



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, JANUARY 4, 2022 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.

2021 Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve December 28, 2021 Meeting Minutes (pg. 4)
5. Informational: December 30, 2021 Listing of Bills (Payment Previously Approved) (pg. 8)
6. Adjourn Sine Die

2022 Agenda

7. Call to Order – County Auditor
8. Election of 2022 Board Chair
9. Election of 2022 Board Vice Chair
10. Approve Agenda
11. Rules of Order – 2022 (pg. 32)

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.*

12. Approve 2022 Board Meeting Schedule (pg. 36)
13. Approve Resolution Designating Official Website for Steele County & Advertisement of Transportation Projects (pg. 37)
14. Appoint AMC Delegates (pg. 38)
15. Appoint AMC Policy Committee Members (pg. 39)
16. Approve Resolution Establishing 2022 Elected Officials Minimum Salaries (pg. 40)
17. Approve Travel & Training within State of MN (pg. 41)
18. Approve Travel & Training – AMC & NACO (pg. 42)
19. Set 2022 Mileage Rate per IRS Guidelines (pg. 43)
20. Approve Resolution Authorizing Auditor & Treasurer to Process Auditor's Warrants (pg. 44)
21. Approve Resolution Designating UBS Financial Services as County's Depository (pg. 46)
22. Approve Resolution to Authorize Personnel to Process EFT Transactions (pg. 48)

General

23. Approve Bills (pg. N/A)
24. Board Committee Appointments for 2022 (pg. 50)
25. Resolution – 2022 Citizen Per Diem (pg. 54)
26. Organizational and Committee Structures (pg. 56)
27. Resolution for Delegation of Duties (Salaries & Per Diems) (pg. 59)
28. Award Publication Bid for 2022 (pg. 61)

29. Award 2nd Publication Bid for 2022 (pg. 62)

30. ETS Vaccine/Testing Policy Mandate (pg. 63)

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **Wednesday, January 5 at 8 a.m. in the Boardroom**

Public Safety Committee – **Wednesday, January 12 at 8 a.m. in the Boardroom**

Public Works Committee – **Thursday, January 13 at 7:30 a.m., Public Works Facility**

Land Use/Records – **Tuesday, January 18 at 8 a.m. in the Boardroom**

Internal Central Services - **Wednesday, January 19 at 8 a.m. in the Boardroom(tentative)**

County Board Work Session – **Tuesday, January 25 at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, January 25 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

December 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 December 28, 2021 with Commissioner’s Brady, Glynn, Gnemi, Krueger and Abbe present. Also present were Planning & Zoning Director Dale Oolman, IT Director Dave Purscell, County Attorney Dan McIntosh, Executive Assistant Rebecca Kubicek and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

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

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the Consent Agenda.
Ayes all.

- A. Approve the minutes of November 30, 2021 Board Work Session
- B. Approve the minutes of December 14, 2021
- C. Approve the minutes of December 14, 2021 Board Work Session
- D. Approve the minutes of December 22, 2021 Special Board Meeting
- E. Approve the minutes of December 22, 2021 Emergency Meeting
- F. Approve Bills and Journal Entries
- G. Approve Personnel Report

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Gerald (Jerry) Wencil (retirement)	Working Foreperson	Highway	1/31/22

- H. Approve 2022-2023 MPCA County Feedlot Program Delegation Agreement Work Plan
- I. Approve 2022 Office Lease Agreement with MnPrairie and authorize the Chair to sign
- J. Approve the continuance of training through Pryor Learning for the Land Records office employees in an amount not to exceed \$3,000 with funds provided by the Compliance Fund
- K. Approve training through Pro-West for the Land Records office employees to attend a Legal Description seminar with funds provided by the Compliance Fund
- L. Approve the Body Art License for Thee Dragons Lair
- M. Approve Final Payment **Resolution** for Contract No. 217075; SAP 088-070-075, SAP 074-070-006 and SAP 081-070-001 to Crane Creek Asphalt for paving the shoulders of CSAH 2 and Waseca County CSAH 14 in the amount of \$8,523.18
- N. Approve the **Resolution** for the 2022 Petty Cash/Cash Change Funds

RESOLUTION
Petty Cash/Cash Change Funds

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash/Change Funds to the following listed departments as custodians of these funds in Steele County for 2022:

Department	Petty Cash	Change Fund
Treasurer	\$ -	\$ 500
Recorder	-	200
LEC - Records Dept	-	200
Sheriff's Advance	200	-
Sheriff's Civil	50	-
Planning & Zoning	-	100
Four Seasons	-	100
Public Health	-	25
Road & Bridge	-	50
Landfill	-	500
Totals	\$ 250	\$ 1,675

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to set the ditch interest on ditch liens for 2022 at 2%. Ayes all.

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

RESOLUTION

SETTING THE 2022 COMMISSIONER SALARY & PER DIEM

BE IT RESOLVED that the salary for the position of Steele County Commissioner be set at \$23,300 per year for 2022.

BE IT RESOLVED that the per diem rate shall be set at \$70.00 per day. The following meetings, committees, boards, or commissions are deemed to be eligible for per diem payment:

- | | |
|--|---|
| Association of Minnesota Counties (AMC) | National Association of Counties (NACo) |
| Area Agency on Aging | Parks & Recreation Commission Liaison |
| Bixby Subordinated District Service | Planning Commission Liaison |
| Cannon River 1W1P Policy Committee | Recorder’s Compliance Fund Committee |
| Cannon River Watershed Joint Powers Board | Regional Radio Board |
| Children’s Mental Health Collaborative | Regional Railroad Authority |
| Community Corrections Advisory Board | Resource Conservation & Development |
| Counties Providing Technology | Rice-Steele 911 Dispatch Joint Powers Board |
| Criminal Justice Committee | SE Minnesota Association of Regional Trails |
| Cultural Diversity Network | SE MN Community Action Agency (SEMCAAC) |
| Dodge/Steele Community Health Board | SE MN Emergency Communications Board |
| Drainage Ditch Meetings and Inspections | SE MN Emergency Medical Services |
| Economic Development Authority | SE MN Recyclers Exchange (SEMREX) |
| Extension Committee | SMART Transit Advisory Board |
| Fair Board Liaison | Soil & Water Conservation District Liaison |
| Hope Drainage | Southern Minnesota Tourism |
| Intergovernmental Committee | Southern MN Association of Regional Trails |
| Intergovernmental Joint Agency Task Force | Steele County Historical Society Liaison |
| Joint Transportation Committee (City/County) | Steele County Water Planning Committee |
| Law Enforcement Center Committee | Steele County Weed Management Association |
| Law Library Board | Steele-Waseca Drug Court |
| MN Counties Intergovernmental Trust | U.S. Highway 14 Partnership |
| MNPrairie All Commissioner Meeting | Watershed Meetings |
| MNPrairie County Alliance Meetings | Workforce Development Board |
| Multi-County Solid Waste Committee | |

In addition, any other official committee, board, or commission appointed by the County Board of Commissioners through the course of the year shall be eligible for per diem payment.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to rescind the Resolution from the 12-14-2021 meeting for Tax Forfeiture Sale to change the date of the sale from Monday, January 17, 2022 to Tuesday, January 18, 2022. Ayes all.

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

WHEREAS, The County Board of Commissioners of the County of Steele, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited for non-payment of taxes: and

BE IT RESOLVED, that the parcels of tax forfeited land listed below be classified as non-conservation land; that the basic sale price of each parcel, which is on file with the Clerk of the County Board, be approved and authorization for a sale to adjacent landowners be granted, pursuant to Minn. Stat. §282.01; that the sale will be held at 10:00 a.m. on Tuesday, January 18, 2022, by the Steele County Auditor at the Steele County Auditor’s Office in the Steele County Administration Center, for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth herein.

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

Township or City	Description of Property for Sale	Basic Sale Price	Assessment Before Forfeiture
Unbuildable strip of land located in Section 21 of Havana Township	07-021-3303 and 07-021-3302 Commencing at a point 716 feet North of the Southwest corner of the Southwest Quarter of Section 21, Township 107 North, Range 19 West, and running thence south to the gas pipe where the same runs thru said above described land approximately in an Easterly-Westerly direction, thence East 1 rod, thence North to a point 1 rod East of the point of beginning, thence West to the point of beginning.	\$100.00	\$ -0-
Unbuildable lot located in Radel Addition, City of Owatonna	17-265-0107 The West 62 feet of the South 35 feet of Lot 6, Block 1, Radel Addition No. 2, Owatonna, Minnesota	\$1,000.00	\$ -0-
Unbuildable lot located in Klemmer Addition, City of Owatonna	17-220-0002 Block 2, Outlot 2, Klemmer Addition	\$100.00	\$ -0-

Upon the vote being taken, 5 Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor’s office.

Commissioner Abbe offered a **Resolution**, seconded by Commissioner Glynn to adopt and implement the Greater Zumbro Comprehensive Watershed Management Plan. Ayes all.

The Public Hearing for the Fee Schedule was called to order at 5:15 p.m.

Executive Assistant Rebecca Kubicek reviewed the fee schedule with those present.

The hearing was then open to public comment. There were no comments.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to close the public hearing at 5:19 p.m. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to Adopt the 2022 Fee Schedule as presented. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the 2022 Citizen Committee re-appointments of Mike Ingvalson, Curt Esplan and Lee Queen to the Planning Commission; Scott Ulrich to the Board of Adjustments; Alice Spinler to the Bixby Sewer District Committee; Eric Stanton, Jeff Kropp, Grace Bartlett and Mark Spurgeon to the Park & Recreation Committee; Kelly Katzung and Scott Kubicek to the Extension Committee and the appointment of Catherine Nelson to the Extension Committee. Ayes all.

Commissioner Reports:

Commissioner Krueger reported on his attendance at a Smart Bus meeting.

Commissioner Abbe reported on his attendance at Land Use & Records Committee meeting.

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

Commissioner Glynn – no report.

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

LISTING OF BILLS
12/28/2021

Association of Mn Counties	20,441.00
BARNES & NOBLE BOOKSELLERS	2,998.77
Bolton & Menk Inc	13,448.50
Carquest Auto Parts	3,670.38
City of Medford	82,839.69
CPS Technology Solutions	2,943.00
Diverse Construction Services LLC	2,628.60
Erickson Engineering Co LLC	9,424.00
ESRI Inc	38,500.00
Gopher Septic Service Inc	4,615.00
High Point Networks	6,862.00
Hillyard-Hutchinson	2,587.46
Kronos Incorporated	3,425.57
Legal Assistance for MN Prisoners	5,000.00
Loken Excavating & Drainage	4,453.56
Mn Home Care Association	2,079.56
Moore Md/Kellyanna J	3,536.33
Phone Station Inc	3,050.00
Rochon Corporation Minnesota	89,619.40
RSBS Management Inc	13,545.55
Sanofi Pasteur Inc	2,432.65
Schultz Excavating	2,649.00
SCR	5,349.50
SF Enterprises LLC	5,842.00
Short Elliott Hendrickson Inc	5,723.80
SRF Consulting Group Inc	4,564.85
Steele County Soil & Water Conserv Dist	42,398.00
Summit Food Services LLC	7,503.93
Univ of Mn Regents	50,340.00
US Prisoner Transport	3,985.00
Ziegler, Inc	31,510.48
102 payments less than 2,000	<u>38,879.04</u>
Total:	516,846.62

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 5:26 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

KWINTER

12/30/21

12:25PM

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

KWINTER
12/30/21 12:25PM
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	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	4710 Interstate Power Systems Inc					
12	10-301-000-0000-6512	245.00	Inspection A for Generators	R001182276	Bldg Repair & Maintenance	N
	4710 Interstate Power Systems Inc	245.00	1 Transactions			
	51300 Metro Sales Inc					
15	10-301-000-0000-6301	421.90	Cont base & usage Sept-12/28/2	INV1955077	Equip/Software Maint	N
	51300 Metro Sales Inc	421.90	1 Transactions			
301	DEPT Total:	666.90	Administration	2 Vendors	2 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	9136 Kahn Tile Supply LLC					
13	10-302-000-0000-6524	281.75	single wall PF, adaptor, bar g	21-4847	Supplies - Culverts	N
	9136 Kahn Tile Supply LLC	281.75	1 Transactions			
	48700 M-R Sign Company, Inc					
14	10-302-000-0000-6534	299.69	Vehicle noise signs	214871	Supplies - Signing	N
	48700 M-R Sign Company, Inc	299.69	1 Transactions			
	9163 Sign Solutions					
18	10-302-000-0000-6534	1,127.86	Rivets, Alum stringer	227382	Supplies - Signing	N
	9163 Sign Solutions	1,127.86	1 Transactions			
302	DEPT Total:	1,709.30	Road & Bridge Maintenance Expense	3 Vendors	3 Transactions	
303	DEPT		Construction Expense			
	3738 Arrow Ace Hardware					
1	10-303-000-0000-6510	13.98	Water Treatment for lab	268031/2	Engineering & Surveying Supplies	N
	3738 Arrow Ace Hardware	13.98	1 Transactions			
303	DEPT Total:	13.98	Construction Expense	1 Vendors	1 Transactions	
304	DEPT		Equipment Maintenance & Shops			
	10150 Carquest Auto Parts					
2	10-304-000-0000-6520	47.98	Winshield wiper refills	423124	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520	17.99	Gas cap	423290	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520	20.34	Washer solvent	423610	Machinery/Vehicle Parts	N

KWINTER
12/30/21 12:25PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5	10-304-000-0000-6520		5.99	Vacuum connect asst	423615	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520		5.99	Vacuum connect asst	423616	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520		185.21	800 CCA battery	423630	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		283.50	6 Transactions			
	11215	Central Farm Services					
8	10-304-000-0000-6521		12,910.00	5,000 gallons dyed diesel fuel	2978835	Supplies-Diesel Fuel	N
9	10-304-000-0000-6520		7,308.56	2,000 gallons of unleaded fuel	2979068	Machinery/Vehicle Parts	N
10	10-304-000-0000-6511		323.45	160 gallons of bulk antifreeze	700367	Maint Shop Supplies & Materials	N
	11215	Central Farm Services	20,542.01	3 Transactions			
	16480	Crysteel Truck Equipment Inc					
11	10-304-000-0000-6520		1,552.00	Wing post assembly	LP205114	Machinery/Vehicle Parts	N
	16480	Crysteel Truck Equipment Inc	1,552.00	1 Transactions			
	9242	OK Tire Store Inc					
16	10-304-000-0000-6520		9,864.00	(4) grader tires	01-596702	Machinery/Vehicle Parts	N
	9242	OK Tire Store Inc	9,864.00	1 Transactions			
	585	Olympic Fire Protection Corp					
17	10-304-000-0000-6515		565.70	Shop fire extinguishers re-cha	69295	Shop Equip Repair & Maintenance	N
	585	Olympic Fire Protection Corp	565.70	1 Transactions			
304	DEPT Total:		32,807.21	Equipment Maintenance & Shops	5 Vendors	12 Transactions	
10	Fund Total:		35,197.39	Road & Bridge Fund	18 Transactions		
	Final Total:		35,197.39	11 Vendors	18 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	35,197.39	Road & Bridge Fund	
	All Funds	35,197.39	Total	Approved by, ...
				
				

KWINTER

12/30/21

12:25PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KWINTER
12/30/21 12:25PM
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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
	8815	Amazon Capital Services Inc						
1		01-003-010-0000-6820		331.49	Wellness-event supplies	14M1G7WG99QL	Wellness Grant Expense	N
2		01-003-010-0000-6820		1,333.07	Wellness-event supplies	19JYG3T6G7HN	Wellness Grant Expense	N
	8815	Amazon Capital Services Inc		1,664.56	2 Transactions			
	15550	Court Sports And More Inc						
73		01-003-010-0000-6820		750.00	Wellnes event - 50 shirts	98556	Wellness Grant Expense	N
	15550	Court Sports And More Inc		750.00	1 Transactions			
	37025	Innovative Office Solutions LLC						
10		01-003-010-0000-6820		35.52	Wellness - binders	IN3598571	Wellness Grant Expense	N
	37025	Innovative Office Solutions LLC		35.52	1 Transactions			
3	DEPT Total:			2,450.08	County Wide	3 Vendors	4 Transactions	
5	DEPT				Board Of Commissioners			
	4212	Bussler Publishing Inc						
71		01-005-000-0000-6242		9.52	Public hearing - Fee schedule	32303	Publishing	N
	4212	Bussler Publishing Inc		9.52	1 Transactions			
	8238	Krueger/Gregory D						
75		01-005-000-0000-6330		21.05	Meal reimb - AMC Conference		Travel Expenses	N
76		01-005-000-0000-6331		19.13	Fuel - AMC Conference		Mileage Reimbursement	N
	8238	Krueger/Gregory D		40.18	2 Transactions			
5	DEPT Total:			49.70	Board Of Commissioners	2 Vendors	3 Transactions	
11	DEPT				District Court Admin.			
	8086	Alvear/Eduardo						
84		01-011-000-0000-6343		80.00	Pursuant to sealed court order	122121 Bradish	Professional Fees	Y
	8086	Alvear/Eduardo		80.00	1 Transactions			
	8739	Buck Consulting Inc						
87		01-011-000-0000-6343		1,650.00	Rowden professional services	12/27/21	Professional Fees	Y
	8739	Buck Consulting Inc		1,650.00	1 Transactions			
	9229	GBR Interpreting & Translation Services						

KWINTER
12/30/21 12:25PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7	01-011-000-0000-6343		100.00	Pursuant to sealed court order	13139	Professional Fees	N
	9229	GBR Interpreting & Translation Services	100.00	1 Transactions			
11	DEPT Total:		1,830.00	District Court Admin.	3 Vendors	3 Transactions	
31	DEPT			County Administrator			
	4879	Shred Right					
98	01-031-000-0000-6801		5.00	Shred serv order 243588-12/16	565424	General Expense	Y
	4879	Shred Right	5.00	1 Transactions			
	83500	Steele County Highway Dept					
19	01-031-000-0000-6540		18.13	Fuel - November	1880	Gas & Oil	N
	83500	Steele County Highway Dept	18.13	1 Transactions			
31	DEPT Total:		23.13	County Administrator	2 Vendors	2 Transactions	
32	DEPT			Human Resources			
	8819	Herzog/Bobbie					
89	01-032-000-0000-6410		224.05	Copy paper,planners,pens,batt	1808221	Office Supplies	N
88	01-032-000-0000-6801		300.27	Filing box for storage-EE file	7566624	General Expense	N
	8819	Herzog/Bobbie	524.32	2 Transactions			
	4879	Shred Right					
99	01-032-000-0000-6801		5.00	Shred serv order 243588-12/16	565424	General Expense	Y
	4879	Shred Right	5.00	1 Transactions			
32	DEPT Total:		529.32	Human Resources	2 Vendors	3 Transactions	
44	DEPT			Financial Administrator			
	8062	Nelco Solutions					
79	01-044-000-0000-6410		112.10	Payroll check stock	7621255	Office Supplies	N
	8062	Nelco Solutions	112.10	1 Transactions			
44	DEPT Total:		112.10	Financial Administrator	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	16282	Crosstown Cartage Inc					
4	01-062-000-0000-6801		297.00	Contracted mail services	12/24/21	General Expense	N

KWINTER
12/30/21 12:25PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5	01-062-000-0000-6802		140.00	Additional mail services	12/24/21	Internal Chargeback
	16282 Crosstown Cartage Inc		437.00	2 Transactions		N
62	DEPT Total:		437.00	Central Services	1 Vendors	2 Transactions
103	DEPT			Assessor		
	8490 Nelson/Brock					
95	01-103-000-0000-6261		20.00	MAAO Region 1 - Mtg-Rice Co		Conference & Training
	8490 Nelson/Brock		20.00	1 Transactions		N
103	DEPT Total:		20.00	Assessor	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
	4212 Bussler Publishing Inc					
72	01-105-000-0000-6242		8.33	PC notice	32377	Publishing
	4212 Bussler Publishing Inc		8.33	1 Transactions		N
105	DEPT Total:		8.33	Planning & Zoning	1 Vendors	1 Transactions
111	DEPT			Buildings & Grounds		
	1311 Met-Con Construction Faribault Div					
77	01-111-043-0000-6300		5,800.00	Rep brick & repl windows-COB	29226	Bldg Repairs & Maintenance
	1311 Met-Con Construction Faribault Div		5,800.00	1 Transactions		N
	585 Olympic Fire Protection Corp					
80	01-111-042-0000-6300		410.00	3 yr air leakage - CH	69801	Bldg Repairs & Maintenance
	585 Olympic Fire Protection Corp		410.00	1 Transactions		N
111	DEPT Total:		6,210.00	Buildings & Grounds	2 Vendors	2 Transactions
121	DEPT			Veteran Service		
	3527 Sprint					
15	01-121-000-0000-6210		8.25	Phone charges - Vet van	196880610-141	Telephone
	3527 Sprint		8.25	1 Transactions		N
121	DEPT Total:		8.25	Veteran Service	1 Vendors	1 Transactions

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201	DEPT			Sheriff			
85	8458 American Tower Corporation						
	01-201-297-0000-6347		633.38	Tower rent - January 2022	409004437	T-BI Pr Lease Payments	N
	8458 American Tower Corporation		633.38	1 Transactions			
86	5427 Blooming Prairie Public Utilities						
	01-201-297-0000-6250		388.35	BP Tower utilities 11/18-12/20	3762	T-BI Pr Utilities	N
	5427 Blooming Prairie Public Utilities		388.35	1 Transactions			
92	4710 Interstate Power Systems Inc						
	01-201-000-0000-6345		245.00	Generator inspection "A"	R001182274:01	Somerset Tower	N
93	01-201-296-0000-6301		245.00	Generator inspection "A"	R001182275:01	T#9 Equipment Repairs	N
91	01-201-297-0000-6301		245.00	Generator inspection "A"	R001183024:01	T BI Pr-Equipment Repairs	N
	4710 Interstate Power Systems Inc		735.00	3 Transactions			
96	61560 Owatonna Public Utilities						
	01-201-296-0000-6250		279.52	Tower 9-utilities 11/16-12/14	718561	T#9 Utilities	N
	61560 Owatonna Public Utilities		279.52	1 Transactions			
17	83500 Steele County Highway Dept						
	01-201-000-0000-6562		5,645.65	Fuel - November	1882	Gas & Oil Squads	N
18	01-201-000-0000-6562		3,018.19	Fuel - December	1882	Gas & Oil Squads	N
	83500 Steele County Highway Dept		8,663.84	2 Transactions			
22	9183 Van Meter Inc						
	01-201-297-0000-6301		70.48	BP Tower motion sec floodlight	S011851174.001	T BI Pr-Equipment Repairs	N
	9183 Van Meter Inc		70.48	1 Transactions			
201	DEPT Total:		10,770.57	Sheriff	6 Vendors	9 Transactions	
208	DEPT			Coroner			
3	5357 Bluhm/Christine						
	01-208-000-0000-6801		1,856.25	Death investigation - 14	9/13-11/23/21	General Expense	Y
	5357 Bluhm/Christine		1,856.25	1 Transactions			
6	8048 Edwardsen/Danette Marie						
	01-208-000-0000-6801		825.00	Death investigation - 4	7/22-11/26/21	General Expense	Y
	8048 Edwardsen/Danette Marie		825.00	1 Transactions			

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	9158 Harren/Amanda Danielle						
9	01-208-000-0000-6801		650.00	Medicolegal investigator trng		General Expense	Y
8	01-208-000-0000-6801		250.00	Death investigation - 5	9/13-11/23/21	General Expense	Y
	9158 Harren/Amanda Danielle		900.00	2 Transactions			
208	DEPT Total:		3,581.25	Coroner	3 Vendors	4 Transactions	
251	DEPT			Jail			
	5750 Bob Barker Company Inc						
70	01-251-000-0000-6418		147.80	Inmate T-shirts - 2 cases	1710741	Lock-Up Supplies	N
	5750 Bob Barker Company Inc		147.80	1 Transactions			
	83500 Steele County Highway Dept						
81	01-251-000-0000-6562		498.88	Fuel - December	1887	Gas & Oil	N
	83500 Steele County Highway Dept		498.88	1 Transactions			
	8247 Summit Food Services LLC						
82	01-251-000-0000-6441		3,726.62	Inmate meals 12/18-12/24/21	INV2000130978	Prisoner Meals	N
	8247 Summit Food Services LLC		3,726.62	1 Transactions			
251	DEPT Total:		4,373.30	Jail	3 Vendors	3 Transactions	
252	DEPT			Community Corrections			
	9084 Metro FiberNet LLC						
78	01-252-000-0000-6210		300.00	Dark fiber monthly fee - CCA		Telephone	Y
	9084 Metro FiberNet LLC		300.00	1 Transactions			
	4879 Shred Right						
100	01-252-000-0000-6410		10.00	Shredding	565449	Office Supplies	Y
	4879 Shred Right		10.00	1 Transactions			
	83500 Steele County Highway Dept						
16	01-252-000-0000-6540		82.34	Fuel - December	1886	Gas & Oil	N
	83500 Steele County Highway Dept		82.34	1 Transactions			
252	DEPT Total:		392.34	Community Corrections	3 Vendors	3 Transactions	
253	DEPT			Law Enforcement Center			

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90	37025	Innovative Office Solutions LLC						
		01-253-000-0000-6451		29.25	R Melchert - notary stamp	IN3602259	Operating Supplies	N
	37025	Innovative Office Solutions LLC		29.25	1 Transactions			
94	9084	Metro FiberNet LLC						
		01-253-000-0000-6410		37.00	Video/TV 12/16/21-01/15/21	1675653	Office Supplies	Y
	9084	Metro FiberNet LLC		37.00	1 Transactions			
11	65100	Paape Companies Inc						
		01-253-000-0000-6300		209.09	Repair heater in garage	104816	Bldg Repairs & Maintenance	N
	65100	Paape Companies Inc		209.09	1 Transactions			
101	4879	Shred Right						
		01-253-000-0000-6254		40.50	Shredding	565450	Garbage Disposal	Y
	4879	Shred Right		40.50	1 Transactions			
253	DEPT Total:			315.84	Law Enforcement Center	4 Vendors	4 Transactions	
391	DEPT				Environmental Services			
21	8967	Steele Waseca Cooperative Electric						
		01-391-000-0000-6550		6.04	Haz utilities - Nov	22772	Household Hazardous Waste	G
	8967	Steele Waseca Cooperative Electric		6.04	1 Transactions			
391	DEPT Total:			6.04	Environmental Services	1 Vendors	1 Transactions	
481	DEPT				Public Health Nursing			
14	4597	Sanofi Pasteur Inc						
		01-481-462-6047-6466		1,791.88	CID: Flu vaccine Fluzone	917947714	Flu Vaccine	N
	4597	Sanofi Pasteur Inc		1,791.88	1 Transactions			
20	83500	Steele County Highway Dept						
		01-481-465-6057-6540		68.92	LPHG: Fuel - November	1885	Gas & Oil	N
	83500	Steele County Highway Dept		68.92	1 Transactions			
481	DEPT Total:			1,860.80	Public Health Nursing	2 Vendors	2 Transactions	
521	DEPT				Park And Recreation			
	8967	Steele Waseca Cooperative Electric						

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102	01-521-000-0000-6823	9.83	Utilities-Sec lite-11/17-12/16		Beaver Lake	G
8967	Steele Waseca Cooperative Electric	9.83	1 Transactions			
99175	Zarnoth Brush Works Inc					
83	01-521-000-0000-6410	387.00	New brush for broom	187551-IN	Operating Supplies/Truck Repairs	N
99175	Zarnoth Brush Works Inc	387.00	1 Transactions			
521	DEPT Total:	396.83	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT		Four Seasons			
61560	Owatonna Public Utilities					
97	01-550-000-0000-6250	51,510.11	Balance of 2021 utilities	464	Utilities	N
61560	Owatonna Public Utilities	51,510.11	1 Transactions			
550	DEPT Total:	51,510.11	Four Seasons	1 Vendors	1 Transactions	
602	DEPT		Co-Op Extension			
3568	Koenig/Joleen					
74	01-602-000-0000-6215	8.55	reimb postage-pkg to St Cloud		Postage	N
3568	Koenig/Joleen	8.55	1 Transactions			
72120	Univ Of Mn Regents					
13	01-602-000-0000-6306	25.50	Benefits-12/6-12/19/21-L Rugg		Contracted Services	N
12	01-602-000-0000-6306	340.00	Salary-12/6-12/19/21-L Rugg	0300028685	Contracted Services	N
72120	Univ Of Mn Regents	365.50	2 Transactions			
602	DEPT Total:	374.05	Co-Op Extension	2 Vendors	3 Transactions	
1	Fund Total:	85,259.04	General Revenue Fund		55 Transactions	

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
301	DEPT			Administration			
	4710 Interstate Power Systems Inc						
103	10-301-000-0000-6512		11.08	Coolant recharge	R001182276:01	Bldg Repair & Maintenance	N
	4710 Interstate Power Systems Inc		11.08	1 Transactions			
	9084 Metro FiberNet LLC						
66	10-301-000-0000-6210		300.00	Dark fiber monthly fee - PW		Telephone	Y
67	10-301-000-0000-6210		48.76	Elevator phone - PW		Telephone	Y
	9084 Metro FiberNet LLC		348.76	2 Transactions			
301	DEPT Total:		359.84	Administration	2 Vendors	3 Transactions	
303	DEPT			Construction Expense			
	5217 Crane Creek Asphalt						
63	10-303-000-0000-6536		4,608.01	CSAH 2 Waseca to CSAH 7	PP#3	Federal Funds	N
64	10-303-000-0000-6537		1,325.10	CSAH 2 Waseca Cty share	PP#3	County Construction	N
65	10-303-000-0000-6565		2,590.07	CSAH 2/14-Waseca to CSAH 7	PP#3	Sales Tax Construction Projects	N
	5217 Crane Creek Asphalt		8,523.18	3 Transactions			
303	DEPT Total:		8,523.18	Construction Expense	1 Vendors	3 Transactions	
304	DEPT			Equipment Maintenance & Shops			
	61560 Owatonna Public Utilities						
104	10-304-000-0000-6514		5,253.79	Highway - PW utilities	718562	Utility Services	N
	61560 Owatonna Public Utilities		5,253.79	1 Transactions			
304	DEPT Total:		5,253.79	Equipment Maintenance & Shops	1 Vendors	1 Transactions	
309	DEPT			Flood Disaster Shop			
	61560 Owatonna Public Utilities						
105	10-309-000-0000-6514		104.37	Highway - Old Shop utilities	718553	Utility Services	N
	61560 Owatonna Public Utilities		104.37	1 Transactions			
309	DEPT Total:		104.37	Flood Disaster Shop	1 Vendors	1 Transactions	
10	Fund Total:		14,241.18	Road & Bridge Fund		8 Transactions	

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631	DEPT				Judicial Ditch 1			
	84625	Steele County Soil & Water Conserv Dist						
23		21-631-000-0000-6260		171.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD1)	Inspections & Engineer	N
	84625	Steele County Soil & Water Conserv Dist		171.50	1 Transactions			
631	DEPT Total:			171.50	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT				Judicial Ditch 10			
	84625	Steele County Soil & Water Conserv Dist						
27		21-633-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD10)	Inspections & Engineers	N
	84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
633	DEPT Total:			66.50	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT				Judicial Ditch 5			
	84625	Steele County Soil & Water Conserv Dist						
24		21-634-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD5)	Inspections And Engineers	N
	84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
634	DEPT Total:			66.50	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT				Judicial Ditch 6 & Imp			
	84625	Steele County Soil & Water Conserv Dist						
25		21-635-000-0000-6260		1,767.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD6)	Inspections And Engineers	N
	84625	Steele County Soil & Water Conserv Dist		1,767.50	1 Transactions			
635	DEPT Total:			1,767.50	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT				Judicial Ditch 7			
	84625	Steele County Soil & Water Conserv Dist						
26		21-636-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD7)	Inspections And Engineers	N
	84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
636	DEPT Total:			66.50	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT				JD 11 (Ripley Ditch)			
	84625	Steele County Soil & Water Conserv Dist						

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28	21-637-000-0000-6260		234.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD11)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		234.50	1 Transactions			
637	DEPT Total:		234.50	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
84625	Steele County Soil & Water Conserv Dist						
29	21-638-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD12)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
638	DEPT Total:		66.50	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
84625	Steele County Soil & Water Conserv Dist						
30	21-639-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD23)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
639	DEPT Total:		66.50	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
84625	Steele County Soil & Water Conserv Dist						
31	21-640-000-0000-6260		413.00	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD24)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		413.00	1 Transactions			
640	DEPT Total:		413.00	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT			County Ditch 1 - Orig			
84625	Steele County Soil & Water Conserv Dist						
32	21-641-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD1)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
641	DEPT Total:		66.50	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
84625	Steele County Soil & Water Conserv Dist						
33	21-642-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19-CD1-Ch	Inspections And Engineers	N

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84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
642	DEPT Total:		66.50	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
84625	Steele County Soil & Water Conserv Dist						
34	21-643-000-0000-6260		318.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD2)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		318.50	1 Transactions			
643	DEPT Total:		318.50	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
84625	Steele County Soil & Water Conserv Dist						
35	21-644-000-0000-6260		234.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD4)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		234.50	1 Transactions			
644	DEPT Total:		234.50	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
84625	Steele County Soil & Water Conserv Dist						
36	21-645-000-0000-6260		444.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD5)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		444.50	1 Transactions			
645	DEPT Total:		444.50	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
84625	Steele County Soil & Water Conserv Dist						
37	21-646-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD19)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
646	DEPT Total:		66.50	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
84625	Steele County Soil & Water Conserv Dist						
38	21-647-000-0000-6260		140.00	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD20)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		140.00	1 Transactions			

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
647	DEPT Total:		140.00	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	84625 Steele County Soil & Water Conserv Dist						
39	21-648-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD21)	Inspections And Engineers	N
	84625 Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
648	DEPT Total:		66.50	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
	84625 Steele County Soil & Water Conserv Dist						
40	21-649-000-0000-6260		360.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD22)	Inspections And Engineers	N
	84625 Steele County Soil & Water Conserv Dist		360.50	1 Transactions			
649	DEPT Total:		360.50	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
	84625 Steele County Soil & Water Conserv Dist						
41	21-650-000-0000-6260		119.00	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD23)	Inspections And Engineers	N
	84625 Steele County Soil & Water Conserv Dist		119.00	1 Transactions			
650	DEPT Total:		119.00	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
	84625 Steele County Soil & Water Conserv Dist						
42	21-651-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD24)	Inspections And Engineers	N
	84625 Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
651	DEPT Total:		66.50	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
	84625 Steele County Soil & Water Conserv Dist						
43	21-652-000-0000-6260		108.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD25)	Inspections And Engineers	N
	84625 Steele County Soil & Water Conserv Dist		108.50	1 Transactions			
652	DEPT Total:		108.50	County Ditch 25	1 Vendors	1 Transactions	

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
653	DEPT			County Ditch 27			
84625	Steele County Soil & Water Conserv Dist						
44	21-653-000-0000-6260		297.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (CD27)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		297.50	1 Transactions			
653	DEPT Total:		297.50	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
84625	Steele County Soil & Water Conserv Dist						
45	21-654-000-0000-6260		696.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (PTD7)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		696.50	1 Transactions			
654	DEPT Total:		696.50	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
84625	Steele County Soil & Water Conserv Dist						
46	21-655-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (PTD8)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
655	DEPT Total:		66.50	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
84625	Steele County Soil & Water Conserv Dist						
47	21-656-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (PTD9)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
656	DEPT Total:		66.50	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
84625	Steele County Soil & Water Conserv Dist						
48	21-657-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 PTD10	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
657	DEPT Total:		66.50	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
84625	Steele County Soil & Water Conserv Dist						

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12/30/21 12:25PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
49	21-658-000-0000-6260		402.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 PTD11	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		402.50	1 Transactions			
658	DEPT Total:		402.50	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
84625	Steele County Soil & Water Conserv Dist						
50	21-659-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 PTD17	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
659	DEPT Total:		66.50	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
84625	Steele County Soil & Water Conserv Dist						
51	21-660-000-0000-6260		66.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 PTD18	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		66.50	1 Transactions			
660	DEPT Total:		66.50	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
84625	Steele County Soil & Water Conserv Dist						
52	21-665-000-0000-6260		2,712.50	Ditch Insp Serv-Q3 & 4 2021	2021-19 (JD2)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		2,712.50	1 Transactions			
665	DEPT Total:		2,712.50	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		9,418.50	County Ditch Fund		30 Transactions	

KWINTER

12/30/21 12:25PM

23 Bixby Maintenance Operati

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 16

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
609	DEPT			Bixby Sewer Project			
	27350 Frontier Communications						
68	23-609-000-0000-6210		56.27	Bixby monthly phone bill	507-583-0166	Telephone	N
	27350 Frontier Communications		56.27	1 Transactions			
	8967 Steele Waseca Cooperative Electric						
69	23-609-000-0000-6250		27.18	Bixby utilities 11/12-12/12/21	Acct 1065870	Utilities	G
	8967 Steele Waseca Cooperative Electric		27.18	1 Transactions			
609	DEPT Total:		83.45	Bixby Sewer Project	2 Vendors	2 Transactions	
23	Fund Total:		83.45	Bixby Maintenance Operations		2 Transactions	

KWINTER
12/30/21 12:25PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
398	DEPT				Landfill		
	38160	J R's Advanced Recyclers Inc					
53		53-398-000-0000-6304		7,590.10	15,490 lbs electronics	106123	Contract Services N
	38160	J R's Advanced Recyclers Inc		7,590.10	1 Transactions		
	3909	Liberty Tire Recycling LLC					
54		53-398-000-0000-6304		2,542.80	Recycle tires	2180104	Contract Services Y
	3909	Liberty Tire Recycling LLC		2,542.80	1 Transactions		
	8967	Steele Waseca Cooperative Electric					
57		53-398-000-0000-6250		241.86	New Shop utilities	120435	Utilities G
56		53-398-000-0000-6250		14.74	Clem's building site utilities	120436	Utilities G
58		53-398-000-0000-6250		59.60	Pumping station utilities	22594	Utilities G
55		53-398-000-0000-6250		102.69	Office utilities	29002	Utilities G
	8967	Steele Waseca Cooperative Electric		418.89	4 Transactions		
398	DEPT Total:			10,551.79	Landfill	3 Vendors	6 Transactions
53	Fund Total:			10,551.79	Landfill Fund		6 Transactions

KWINTER
 12/30/21 12:25PM
 75 Other Trust Funds

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor		Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name			
870	DEPT			Other Trust Funds					
	89302	Treas Danish Lutheran Cemetery							
106	75-870-000-0000-6900		90.95	Int CD 344170006367		Interest To Cemeteries			N
	89302	Treas Danish Lutheran Cemetery	90.95	1 Transactions					
870	DEPT Total:		90.95	Other Trust Funds	1 Vendors	1 Transactions			
75	Fund Total:		90.95	Other Trust Funds		1 Transactions			

KWINTER
12/30/21 12:25PM
81 Consolidated Dispatch Fur

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
230	DEPT		Consolidated Dispatch			
	10018 CDW Goverment Inc					
60	81-230-000-0000-6480		199.26	6 Spare batteries	P901562	Non-Capitalized Inventory N
	10018 CDW Goverment Inc		199.26	1 Transactions		
	9012 CenturyLink					
59	81-230-000-0000-6210		410.72	FB EOC - Telephone lines (Dec)	254666580	Telephone N
	9012 CenturyLink		410.72	1 Transactions		
	4241 Motorola Solutions Inc					
61	81-230-000-0000-6600		9,415.00	Portable radios (2)	1162344867	Capital Outlay N
	4241 Motorola Solutions Inc		9,415.00	1 Transactions		
	4879 Shred Right					
62	81-230-000-0000-6801		42.60	RSC document shredding (Dec)	565448	Misc. Expense Y
	4879 Shred Right		42.60	1 Transactions		
230	DEPT Total:		10,067.58	Consolidated Dispatch	4 Vendors	4 Transactions
81	Fund Total:		10,067.58	Consolidated Dispatch Fund		4 Transactions
	Final Total:		129,712.49	91 Vendors	106 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	85,259.04	General Revenue Fund	
	10	14,241.18	Road & Bridge Fund	
	21	9,418.50	County Ditch Fund	
	23	83.45	Bixby Maintenance Operations	
	53	10,551.79	Landfill Fund	
	75	90.95	Other Trust Funds	
	81	10,067.58	Consolidated Dispatch Fund	
	All Funds	129,712.49	Total	Approved by, ...
				
				

RULES OF ORDER

STEELE COUNTY BOARD OF COMMISSIONERS

January 4, 2022, and as amended

I. Meetings

(A) TIME

1. Regular meetings of the Board shall be as per Statutes, on the 1st Tuesday after the 1st Monday in January
2. Special meetings of the County Board shall be held on the 2nd Tuesday and 4th Tuesday of each month (except January) at 5:00 p.m. or at such time and day as determined by the County Board of Commissioners

(B) PLACE

The designated County Board Room shall be the meeting place of the County Board, provided however, that occasional special meetings may on notice to the public, be held at any location as determined by the Board, and further adjourned to such other time and/or location as may be determined by the Board of Commissioners

II. Presiding Officer

The Presiding Officer of the Board shall be the Chair, who shall be elected annually at the first regular meeting, from the membership. The Vice-Chair shall be selected in the same manner. The Chair, or in their absence, the Vice-Chair, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Board to order.

III. Quorum

A majority of all members elected to the Board shall constitute a quorum at any Regular or Special Meeting.

IV. Order of Business

The order of business shall be determined by the Chair, and the following is a suggested order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Comments from the Public
5. Correspondence
6. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills
 - c. Other

7. General Business/Administration
8. Policy Committee Reports and Items of Action
9. Reports of Officers, Boards & Committees
10. Adjournment

- a. Provided, however, that unless otherwise directed by the Board, bills against the County will be allowed at both meetings of the month, and provided further, that all bills to be so considered shall be on file in the Auditor's Office no later than the close of business on the Tuesday preceding said meeting.
- b. Provided further, that meetings of the Board called for a particular object and purpose unless the business for such meeting was called has been disposed of, or, unless with the unanimous consent of the members present.
- c. Provided further, that no items of business shall come before the Board until same shall have had a proper review by the Committee of the Board so charged.
- d. Emergency items may be taken in their proper order, without going before the Committee upon the affirmative vote of the Board. When an agenda item is added to the Board meeting agenda without previous review by a Committee of the Board, the Chair or presiding officer shall allow Board discussion or comment prior to the making of a formal motion and may, at his or her discretion, allow limited public comment on potential action items.
- e. All items to be included on the proposed agenda shall be listed with the Administrator at least three days preceding the meeting excluding emergency meetings.

V. Reading of the Minutes

Unless a reading of the Minutes at the Board meeting is requested by a member of the Board, such Minutes may be approved without reading, if the Auditor has previously furnished each member with a copy thereof.

VI. Motions

A motion must have a second prior to discussion of the specific motion being permitted. In the event, there is not a second, the motion will not be considered by the Board. The motion shall be stated by the Chair or presiding officer before debate; and any such motion shall be reduced to writing, by the maker, if the Chair or any member desires it.

VII. Precedence of Motion

When a question is under debate, no motion shall be received but to adjourn – to lay on the table – for the previous question to postpone indefinitely – to postpone to a certain day – to commit or amend; which several motions shall have precedence in the order which they stand arranged.

- VIII. Motion to Adjourn
A motion to adjourn shall always be in order except when a member is addressing the Chair, or a vote is being taken; that, and the motion to lay on the table shall be decided without debate.
- IX. Silence Constituting Affirmative Vote
Majority vote construed where no roll call is called, and where no ballots are cast, unless a member of the board stated that they are not voting their silence shall be recorded as an affirmative vote. Where a mere majority vote on proposition is required, and there is a quorum present, it shall be sufficient to carry such proposition if a number voting on such proposition shall be a majority of the vote actually cast provided that a number voting in favor of such proposition shall equal a majority of the number required to constitute a quorum.
- X. Roll Call Vote
The Ayes and Nays shall be called upon any question upon the requisition of the Chair or any member of the Board. Roll Call shall be by successive district number with the first call determined by lot and progressive therewith.
- XI. Introducing for Passage of Approval
a. No ordinance shall be passed and/or adopted unless the requirements of Notice of Intent to adopt, proof of Publication have been followed and passed by a majority of the Board pursuant to Minn. Stat. §375.51.
b. Resolutions may be sponsored by any member of the Board or staff provided County Administrator or Committee recommendation and unless so sponsored, they shall not be considered.
c. Proposed, resolutions must be in writing and a copy of each before each Commissioner before being considered.
d. All resolutions and ordinances shall become effective upon their publication as provided by law.
- XII. Absence from Meeting
Every member of the Board about to leave the County for a period of one week or more shall notify the Chair of the Board or the County Administrator.
- XIII. Records
It shall be the duty of the County Auditor to keep a current journal of the proceedings of the Board and perform such duties as required by the statutes. Auditor shall not allow any original journal, paper or record of the County to be taken from their custody without knowledge of the Board.
- XIV. Parliamentary Practice
The rules of parliamentary practice, embraced in Robert's Rules of Order, as amended, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with Minnesota Statutes and with the Standing Rules of the Board. The County Attorney shall act as parliamentarian, and the Chair, or in their absence, the Vice-Chair, shall decide the question of Order subject to an appeal to the Board.

XV. Suspension of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmative vote of three members of the Board, unless notice of such change shall have been given at a previous meeting.

Amended: January 4, 2022

Steele County Board of Commissioners Board Meeting Schedule for 2022

Board of Commissioners – 5:00p.m. the 2nd and 4th Tuesday of each Month (Unless changed by Board Action)
Board Room at the Steele County Administration Center

January 4* January 25	February 8 February 22	March 8 (4 p.m.) March 22	April 12 April 26
May 10 May 24	June 14 June 28	July 12 July 26	August 9 (4 p.m.) August 23
September 13 September 27	October 11 October 25	November 8 (4 p.m.) November 22	December 13 December 27

*Minn. Stat. §37507 states: "The board shall meet at the county seat for the transaction of business on the first Tuesday after the first Monday in January..."

Steele County Board of Commissioners Board Work Session Schedule for 2022

Board Work Sessions - 4:00 p.m. the 2nd and 4th Tuesday of each Month (Unless changed by Board Action)
Board Room at the Steele County Administration Center

January 25	February 8 February 22	March 8 (3 p.m.) March 22	April 12 April 26
May 10 May 24	June 14 June 28	July 12 July 26	August 9 (3 p.m.) August 23
September 13 September 27	October 11 October 25	November 8 (3 p.m.) November 22	December 13 December 27

STEELE COUNTY

RESOLUTION DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY AND TRANSPORTATION PROJECT BIDS

NOW, THEREFORE, BE IT RESOLVED, that www.co.steele.mn.us will be and hereby is designated the official website to publish the proceedings of the County Board, ordinances, official notices, real estate delinquent tax lists, County Board of Equalization, financial statements, and all other notices to be posted by Steele County.

BE IT FURTHER RESOLVED, that www.co.steele.mn.us will be and hereby is designated as the official website for publication of Steele County transportation projects, as provided for in Minn. Stat. §331A.12.

This resolution shall become effective upon its passage and publication in the official newspaper for Steele County.

STEELE COUNTY
BOARD OF COMMISSIONERS

John Glynn, Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 4th day of January 2022.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: 2022 AMC Delegates

Department: Administrator's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve the Association of Minnesota Counties (AMC) Delegates - Same as 2021

Background(Including Budget Impact):

Minnesota Counties are requested to appoint delegates to AMC

The 2021 delegates were:

- *Commissioner James Brady
- *Commissioner John Glynn
- *Commissioner James Abbe
- *Commissioner Greg Krueger
- *Commissioner Rick Gnemi
- *County Administrator
- *County Auditor
- *County Treasurer

Attachments:



Steele County Agenda Item

Subject: 2022 AMC Policy Committee Members

Department: Administrator's Office

Committee Meeting Date: None

Board Meeting Date: January 4, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Appoint Commissioners to the same AMC Policy Committees as 2021

Background(*Including Budget Impact*):

AMC Policy Committees

Environ. & Natural Resources: John Glynn

General Government: Jim Abbe

Health & Human Services: Greg Krueger

Public Safety: Rick Gnemi

Transportation & Infrastructure: James Brady

Attachments:

None

RESOLUTION

RESOLUTION ESTABLISHING THE 2022 MINIMUM SALARIES FOR ELECTED OFFICIALS

WHEREAS, Minnesota Statutes state that “*At the January meeting prior to the first date on which applicants may file for the office of county attorney, county auditor, county sheriff, and county treasurer; the board shall set by resolution the minimum salary to be paid the county attorney, county auditor, county sheriff, and county treasurer for the term next following*”; and

NOW, THEREFORE, BE IT RESOLVED by the Steele County Board of Commissioners that the annual minimum salary to be paid the elected official for the term next following be set at Step 1 of the Comparable Rating and Wage Scale System used by Steele County.

County Attorney (Minn. Stat. §388.18): E83
County Auditor (Minn. Stat. §384.151): D62
County Sheriff (Minn. Stat. §387.20): E83
County Treasurer (Minn. Stat. §385.373): D62

Whereupon the Resolution was declared duly passed and adopted.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chairman

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 4th day of January, 2022.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Travel & Training

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve travel & training for officers and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personnel Rules and Policies

Background (*Including Budget Impact*):

Steele County Personnel Rules & Policies states:

Conferences and workshops are to be specifically related to the current job of the attending employee and used to develop the information and skills of departmental staff. These sessions may be attended upon approval of the supervisor and payment of fees and expenses must be part of the approved departmental budget.

Expense reimbursements for such training is outlined in the Personnel Rules & Policies, Chapter 19

Attachments:



Steele County Agenda Item

Subject: Travel & Training

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Authorize the expense reimbursement for registration, travel, lodging & meal expense for Commissioners and staff to attend AMC & NACO meetings.

Background (*Including Budget Impact*):

Both AMC & NACO provide various training, meetings and conferences throughout the year available to the Commissioners and staff. The ability to learn best practices and network with peers and state and national leadership (both within the organization and state and federal government) provides a valuable return to Steele County.

Attachments:



Steele County Agenda Item

Subject: 2022 Mileage Rate

Department: Auditor's Office

Committee Meeting Date: N/A

Board Meeting Date: January 4, 2022

Consent Agenda: ☒ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve 2022 Mileage Rate at 58.5 cents.

Background (*Including Budget Impact*):

The Board sets the rate for mileage reimbursement on an annual basis and per the IRS Standard rate. For 2022 the mileage rate is 58.5 cents.

Attachments:



Steele County Agenda Item

Subject: Resolution-Accounts Payable

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Resolution authorizing the County Auditor & County Treasurer to process payments by Auditor's Warrants

Background (*Including Budget Impact*):

Annually the County Board adopts the Resolution authorizing the County Auditor & County Treasurer to process payments by Auditor's Warrants

Attachments:

Accounts Payable Resolution

RESOLUTION

Be it Resolved, that the County Auditor & County Treasurer are hereby authorized to process payments by Auditor's Warrants, for which the precise amount is fixed by law, which include fees, utility bills, salaries, highway department fuel bills, freight, witness expenses, vehicle registration/tabs, telephone, postage and sheriff's paper service to other counties. Necessary expenses include prepayment of expenses for seminars and other county business trips. Further to authorize payment to contractors for work and material in place on the job as certified by the Engineer or Architect except that the final payment on any project be approved by Board action; to authorize payments for bonds and interest payments for the bonded debt fund and for investments; to authorize payments for purchases made by the County Board wherein an amount has been set and entered in the Board minutes; to authorize payment of emergency welfare funds and Social Service funds as an emergency issuance procedure, as prescribed by state and federal law and claims that are due and would incur interest and penalties. A listing of bills paid will be provided to the County Board for their review.

Dated: January 4, 2022

STEELE COUNTY BOARD OF COMMISSIONERS

Chairman

Attest: _____
County Auditor

CERTIFICATION

I hereby certify that the above is a true and correct copy of the Resolution duly passed, adopted and approved by the county Board of said County on the 4th day of January 2022.

Steele County Auditor



Steele County Agenda Item

Subject: Resolution – Depository for deposits and safekeeping of County’s investments

Department: Treasurer's Office/Finance

Committee Meeting Date: Click or tap to enter a date.

Board Meeting Date: January 4, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to approve UBS Financial Services, LLC as the County’s depository for deposits and safekeeping of County’s investments

Background (*Including Budget Impact*):

UBS Financial Services, LLC (“UBS”) has been the third-party depository institution that Steele County has used since 2019. They hold the County’s securities, assist in the trading of securities and monitor the credit risks of the securities that the County owns. Staff recommends continue using UBS as its depository institution.

RESOLUTION

Resolution designating a depository for the County of Steele and persons authorized to sign orders thereon.

BE IT RESOLVED by the Board of Commissioners of Steele County Minnesota, that “UBS Financial Services, LLC,” be and hereby is designated as depository for deposits and safekeeping of said County for such amounts as may be deposited herein.

BE IT FURTHER RESOLVED that orders of the County of Steele drawn on said UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Catherine Piepho, Treasurer of Steele County; and by two if signed by Laura Ihrke, Steele County Auditor, and Madison Melcher, Steele County Financial Specialist.

BE IT FURTHER RESOLVED that orders to purchase, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Catherine Piepho, Steele County Treasurer.

NOW, THEREFORE, BE IT RESOLVED that all transfers of funds or investment securities to and from any Steele County accounts on behalf of Steele County as directed to UBS Financial Services LLC may only be made to another depository or account of Steele County in the name of Steele County.

Dated this 4th day of January 2022.

Chairman

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 4th day of January 2022.

County Auditor
County of Steele



Steele County Agenda Item

Subject: Resolution – EFT Authorization

Department: Treasurer's Office/Finance

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to authorize personnel to process EFT transactions

Background (*Including Budget Impact*):

One of the legal compliance standards required by the State Auditor's Office is that the County Board delegate authority on an annual basis to certain personnel to make electronic funds transfers. Attached is the resolution to comply with that standard stating the personnel authorized to initiate such transactions.

RESOLUTION

WHEREAS, Steele County will electronically transfer funds and establish appropriate internal controls to ensure compliance with Minnesota law. Therefore, electronic fund transfers will be made for the following types of transactions: claim for payment from an imprest payroll bank account or investment of excess money; payment of tax or aid anticipation certificates; payment of contributions to a pension or retirement fund; vendor payments; and payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Catherine Piepho, County Treasurer/Finance Director; Laura Ihrke, County Auditor; Madison Melcher, Financial Specialist; Jonathan Walstrom, Financial Analyst, Kortney Miller, Payroll Specialist; and Karen Winter, Deputy Auditor.

BE IT FURTHER RESOLVED, that the Treasurer/Finance Director shall establish internal controls to ensure compliance with Minn. Stat. §471.38, subd. 3 & 3a, to include without limitation, annually providing a certified copy of the delegation of authority to the disbursing bank(s), certifying to the Banks of Steele County the names and signatures of the persons named above and such certifying officer from time to time, hereafter, upon a change in the facts so certified, and immediately certifying to the Banks the names and signatures of the persons then authorized to sign or to act.

BE IT FURTHER RESOLVED, a listing of electronic funds transfers transactions will be submitted to the Board at every Board meeting.

A transfer of funds by wire or electronic funds transfer in any of the Banks used by Steele County shall be by the signatures of the following officers or their alternatives;

Catherine Piepho, Treasurer/Finance Director _____

Laura Ihrke, Auditor _____

Madison Melcher, Financial Specialist _____

Jonathan Walstrom _____

Kortney Miller, Payroll Specialist _____

Karen Winter, Deputy Auditor _____

Board Chairman

Laura Ihrke, Steele County Auditor

Date



Steele County Agenda Item

Subject: 2022 County Board Committee Assignments

Department: County Board

Committee Meeting Date:

Board Meeting Date: January 4, 2022

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

Policy Committee Recommendation:

Recommendation:

Approve appointments of the 2022 County Board Committee Appointments

Background (*Including Budget Impact*):

The 2022 Committee Appointments has been updated based on feedback from the Board of Commissioners.

Attachments:

2022 Steele County Board Committee Assignments - Draft

2022 STEELE COUNTY BOARD

COMMITTEE APPOINTMENTS

2022 Chair: John Glynn

2022 Vice Chair: Greg Krueger

Internal / Policy Committees

Internal Central Services Committee

John Glynn, Chair (Board Chair)
Greg Krueger, (Board Vice-Chair)
Rick Gnemi, Alternate

Land Use/Records Committee

James Brady, Chair
Rick Gnemi
Greg Krueger, Alternate

Property & Maintenance Committee

Greg Krueger, Chair
John Glynn
Jim Abbe, Alternate

Public Safety & Health Committee

Jim Abbe, Chair
James Brady
John Glynn, Alternate

Public Works Committee

Rick Gnemi, Chair
Jim Abbe
James Brady, Alternate

Board of Equalization

All Commissioners

Joint Powers, Advisory Board, Regional Representation

Cannon River 1W1P Joint Policy Committee

Rick Gnemi
James Brady, Alternate

Cannon River Watershed Joint Powers Board

Rick Gnemi
James Brady, Alternate

Children's Mental Health Collaborative

James Brady
Greg Krueger

Community Corrections Advisory Board

John Glynn
Greg Krueger, Alternate

Community Health Board (Dodge/Steele)

John Glynn
Jim Abbe
Greg Krueger

Counties Providing Technology

Jim Abbe, Delegate
John Glynn, Alternate

Criminal Justice Committee

Greg Krueger

Cultural Diversity Network

Greg Krueger
Jim Abbe, Alternate

Economic Development Authority

Jim Abbe
Greg Krueger, Alternate

Extension

James Brady
John Glynn

Fair Board Liaison

John Glynn
James Brady, Alternate

Hope Drainage

James Brady
John Glynn, Alternate

Intergovernmental Committee

All Commissioners

Intergovernmental Joint Agency Task Force

Jim Abbe
James Brady

Intergovernmental Joint Transportation

Committee
Rick Gnemi
Jim Abbe

Judicial Ditch 1, 6, 24

Jim Abbe
John Glynn
Rick Gnemi

Judicial Ditch 2

John Glynn
James Brady
Jim Abbe

Judicial Ditch 5

James Brady
John Glynn
Greg Krueger

Judicial Ditch 7, 10, 11, 12, 23

James Brady
John Glynn

Law Enforcement Center Committee

John Glynn
Greg Krueger

Law Library

Jim Abbe
Greg Krueger, Alternate

Minnesota Prairie County Alliance

Jim Abbe
Greg Krueger
James Brady, Alternate
Cathy Piepho, Finance Committee
Scott Golberg, Finance Committee Alternate

Multi-County Solid Waste Committee

Jim Abbe
Rick Gnemi, Alternate

Park & Rec Commission Liaison

John Glynn
James Brady, Alternate

Planning Commission Liaison

James Brady
John Glynn, Alternate

Recorder's Compliance Fund Committee

James Brady (Land Use/Record Chair)

Regional Railroad Authority

All Commissioners

Resource Conservation & Development

Jim Abbe
John Glynn, Alternate

Rice-Steele 911 Dispatch Joint Powers Board

James Brady
Jim Abbe

SE MN Comm Action Agency (SEMCAC)

Rick Gnemi

SE MN Emergency Communications Board

Greg Krueger
Rick Gnemi, Alternate

SE MN Emergency Medical Services

Rick Gnemi

SE MN Recyclers Exchange (SEMREX)

John Glynn

SMART Transit Advisory Board

Greg Krueger

Soil & Water Conservation District Liaison

James Brady
John Glynn, Alternate

South Central Human Relations Center

James Brady
Rick Gnemi

South Country Health Alliance

Greg Krueger

Jim Abbe, Alternate

Southern MN Tourism

James Brady

John Glynn, Alternate

Southern MN Association of Regional Trails

Greg Krueger

Jim Abbe, Alternate

Steele County Historical Society Liaison

Rick Gnemi

Greg Krueger, Alternate

Steele County Water Planning Committee

James Brady

John Glynn

Steele County Weed Management Association

James Brady

John Glynn, Alternate

Steele-Waseca Drug Court

Rick Gnemi

U.S. Highway 14 Partnership

All Commissioners

Workforce Development

Board

Rick Gnemi

Zumbro River Watershed Partnership

James Brady

John Glynn, Alternate

State / National

Association of Minnesota Counties (AMC)

All Commissioners

AMC Policy Committees

Environ. & Natural Resources: John Glynn

General Government: Jim Abbe

Health & Human Services: Greg Krueger

Public Safety: Rick Gnemi

Transportation & Infrastructure: James Brady

Minnesota Counties Intergovernmental Trust

James Brady

Greg Krueger, Alternate

National Association of Counties

All Commissioners



Steele County Agenda Item

Subject: Citizen Per Diem Amounts

Department: County Board

Committee Meeting Date:

Board Meeting Date: January 4, 2022

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

Policy Committee Recommendation:

Recommendation:

Approve the Per Diem Amounts for Citizens on Steele County Boards and Commissions

Background (*Including Budget Impact*):

Minn. Stat. §375.47 permits a County Board to set a per diem and a mileage allowance to be paid to members of boards or agencies authorized by statute.

In 2021, members of the Extension Committee received a \$55 per diem; members of the Planning Commission and Board of Adjustments received a \$55 per diem; and the Park & Recreation Board Committee received a \$55 per diem.

Attachments:

Resolution

STEELE COUNTY

Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2022

WHEREAS, Minnesota Stat. §375.47, Subd. 1, allows the County Board of Commissioners to set per diem payments for members of boards or agencies authorized by statute, and members of advisory boards or committee, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members;

NOW, THEREFORE, BE IT RESOLVED that the per diem amount be _____ when members are attending a meeting on behalf of the Steele County Board of Commissioners.

BE IT FURTHER RESOLVED that the members may receive a mileage reimbursement equivalent to that adopted by the Steele County Board of Commissioners.

This resolution shall become effective upon its passage and without further publication.

Dated this 4th day of January 2022.

STEELE COUNTY
BOARD OF COMMISSIONERS

John Glynn, Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 4th day of January 2022.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Organizational and Committee Structures

Department: Administrator's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation (January 14, 2020 Board Work Session):

Adopt organizational and committee structures as presented (attachments)

Background (*Including Budget Impact*):

The Committee Structure represents the change in Committee Structure as recommended by the Board in the Strategic Planning Session on November 30, 2021.

The Organizational Structure represents the hiring of a full time Emergency Management and Safety Director.

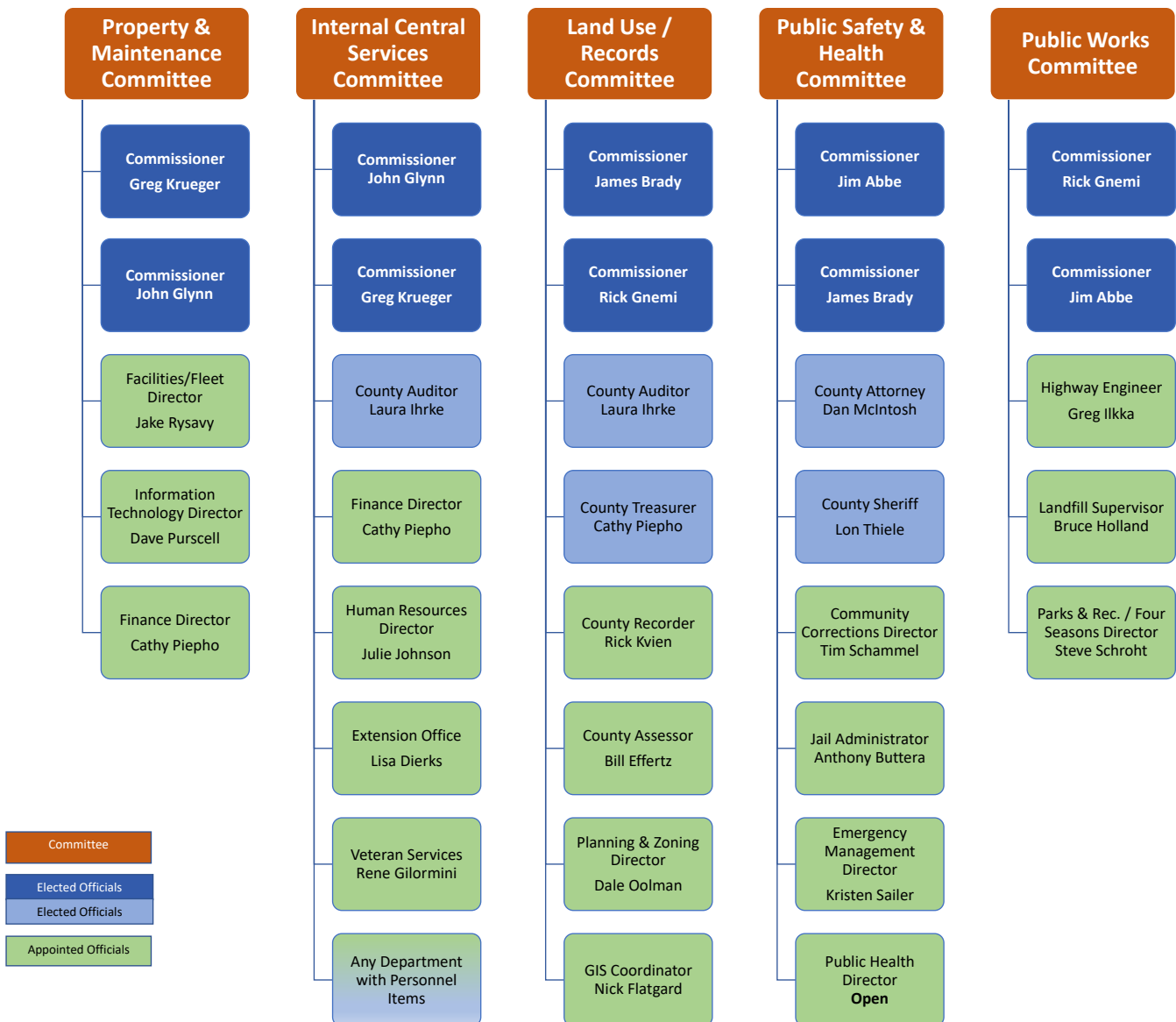
Attachments:

Organizational and Committee Structure Chart

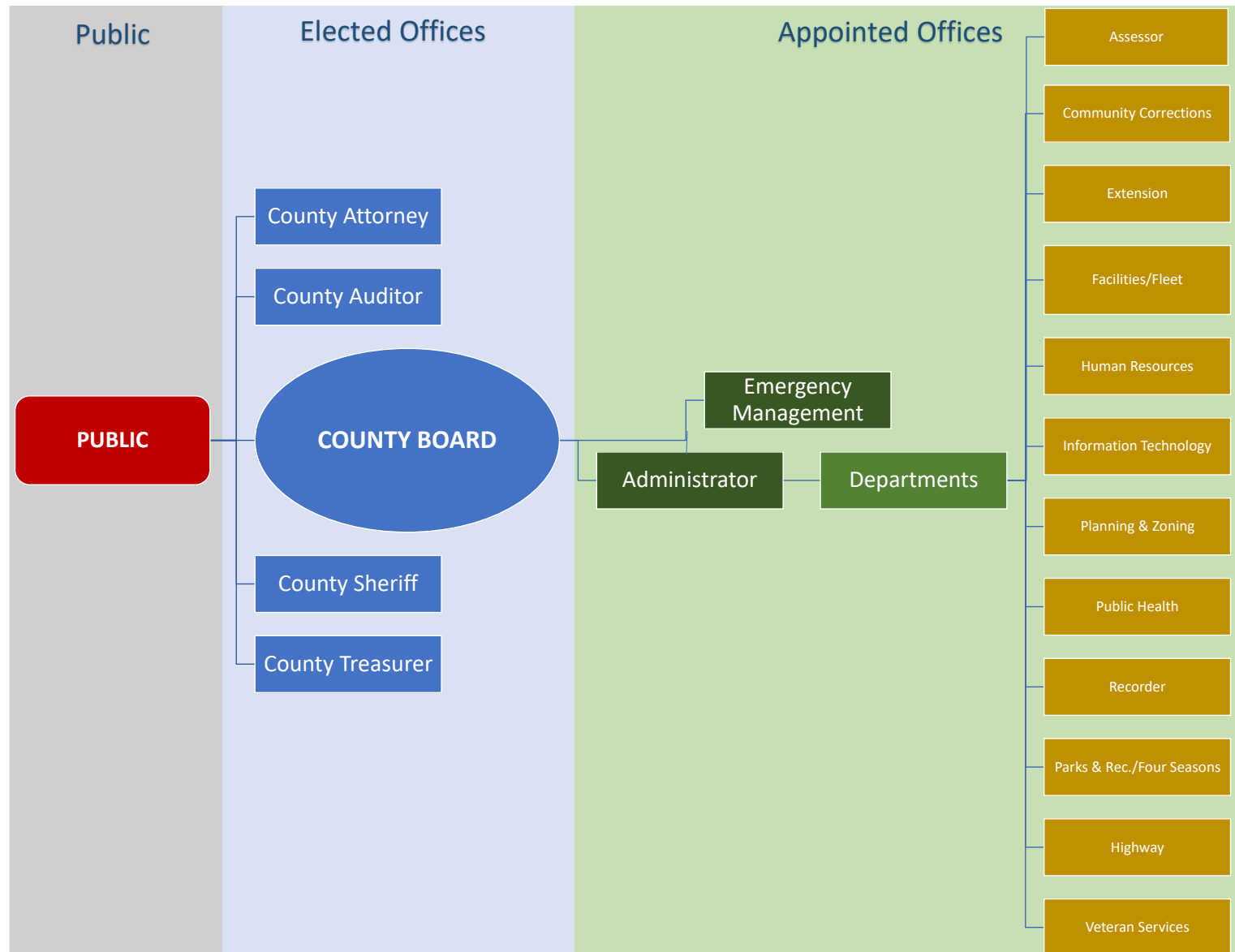


Steele County

2022 Committee Structure DRAFT



Steele County Organizational Structure





Steele County Agenda Item

Subject: Delegation of Payment to County Auditor

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve the Resolution providing specific authorization to the County Auditor or County Finance Director in the payment of Salaries, Wages and Per Diems which align with policies and resolutions approved by the Steele County Board of Commissioners

Background (*Including Budget Impact*):

It is recommended that the resolution be reviewed and approved annually at the organizational meeting.

Attachments:

Resolution

RESOLUTION
Delegation of Duties

WHEREAS, Steele County maintains its payroll system in order to compensate County employees and officials for their services. These payments include the salary and per diem payments approved by the Steele County Board of Commissioners by annual resolution, pursuant to Minn. Stat. §375.055, subd. 1(a); and

WHEREAS, it is advisable and prudent for the Board of Commissioners to delegate the review and approval of Steele County Board of Commissioner salary and per diem payments to the Steele County Auditor and Finance Director or their designee, pursuant to Minn. Stat. §375.18, subd. 1b; and

WHEREAS the Steele County Auditor and Finance Director has the internal accounting and administrative control procedures to ensure the proper disbursement of public funds, including the obligation to issue salary and per diem payments based solely on the annual resolution adopted by the Steele County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes the Steele County Auditor and Finance Director or designee to approve the payment of the County payroll, including approved Commissioner salary and per diem payments made pursuant to Minnesota law and the annual resolution approving certain meetings for per diem payments for the year of 2022.

Dated: January 4, 2022

Chairman

Attest: _____
County Auditor



Steele County Agenda Item

Subject: Award Publication Bid for 2022

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the publication bid for printing of the Financial Statement for 2021; Commissioner proceedings for 2022, Delinquent Tax List for 2021 and all other legal publications as required

Background (*Including Budget Impact*):

Annually the county Board sends out bids for the Publication of the Financial Statement, the Delinquent Tax List and the Commissioner Proceedings and all other legal publications as required by 331A.01 and 375.12.

Attachments:



Steele County Agenda Item

Subject: Award 2nd Publication Bid

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the 2nd Publication bid for the 2021 Financial Statement to another paper located in the County.

Background (*Including Budget Impact*):

Annually the County Board awards the bid for the 2nd Publication of the Financial Statement to another paper located in the County.

Attachments:



Steele County Agenda Item

Subject: ETS Vaccine/Testing Policy Mandate

Department: Administrator's Office

Committee Meeting Date:

Board Meeting Date: January 4, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Recommendation:

Adopt a policy to comply with the federal ETS Vaccine/Testing Mandate

Background (*Including Budget Impact*):

As of today (December 30th), the federal ETS Vaccine/Testing Mandate is in effect and we are on the compliance clock with OSHA. The ETS requires employers to ensure that employees are vaccinated or that they test weekly and wear a face covering, if not vaccinated. MN OSHA has indicated the following compliance approach:

- MNOSHA will not issue citations for noncompliance with any requirements of the ETS before Jan. 10; and
- MNOSHA will not issue citations for noncompliance with the standard's testing requirements before Feb. 9, so long as an employer is exercising reasonable, good faith efforts to come into compliance with the standard.

The first step to compliance is to adopt a policy to address the mandate requirements; a 1st draft policy was distributed at the 12/28/21 Board meeting. An updated policy will be handed out at the 1/4/22 meeting for consideration of adoption. The initial policy will provide the framework for compliance so the County can begin implementing compliance measures. The second part of the policy (addendum) will be adopted later in January and contain more specific information about the testing protocols and other guidelines.

The Supreme Court is scheduled to hear arguments pertaining to this mandate on January 7th and the implementation of any County policy may be affected by pending legal decisions.

Attachments: None (Policy will be handed out at Board meeting)