Platform. Customer, at its own expense, and each End User, as applicable, is responsible for procuring all services, desktop hardware, desktop software, and other technology (including, but not limited to, Internet access service, web browsers, email clients, and the Microsoft Office suite) necessary to access the Fifth Asset Platform.

3. Data and Requirements.

3.1 Ownership and License of Data. Customer retains all right, title and interest in and to all Customer Data, but not in Public Data. Customer hereby grants to Fifth Asset a limited worldwide, non-exclusive, non-transferable (except as set forth herein), sub-licensable (to the extent reasonably necessary for the operation of the Fifth Asset Platform, including any backup or disaster recovery) license to Fifth Asset to the Customer Data, including use and copying, for purposes of operation of the Fifth Asset Platform, including backup and disaster recovery. Customer acknowledges and agrees that Fifth Asset is not subject to any limitations with regard to Public Data, including in its use, processing, distribution, sale, or copying, and that Fifth Asset may provide Public Data to any other customer without restriction.

3.2 Compliance. Customer is responsible for all activities that occur in the Customer account and for End Users’ compliance with this Agreement including End Users’ compliance with Customer’s obligations herein. Customer shall comply with all local, state, federal or foreign law, treaty, regulation or convention applicable to the Customer in connection with the use of the Fifth Asset Platform, including without restriction, the CAN-SPAM Act of 2003

(U.S.A.), the Personal Information Protection and Electronic Documents Act (PIPEDA) (Canada), the EU Data Protection Directive and other laws applicable to the Customer related to privacy, publicity, data protection, electronic communications and anti-spamming laws. Customer is responsible for the collection, legality protection and use of Customer Data that is stored on the System or used in connection with the Fifth Asset Platform. Customer and its End Users shall not upload personally identifiable information to the Fifth Asset Platform.

3.3 Use Guidelines. The Customer shall use the Fifth Asset Platform for internal business purposes as contemplated by the Agreement and shall not: (i) tamper with the security of the System or tamper with other customer accounts of Fifth Asset, (ii) access data on the System not intended for the Customer, (iii) log into a server or account on the System that the Customer is not authorized to access, (iv) attempt to probe, scan or test the vulnerability of any System or to breach the security or authentication measures without proper authorization; (v) render any part of the System unusable; (vi) lease, distribute, license, sell or otherwise commercially exploit the Fifth Asset Platform or make the Fifth Asset Platform available to a third party other than as contemplated in this Agreement; (vii) use the Fifth Asset Platform for timesharing or service bureau purposes or otherwise for the benefit of a third party; (viii) provide to third parties any evaluation version of the Fifth Asset Platform without Fifth Asset's prior written consent; (ix) use the Fifth Asset Platform in violation of any Acceptable Usage Policy (AUP) which Fifth Asset may make available from time to time by notice to Customer or by posting on the Fifth Asset website; or (x) permit or allow any End User sharing, distribution or group use of login information, including usernames or passwords.

3.4 Communications Responsibilities. The Customer shall be responsible for the content of all communications sent by the Fifth Asset Platform. The Customer agrees that it will not use the Fifth Asset Platform to communicate any message or material that (i) is libelous, harmful to minors, obscene or constitutes pornography; (ii) infringes the intellectual property rights of a third party or is otherwise unlawful; or (iii) would otherwise give rise to civil liability, or that constitutes or encourages conduct that could constitute a criminal offense, under any applicable law or regulation.

3.5 Breaches of Section 3. In the event of a material breach under this Section 3, Fifth Asset will endeavor to provide Customer with the opportunity to remove or disable access to the offending material or content. However, in addition to any other rights and remedies under the Agreement and in law, Fifth Asset reserves the right to immediately suspend access to the Fifth Asset Platform if such breach, in Fifth Asset's opinion, is an imminent threat to the Systems or other customer accounts.

4. Confidentiality.

4.1 Definition of Confidential Information. As used herein, "Confidential Information" means all confidential information of a party ("Disclosing Party") disclosed to the other party ("Receiving Party") that is designated in writing as confidential, as well as Customer Data (not including any Public Data) and the terms and conditions of this Agreement. Confidential Information shall not include information which: (a) is known publicly; (b) is generally known in the industry before disclosure; (c) has become known publicly, without fault of the Receiving Party, subsequent to disclosure by the Disclosing Party; or (d) has been otherwise lawfully known or received by the Receiving Party and not subject to a confidentiality obligation.

4.2 Confidentiality. The Receiving Party shall not disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, except with the Disclosing Party's prior written permission; subject to any compelled disclosure addressed in Section 4.4 below.

4.3 Protection. The Receiving Party agrees to keep confidential all Confidential Information disclosed to it by the Disclosing Party, and to protect the confidentiality thereof in the same manner as it protects the confidentiality of its own (at all times exercising at least a reasonable degree of care in the protection of Confidential Information).

4.4 Compelled Disclosure. If the Receiving Party is compelled by law to disclose Confidential Information of the Disclosing Party, it shall provide the Disclosing Party with prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure. Notwithstanding the foregoing, for any legally compelled disclosure under an applicable state or federal open records act, the Receiving Party shall not be required to assist the Disclosing Party in contesting such compelled disclosure.

5. Fees and Taxes.

5.1 Fees. The Customer shall pay to Fifth Asset all of the fees specified in the Order Forms. Except as otherwise provided in the Order Forms and in Section 7.4, all fees are quoted in United States currency; fees are based on Subscriptions purchased and not on actual usage; payment obligations are non-cancellable; and fees are nonrefundable. All subscription fees must be paid in advance of service by credit card or via ACH transfer.

5.2 Invoicing and Payment. Professional services fees for implementation and Support will be invoiced in accordance with the terms stated on the Order Form. Unless otherwise stated, professional services fees are due within thirty (30) days from the invoice date.

5.3 Overdue Payments. Any payment not received from the Customer by the due date shall accrue (except with respect to charges then under reasonable and good faith dispute), at the lower of 1.5% or the maximum rate permitted by law of the outstanding balance per month from the date such payment is due until the date paid.

5.4 Suspension of Service. If any Customer account is 30 days or more overdue (except with respect to charges then under reasonable and good faith dispute), in addition to any other rights and remedies (including the termination rights set forth in this Agreement), Fifth Asset reserves the right to suspend the Fifth Asset Platform without liability to Fifth Asset, until such account is paid in full.

5.5 Taxes. The Customer shall be responsible for all sales, use, value added, withholding or other taxes or duties, payable with respect to its purchases hereunder, other than Fifth Asset income taxes. If Fifth Asset pays any such taxes on the Customer's behalf, the Customer agrees to reimburse Fifth Asset for such payment unless the Customer provides Fifth Asset with a valid exemption certificate authorized by the appropriate taxing authority.

5.6 Expenses. If Fifth Asset is required to incur any additional costs or expenses in providing Support to the Customer to be reimbursed by Customer, Fifth Asset shall first obtain written approval from Customer, and such costs or expenses are due within thirty (30) days from the invoice date.

6. Proprietary Rights.

6.1 Proprietary Rights. The Fifth Asset Platform and all intellectual property rights therein and all intellectual property rights relating to the provision of the Support are owned or licensed by Fifth Asset. Except for the Subscription granted hereunder, nothing in this Agreement gives the Customer any right, title or interest to the Fifth Asset Platform or the Support.

6.2 Restrictions. Customer shall not: (i) modify, translate, or create derivative works based on the Fifth Asset Platform, except for such configuration as expressly contemplated by the Fifth Asset Platform (through the modification of program options, data fields, etc.); (ii) create any link to the Fifth Asset Platform or frame or mirror any content contained or accessible from the Fifth Asset Platform, (iii) reverse engineer, de-compile, disassemble or otherwise attempt to discover the source code or underlying ideas or algorithms of the Fifth Asset Platform; (iv) or access the Fifth Asset Platform in order to (a) build a competitive product or service, or (b) copy any ideas, features, functions or graphics of the Fifth Asset Platform.

7. Term and Termination.

7.1 Term of the Agreement. This Agreement commences on the Effective Date of this Agreement and continues until the Subscription to the Fifth Asset Platform granted in accordance with this Agreement has expired or been terminated.

7.2 Subscription Term of Fifth Asset Platform. Subscription to the Fifth Asset Platform will automatically commence on the Effective Date and continue for the term specified in the Order Form (the "Subscription Term"). The Subscription to the Fifth Asset Platform shall automatically renew for periods of twelve (12) months at the

subscription price and subject to the then-current Agreement terms in effect at the time of the renewal unless either party gives the other notice of non renewal at least 30 days prior to the end of the relevant Subscription Term.

7.3 Termination. Unless otherwise stated in the Order Form, this Agreement may only be terminated by either party: (a) upon 30 days written notice of a material breach to the other party if such breach remains uncured at the expiration of such period; (b) if either party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors; or (c) immediately upon written notice to the other party in the event of a material breach of Section 3 hereof (subject to, and in accordance with, Section 3.5).

7.4 Outstanding Fees. Termination shall not relieve Customer of the obligation to pay Fifth Asset the fees agreed in the Order Form unless Customer terminates the Agreement for cause in which case Customer shall be entitled to a prorated amount of any pre-paid Subscription Fees equal to the remaining number of whole monthly units left in the Subscription Term following the effective date of termination.

7.5 Return of Customer Data. Upon written request by Customer made within 30 days after the effective date of termination, Fifth Asset, at no further charge to Customer, will provide Customer with temporary access to the Fifth Asset Platform so that Customer can retrieve its Customer Data in a commercially transferrable format and will use commercially reasonable efforts to assist Customer, at Customer's request, with such retrieval. After such 30-day period, Fifth Asset shall have no obligation to maintain or provide any Customer Data and shall thereafter, unless legally prohibited, delete all Customer Data in the Systems or otherwise in its possession or control.

7.6 Surviving provisions. The following provisions shall survive any termination or expiration of this Agreement: Sections 1, 3.1, 3.2 and 4 to 13.

8. Warranties and Disclaimers.

Each party represents and warrants that it has the legal power to enter into this Agreement. Functionality Warranty. Fifth Asset warrants that the Fifth Asset Platform will operate in a manner consistent with general industry standards reasonably applicable to the provision hereof and in substantial conformity with the applicable documentation provided by Fifth Asset prior to the Effective Date.

8.1 Security Warranty. Fifth Asset or its licensors or hosting providers have implemented Appropriate Security Measures (as hereinafter defined). "Appropriate Security Measures" means commercially reasonable efforts to ensure that Customer Data will be maintained accurately and safeguarded as well as technical and physical controls to protect Customer Data against destruction, loss, alteration, unauthorized disclosure to third parties or unauthorized access by employees or contractors employed by Fifth Asset, whether by accident or otherwise.

8.2 Disclaimer. Except as expressly provided herein, FIFTH ASSET DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR STATUTORY, TO THE FULLEST EXTENT ALLOWED UNDER LAW, AND MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING THE SUBJECT MATTER OF THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, COMPLIANCE WITH LAW, ACCURACY OR QUALITY OF INFORMATIONAL CONTENT, QUIET ENJOYMENT, TITLE, NONINFRINGEMENT, VALIDITY, EXCLUSIVITY, CONDITION, QUALITY, DURABILITY, SUSTAINABILITY, ARISING FROM A COURSE OF DEALING, A COURSE OF PERFORMANCE, OR USAGE OF TRADE, OR UNDER ANY ENACTMENT OF THE UNIFORM COMPUTER INFORMATION TRANSACTIONS ACT, AND ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE AGREEMENT DATE. TO THE EXTENT ANY SUCH WARRANTY MAY NOT BE DISCLAIMED, ANY SUCH WARRANTY IS HEREBY LIMITED TO THE MINIMUM DURATION AND EXTENT ALLOWED UNDER APPLICABLE LAW. Fifth Asset does not warrant that the functions contained in the Fifth Asset Platform will meet the Customer's requirements or that the operation of the Fifth Asset Platform will be uninterrupted or error-free. Further, Fifth Asset does not warrant that all errors in the Fifth Asset Platform can or will be corrected.

9. Limitation of Liability.

9.1 Limitation of Liability. FIFTH ASSET, ITS SUPPLIERS, AFFILIATES, DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS SHALL NOT BE LIABLE FOR ANY CAUSE RELATED TO OR ARISING OUT OF THIS AGREEMENT, WHETHER IN CONTRACT, NEGLIGENCE OR TORT, IN EXCESS OF THE TOTAL FEES AND CHARGES PAID BY THE CUSTOMER FOR THE FIFTH ASSET PLATFORM DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRIOR TO THE DATE THE CAUSE OF ACTION AROSE.

9.2 Exclusion of Consequential and Related Damages. THE PARTIES AGREE THAT THE CONSIDERATION PAID UNDER THIS AGREEMENT DOES NOT INCLUDE CONSIDERATION FOR THE ASSUMPTION OF THE RISK OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, THEREFORE, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES HOWEVER CAUSED AND WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS, LOST PROFITS OR REVENUE.

Because some states and jurisdictions do not allow limitation of liability in certain instances, portions of the above limitation set forth in this section may not apply to Customer.

No action against either party arising out of this Agreement may be brought by the other party more than one year after first becoming aware that the cause of action has arisen.

10. Intellectual Property Indemnification. Fifth Asset shall, at its cost and sole expense, defend, indemnify and hold harmless the Customer against any loss, damage or cost (including reasonable attorney's fees), claims, demands, suits or proceedings ("Damages") made or brought against Customer by a third party alleging that the use of the Fifth Asset Platform, as contemplated hereunder, infringes the intellectual property rights of a third party (an "Infringement Claim"). Notwithstanding the foregoing if Fifth Asset reasonably believes that the Customer's use of any portion of the Fifth Asset Platform and/or Support is likely to be enjoined by reason of an Infringement Claim, violation or misappropriation of any third party's intellectual property rights then Fifth Asset may, at its expense: (i) procure for the Customer the right to continue using the Fifth Asset Platform or Support; (ii) replace the same with other software, services or other material of equivalent functions and efficiency that is not subject to an action of infringement; or (iii) modify the applicable software, support services or other material so that there is no longer any infringement or breach, provided that such modification does not adversely affect the functional capabilities of the Fifth Asset Platform and/or Support as set out herein. Fifth Asset shall have no liability respecting any Infringement Claim or breach as aforesaid to the extent such Infringement Claim is caused by the combination, operation or use of the Fifth Asset Platform or Support with other equipment or software not supplied by Fifth Asset or in a manner not consistent with Fifth Asset instructions.

11. Mutual Provisions. With regards to any indemnification obligation in Sections 10 or 11 hereto, any such indemnification obligation shall be solely to the extent permitted by applicable law. Each party's indemnity obligations under this Agreement are subject to the following: (i) the aggrieved party shall promptly notify the indemnifier in writing of the Claim; (ii) the indemnifier shall have sole control of the defense and all related settlement negotiations with respect to the Claim (provided that the indemnifier may not settle or defend any Claim unless it unconditionally releases the aggrieved party of all liability); and (iii) the aggrieved party shall cooperate fully to the extent necessary, and execute all documents necessary for the defense of such Claim.

12. General Provisions.

12.1 Entire Agreement. This Agreement, inclusive of the Order Forms and any amendments or additions thereto, constitutes the entire agreement and sets forth the entire understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and discussions with respect thereto. Fifth Asset expressly rejects any different or additional terms or conditions contained in any documents issued or submitted by Customer. Fifth Asset's provision of credit, acceptance of any Order Form and/or provision of any services are expressly made conditional on Customer's assent to the MSA and applicable Order Form. In the event of an inconsistency between the terms and conditions of this Agreement and the Order Forms now or hereafter appended hereto, the terms of the Order Form shall govern.

12.2 Marketing. Neither party may issue press releases related to this Agreement without the other party's prior written consent. Either party may include the name and logo of the other party in lists of customers or vendors.

12.3 Relationship of Customer and Fifth Asset. The parties are independent contractors. This Agreement does not create a joint venture or partnership between the parties; no party is by virtue of this Agreement authorized as an agent, employee or representative of the other party.

12.4 Modifications and Waiver. No modification of, amendment or addition to this Agreement is valid or binding unless set forth in writing and fully executed by both parties hereto. Any waiver of any right or remedy under this Agreement must be in writing and signed by each party. No delay in exercising any right or remedy shall operate as a waiver of such right or remedy or any other right or remedy. A waiver on one occasion shall not be construed as a waiver of any right or remedy on any future occasion.

12.5 Assignment. This Agreement and any rights or obligations hereunder, shall not be assigned, sublicensed or otherwise transferred by the parties without the prior written consent of the non-assigning party except that either party may assign or transfer this Agreement upon a change of control of a party or by operation of law by providing the non-assigning party with prior written notice thereof provided that the assignee agrees in writing to be bound by the terms of this Agreement. This Agreement shall be binding on, and shall inure solely to the benefit of, the parties, their respective successors and permitted assigns.

12.6 Solicitation. During the Subscription Term and for a period of one (1) year following the termination or expiration of this Agreement (the "Restricted Period"), neither party shall employ, offer employment to or solicit the employment of or otherwise entice away from the employment of the other party any individual employee or independent contractor employed or engaged by such other party during the Restricted Period without the prior written consent of such other party.

12.7 Governing Law. This Agreement shall be solely governed by and construed in accordance with the laws of North Carolina, USA, without regard to conflicts of laws principles. The parties agree that the provisions of the United Nations Convention on Contracts for the International Sale of Goods do not apply to this Agreement. The parties irrevocably and unconditionally agree to submit to the personal and exclusive jurisdiction of the federal and state courts located in North Carolina, USA, and all courts competent to hear appeals therefrom. To the extent permitted by applicable law, the parties waive any right to jury trial in connection with any action or litigation in any way arising out of or related to this Agreement.

12.8 Notices. Any notices under this Agreement shall be in writing and shall be deemed to have been delivered: (i) upon personal delivery; (ii) the fifth business day after mailing; (iii) the third business day after sending by

confirmed facsimile; or (iv) the third business day after sending by email. Notices shall be addressed to the addresses set forth above or as otherwise indicated by written notice.

12.9 Severability. If any provision of this Agreement is held to be unenforceable or illegal by a court of competent jurisdiction, such provision shall be modified to the extent necessary to render it enforceable, or shall be severed from this Agreement, and all other provisions of this Agreement shall remain in full force and effect.

12.10 Facsimile Transmission/Counterparts. This Agreement (including any Order Form) may be executed and delivered by facsimile or email, and upon receipt such transmission shall be deemed delivery of an original. This Agreement (including any Order Form) may be executed in several counterparts each of which when executed shall be deemed to be an original, and such counterparts shall each constitute one and the same instrument and notwithstanding their date of execution shall be deemed to bear the day and year first above written.

12.11 Electronic Signatures. The parties consent to electronic signatures for the purpose of executing this Agreement by e-mail or other electronic means, subject to compliance with any applicable laws, rules or regulations. Any such documents that are delivered electronically and accepted are deemed to be "in writing" to the same extent and with the same effect as if the Agreement had been signed manually. In no event shall the electronic execution expand such assent to include any terms other than those explicitly set forth in this Agreement.

12.12 Force Majeure. Neither party to this Agreement shall be liable to the other for any failure or delay in performance by circumstances beyond its control, including but not limited to, acts of God, fire, labor difficulties, governmental action or terrorism, provided that the party seeking to rely on such circumstances gives written notice of such circumstances to the other party hereto and uses reasonable efforts to overcome such circumstances.

12.13 Cooperative Purchasing: Fifth Asset shall allow for other Governments in Minnesota to purchase these items or services at the same price as quoted in the Order Form. Other Governments may determine to use their standard Contract as drafted by their legal authority.



Steele County Agenda Item

Subject: Auditor and Treasurer Positions – Elected to Appointed

Department: Administrator's Office

Committee Meeting Date: October 6, 2021

Board Meeting Date: October 12, 2021

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend authorizing the Administrator to proceed with the process of changing Auditor and Treasurer Positions from elected to appointed.

Recommendation:

Authorize Administrator to proceed with the process to change the Auditor and Treasurer positions from elected to appointed, as outlined on the attachment.

Background (*Including Budget Impact*):

The County Auditor and Treasurer positions perform many statutory and administrative duties (attachment) that require specialized skills, knowledge, and experience. There currently are no statutory qualifications required for a person to file for and serve as County Auditor or Treasurer. The primary reason to change these positions to appointed is to ensure that qualified individuals will serve in these important roles going forward, which will benefit the employees, County Board, and the public. Steele County has been blessed to have two very qualified and dedicated staff in Laura Ihrke and Cathy Piepho to serve as County Auditor and Treasurer, respectively. Unfortunately, that has not always been the case in other counties with these two elected positions.

Attachments:

County Auditors

Each county has a county auditor. Auditors are elected in each county under [Minnesota Statute 384.01](#), however, a county board may decide to make it an appointed position. Many counties have a combined auditor-treasurer office.

County auditors may appoint a deputy auditor, who will have the same authority and responsibility as the auditor ([Minnesota Statute 384.08](#)).

Basic Duties of the County Auditor

The duties of the county auditor vary from county to county, depending upon the decisions of the county board. Duties that county auditors perform are outlined in [Minnesota Statutes, Chapter 384](#) and may include any of the following:

- Serve as clerk to the county board; responsible for preparing and preserving the minutes and preparing the annual financial statement for the county
- Maintain the official financial records for the county, including ledger journals
- Sign all warrants issued against the county and oversee the monthly trial balance
- Serve as recipient of all bids on behalf of the county construction projects, equipment, and services provided
- Calculate the tax capacity rates for all taxing jurisdictions in the county and compute the tax on each parcel of land
- Send the Truth-in-Taxation and annual tax statements to taxpayers
- Collect delinquent taxes and distribute collections to proper taxing districts
- Research the legality of and initiate Confessions of Judgment relating to the payment of taxes
- Work with property tax credits and the deferment of tax to qualifying Agricultural Preserve Programs and Green Acres Program
- Collect special assessments for cities and townships and distribute collections to proper taxing authority
- Initiate or concur with assessor in the preparation and issuance of tax abatements
- Identify, track, and implement legal proceedings of the tax forfeiture process and conduct tax forfeited land sales
- Remain involved with the Department of Natural Resources on lease lots, state leases, forestry issues and severed minerals
- Issue tax certificates under the seal of the office indicating whether taxes are paid or not
- Complete the auditor's certificate for requesting entities with all pertinent taxing information relating to the taxing district
- Administer the fiscal disparities program, which involves calculating contributions and redistributing aid
- Administer all aspects of tax increment financing
- Maintain up to date records on each parcel of land in the county, including legal description and ownership and any transfers, sales, splits, mortgages, etc.
- Record all county and judicial ditch proceedings and assess any payments ordered by the ditch board
- Act as the chief election administrator for the county
- Serve as the deputy registrar for the county
- Serve as the administrator for vital statistics

- Issue liquor, wine, beer, auctioneer, dance, dangerous dog, charitable gambling, and other licenses deemed by the county to be appropriate
- Serve as a member of the Board of Equalization, Canvassing Board, and Secretary of the Extension Committee.

The above list is just an example of the types of duties a county auditor may be required to perform. These duties will vary from county to county. In addition, every auditor has many personnel duties to attend to.

County Treasurers

Each county has a county treasurer. Treasurers are elected in each county under [Minnesota Statute 385.01](#), however, a county board may decide to make it an appointed position. Many counties have a combined auditor-treasurer office.

County treasurers may appoint a deputy treasurer, who will have the same authority and responsibility as the treasurer ([Minnesota Statute 385.02](#))

Basic Duties of the County Treasurer

The duties of the county treasurer vary from county to county, depending upon the decisions of the county board. Duties that county treasurers perform are outlined in [Minnesota Statutes, Chapter 385](#) and may include any of the following:

- Keep a full and accurate account of all money received and pay out money as directed by law or the proper authority
- Invest excess county funds in order to receive the highest and safest return for the county
- Keep public funds separate from any private funds of any person
- Apply legislative updates to office procedures
- Comply with Minnesota's retention schedule and determine the disposition of files and records of the office
- Provide information as requested by state agencies, the general public, and other county personnel
- Attend meetings of professional organizations, county/state committees, and agencies to provide services directly related to county treasurer duties
- Maintain and balance the cashbook
- Direct day-to-day operations of the treasurer's office
- Prepare and deposit county funds and account transfers
- Balance funds daily and twice a month with the auditor's office
- Balance and close all ledger accounts for the previous year and prepare reports for audit purposes for the state audit team at the end of the year
- Maintain sufficient liquidity to cover disbursements, ensure appropriate and sufficient collateral is pledged, and maintain a principal/interest earned record on investments and securities
- Work with brokers/banks on certificates of deposits and investments
- Mail statements and accept payment for real estate not delinquent, personal property, mineral interest, and mobile home taxes
- Maintain and collect delinquent mobile home taxes
- Mail Truth-in-Taxation notices
- Mail and distribute county payroll, auditor warrants, commissioner warrants, and welfare warrants
- Maintain the escrow listing and escrow transactions

- Maintain mailing addresses on the tax system
- Maintain tax books showing taxes paid or unpaid and changes in ownership or taxpayer
- Provide tax searches for the general public, real estate sales agents, mortgage companies, and escrow agencies
- Collect deed tax and mortgage registration tax and distribute these receipts to the appropriate units of government
- Examine and sign off on county recorder documents for compliance with statute
- Collect NSF checks, refund overpayments, prepare stop payments on outstanding checks, answer correspondence, and prepare media advertisements for tax deadlines
- Sign off on affidavit/permits for manufactured homes for titling and relocation purposes
- Prepare documents to report delinquent manufactured home taxes to the Department of Revenue
- File unclaimed property with the Department of Revenue
- Prepare most of the settlement for payment after each tax deadline

Process Timeline for Auditor & Treasurer to Appointed Positions

Task	Days	Notes
Preliminary Support from Auditor and Treasurer		Completed
Support from Board/Authorize Administrator to move forward	N/A	October 12th Board meeting
Contracts with Auditor & Treasurer per Minn. Stat. § 375A.1205	N/A	Draft Contracts to Auditor and Treasurer week of October 4th; agreement on terms of Contract before publication of public notice of public hearing
Public Notice of Public Hearing (2 Consecutive Weeks)	19	7 days for ad to be approved through paper, 8 days to run both adds + 4 days to meet the 10 days after first publication (+2)
Public Hearing during Board meeting	7	up to 14 days depending on where the Board meetings fall between the end of the month and the 1st meeting of the month.
Adoption of Resolution (after Public Hearing)	0	
Contracts with Auditor and Treasurer become effective 30 days after resolution is adopted and continue through 2022 (terms of elected officials)	31	
Complete	57	up to 65

**Minutes of the
Steele County Planning Commission
October 4th, 2021**

Call to Order:

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

Agenda:

Motion by Esplan, second by Queen to approve the agenda with the addition of reviewing September building permits. Motion passed unanimously.

Minutes:

Motion by Jaster, second by Spatenka to approve the September 13th, 2021 minutes as submitted. Motion passed unanimously.

Building Permits:

The building permits for September were reviewed.

County Board Action

Oolman reported the County Board approved the review of CUP #427 (Gaulrapp Salon) as recommended.

Review CUP #294 & 310 (Springer/Brady Pit)

This request is from JJD Companies to renew CUP #294 allowing the mining of sand and gravel in the W ½, NW ¼, Section 8, Blooming Prairie, Township on property owned by Judy Brady and Ed Springer.

Questions and comments of the commission.

- Schmidt – Since the property is owned by two individual, have you talked to both parties about combining these permits?
Brady, whose wife is co-owner explained that when they first bought the property from Ullands, Ullands still had gravel stockpiles they still wanted to get out so the permits were kept separate. Ullands have not mined anything for 5+ years so they would like to combine the permits so they don't have to pay for two.
- Schmidt – Both owners are okay with combining the permits?
Brady answered, yes.
- Schmidt – Is there anything else you would like to add?
Brady replied that it's a clean, gated pit.

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

Comments by the Commission.

- Spatenka – Do we as the board decide on the combination of the permits?
Oolman answered, it is the request of the owner and operator and would be listed as a condition on the permit.
- Spatenka – Which permit number will it be?
Oolman replied, I was going to use CUP 294 because it is the larger percentage and has had the most activity.

Motion by Esplan, second by Queen to recommend approval of CUP #294 with the following conditions:

1. Mining is limited to a bottom elevation of 1270 feet.
2. The crushing plant shall be located on the eastern edge of the mine.
3. All access roads to the site shall be gated and kept closed when active mining is not occurring.
4. Stop signs shall be placed on all exit roads entering onto public roads.
5. Truck hauling signs shall be placed along CSAH #26 or SE 44th Ave. The size and placement of signs shall be at the direction of the Steele County Highway Department or Blooming Prairie Township.
6. Hours of operation shall be between 6:00 AM and 7:00 PM. Monday thru Saturday.
7. The applicant shall be responsible to maintain dust control on the access roads during periods of truck traffic. If SE 44th Ave. is used dust control measures must be used a minimum of 600 feet on both sides of all residences, and at the intersections of SE 44th Ave. and/or CSAH 26 and County Road 155.
8. A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and the property to the south may be removed with agreement between both landowners
9. To prevent erosion and minimize visual impacts, interim closure (e.g., stabilized slopes and vegetation) shall occur on excavation exposures and soil storage areas inactive for greater than 18 months.
10. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
11. Applicant is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
12. The applicant is responsible to initiate renewal proceedings on or before August 1, 2026 or this permit becomes invalid.
13. The storage of fuel must comply with MN Pollution Control Agency Regulations.
14. Storage piles of recyclable aggregate materials shall not exceed 30,000 cubic yards. These piles shall not remain onsite more than 5 years unless crushed.
15. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
16. Trucks shall not track material from the pit onto the public road.
17. Trucks hauling material to and from this site shall not use "jake brakes"
18. CUP #310 is hereby repealed and all amended conditions of CUP #294 apply to the entire property.

Motion passed unanimously.

CUP #428 (GJW LLC Stormwater Pond)

This request is from Greg Wencl on behalf of GJW LLC to construct a stormwater pond on property located in the S ½, NW ¼, NW ¼, Section 33, Clinton Falls Township. The property address is 3419 County Road 45 North.

Questions and comments of the commission.

- Ingvaldson – When they design these, are they regulated, or how does it meter into the 12-inch tile?
There was a conversation regarding the flow of the water.
- Gnemi – Does anyone test the water in the ponds to make sure they're doing what they are supposed to?
Oolman responded, they are privately owned so the property owners will be responsible for maintaining it. The idea of the wet pond is that it treats the pollutants as well as metering the water.
- Schmidt – Is Wencl in charge of completing what he needs with both municipalities as well as reporting to the MPCA?
Oolman answered, yes, the City is reviewing it to make sure it meets their requirements for the development on the Tralo property. The MPCA is not requiring anything at this time, but if he develops his land, the MPCA will want the pond to accommodate the future development. .
- Schmidt – If he develops the property, will he have to come back here to redo the pond?
Oolman responded, he shouldn't have to come back here, they are sizing it for the maximum drainage area.
- Schmidt – Did Ihlendfeld apply for a permit for the pond from the city?
Oolman replied, I'm not sure if the City requires a separate permit or if the pond was one of the requirements to develop on the Tralo land.
- Schmidt – Can the MPCA or the city come back at us for anything?
Oolman responded, we are only permitting the excavation of the pond. We are not verifying the sizing or performance.
- Ingvaldson – Do they have permission to use the outlet tile?
Oolman answered, the design engineer indicates they are connecting into a private tile already located on the property. The Highway Department does not want it to tie into the Road stormwater tile.
- Spatenka – Where does that tile run?
Oolman replied, it runs West. I assume under the freeway and dumps into the ditch on the other side.

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

Motion by Ingvaldson, second by Esplan to recommend approval of CUP #428 with the following conditions:

1. The storm water pollution prevention plan (SWPPP) shall meet the requirements of the City of Owatonna stormwater ordinances.
2. If any construction is to occur in the road right-of-way or if any outlets are connected to the County 45 stormwater system, a permits shall be obtained from the Steele County Highway Department.
3. Soil stockpile areas which remain unworked for more than 7 days shall be stabilized with seed or other best management practices to prevent erosion and sedimentation from those areas.

Motion passed unanimously.

Adjournment:

Motion by Jaster, second by Ingvaldson to adjourn at 7:35 pm.



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, October 6, 2021 at 8:00 a.m. – Board Room

Attendees: Commissioner Abbe, Commissioner Brady, IT Director Dave Purscell, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Public Health Director Amy Caron, Auditor Laura Ihrke, Sheriff Lon Thiele, Detention Center Administrator Anthony Buttera and Administrator Scott Golberg.

Consent Agenda

1. Recommend approving the Family Support Educator Position backfill.
2. Recommend approving the increase of the Health Planner Position from 0.88 FTE to 1.0 FTE.
3. Recommend approving the Detention Center Nurse Position backfill.
4. Recommend approving the same form and process for the County Administrator Annual Performance Review.
5. Recommend approving the MRCI Lease with rate increase.
6. Recommend approving Phase 2 Environmental Site Assessment for the Old Hwy Shop South Property.
7. Recommend authorizing the IT Director to proceed with registering SteeleCountyMN.gov Domain.
8. Recommend approving Out of State Training for SRO Officer.

General

9. Lease Accounting Software (DebtBook) Proposal
10. Recommend authorizing the Administrator to proceed with the process of changing Auditor and Treasurer Positions from elected to appointed.

Other Discussion

11. Recommend revisiting the 2021 Employee Recognition/Holiday Event at the October 26 Board Meeting.

Department Head Reports:

Treasurer/Finance: Audit was finalized, reporting for Federal awards has been completed and working on refining the 2022 budget.

Human Resources: Benefit open enrolment starts next week (switching from BCBS to Medica), Mediation with Probation officers was yesterday, overview on position vacancies and hiring status, New Highway maintenance person starts next week, and an overview regarding Federal vaccine requirement with more to follow.

Public Health: Amy Caron has resigned her position. Flu and COVID-19 Immunizations clinics have started. Staff are going out to assisted living facilities with the Flu vaccinations. Overview surrounding the increase in COVID numbers. Still in emergency operations internally and externally.

Information Technology: Still working on the 2020 refresh of equipment. Security is in the forefront at each conference IT has attended recently.

Detention Center: Moving forward with the wall construction project at the Detention Center, looks like DOC is in agreement.

NextEra Energy Resources: **Dodge County Wind**

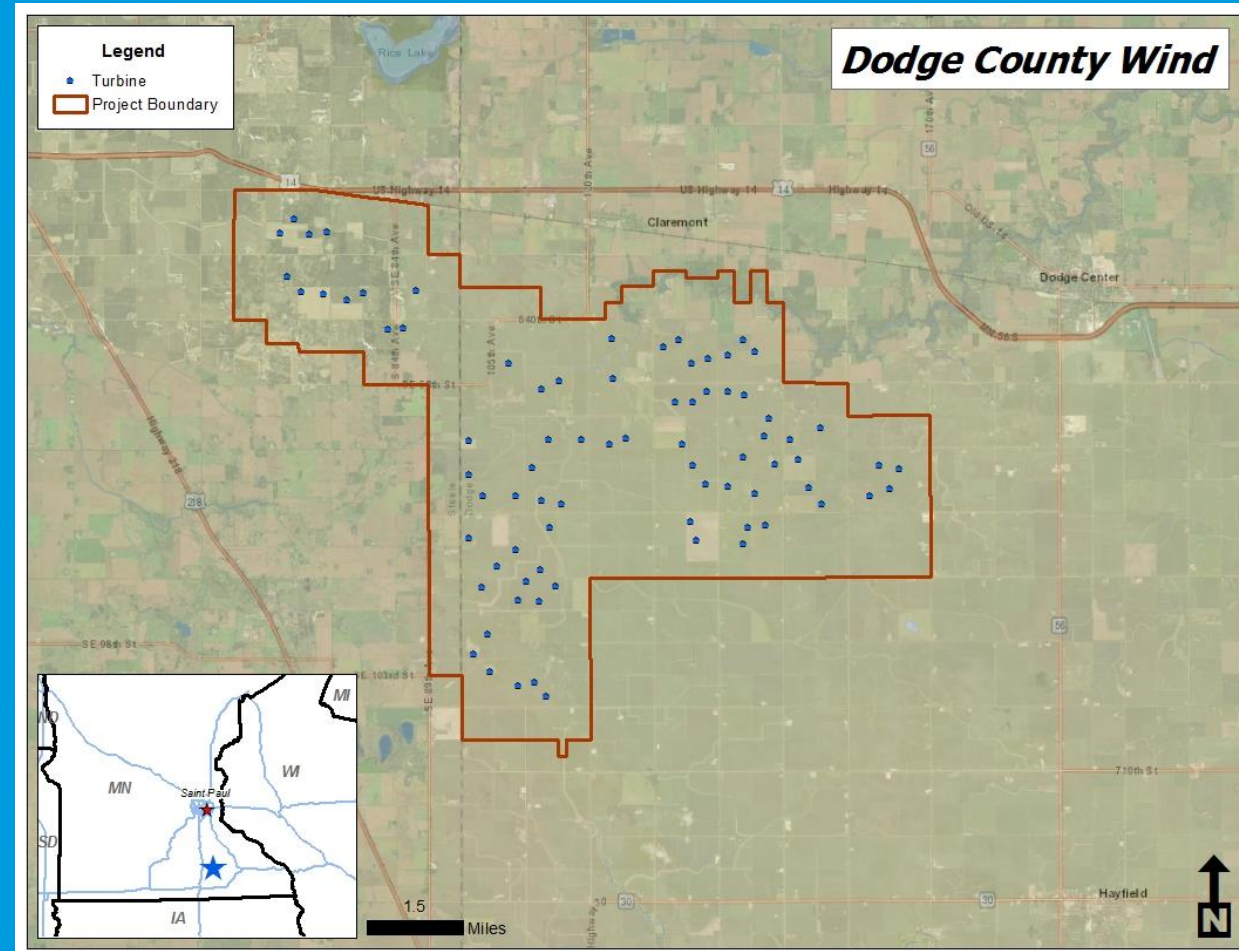
Mark Lennox
Project Director



Local Investment, Revenue & Clean Energy.

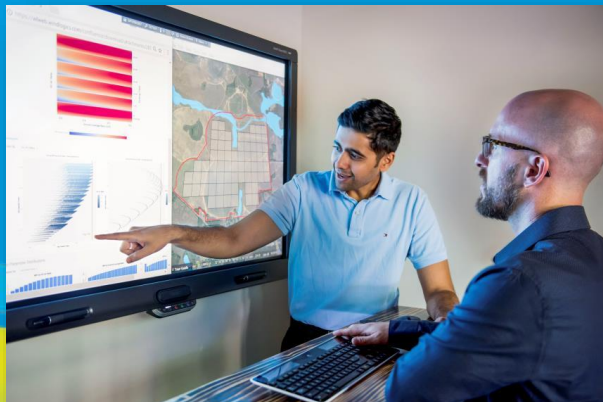
Dodge County Wind Project Overview

- ▶ \$370 million capital investment
- ▶ 259 MW project producing enough electricity to power 70,000 homes
- ▶ 79 wind turbines
- ▶ Construction and commercial operation – 2023



Project timeline

Milestone	Expected Date
Route, Site and Certificate of Need Applications	September 2021
Public Scoping Meeting	Fall 2021
Environmental Report Issued	Spring/Summer 2022
PUC Hearing Decision on Permit	Fall 2022
All Permits Issued	Winter 2022/2023
Construction Start	Spring 2023
In-Service Date	Fall 2023



Landowner Benefits

- ▶ Over \$55 million in land owner payments
- ▶ Compatible with farming & ranching
- ▶ Road improvements
- ▶ Clean, home-grown, affordable energy



Community Benefits

- ▶ Estimated \$50 million in total tax payments
- ▶ Creation of 400 during construction
- ▶ Creation of ~5-8 new full-time, quality, good-paying jobs
- ▶ Increased activity for local business during construction and operations



Connect with us

- ▶ Learn more about the project at:
www.DodgeCountyWind.com
- ▶ Search for **Dodge County Wind** on Facebook
- ▶ Docket #s **CN-20-865; WS-20-866; TL-20-867**
- ▶ Reach out:
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