



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, FEBRUARY 8, 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.

Agenda

1. Call to Order
2. Pledge of Allegiance

Regional Rail Authority Meeting

3. Approve Agenda
4. Approve Minutes – February 9, 2021 (pg. 4)
5. Election of Officers for 2022
 - a. Chair – John Glynn
 - b. Vice-Chair – Greg Krueger
 - c. Secretary – Scott Golberg
 - d. Treasurer – Cathy Piepho
6. Old Business
7. New Business
8. Regional Rail Authority Adjourn

Steele County Board of Commissioners Meeting

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

10. Notice of filing for re-election required pursuant to Minn Stat. § 375A.1205, Subd. 2, has been received by the following officials for the 2022 General Election (pg. 5):
 - Soil & Water Conservations District Supervisor – Mark Ihlenfeld
 - Steele County Attorney – Daniel A. McIntosh
 - Steele County Sheriff – Lon S. Thiele
 - Soil & Water Conservations District Supervisor – Mark D. Ditlevson
 - Auditor – Laura Ihrke
 - Commissioner, District 2 – John Glynn
 - Commissioner, District 1 – James Brady
 - Treasurer – Cathy Piepho

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.*

11. Approve January 25, 2022 Board Work Session Minutes (pg. 13)
12. Approve January 25, 2022 Board Minutes (pg. 14)
13. Approve Bills and Journal Entries (pg. 18)
14. Approve Personnel Report (pg. 76)
15. Approve backfilling Appraiser position (pg. 77)
16. Approve backfilling the Chief Deputy County Attorney position with an Assistant County Attorney I or II position (pg. 86)
17. Approve setting the Public Hearing Notice for Auditor & Treasurer position from elected to appointed for Tuesday, March 8, 2022 at 5:05 p.m. (pg. 90)
18. Approve 2022 US Hwy 14 Partnership membership renewal (pg. 94)

General

19. Anniversary Report (pg. 96)
20. 2022 Equitable Sharing Agreement and Certification (pg. 97)

County Board Work Session – Tuesday, February 8, 2022

21. Action Items

Internal Central Services Committee – Tuesday, February 1, 2022

22. Steele Fit coordinated March blood drive (pg. 103)

Information Items:

23. Internal Central Services Policy Committee Minutes – Tuesday, February 1, 2022 (pg. 104)

24. Property and Maintenance Committee Minutes - Tuesday, February 1, 2022 (pg. 106)

25. 3rd Qtr. 2021 Financial Statements (pg. 107)

26. HAVA Grants Program (pg. 118)

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee – Wednesday, February 9th at 8 a.m. in the Boardroom

Public Works Committee – Thursday, February 10th at 8 a.m., Public Works Facility

Land Use & Records Committee – Tuesday, February 15th at 8 a.m. in the Boardroom

Internal Central Services Committee – Thursday, February 17th at 8 a.m. in the Boardroom (Tentative)

County Board Meeting – Tuesday, February 22nd at 5 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.

STEELE COUNTY REGIONAL RAILROAD AUTHORITY

Meeting Minutes

February 9, 2021

5:00 p.m.

Present: Commissioners Gnemi, Glynn, Brady, Abbe and Krueger.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve the minutes of February 11, 2020. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the following slate of officers for the Regional Railroad Authority for 2021: Chair- James Brady, Vice Chair- John Glynn, Secretary-County Administrator Scott Golberg and Treasurer-County Treasurer Cathy Piepho. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adjourn the meeting of the Regional Railroad Authority at 5:03 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
SECRETARY

RECEIVED

JAN 28 2022

To the Steele County Board of Commissioners:

STEELE CO. AUDITOR

Per Minnesota Statute 375A.1205 Subd. 2, I am hereby providing written notice to the County Board that I intend to file for another term in office as Soil & Water Conservation District Supervisor.

Mark Skyles

STEELE COUNTY

Attorney



DANIEL A. McINTOSH, COUNTY ATTORNEY

CHRISTY M. HORMANN, CHIEF DEPUTY
SASIA J. HENNING, ASSISTANT
JULIA A. FORBES, ASSISTANT
LAURA E. ISENOR, ASSISTANT
ROBERT J. JARRETT, ASSISTANT
TERESA DUDLEY, VICTIM SERVICES
SAMANTHA LEMAY, PARALEGAL

January 31, 2022

The Steele County Board of Commissioners
C/o Scott Golberg, Steele County Administrator
630 Florence Avenue
Owatonna, MN 55060

Re. Notice of filing for re-election required pursuant to Minn. Stat. §375A.1205, Subd. 2.

Dear County Commissioners,

I am hereby providing the Notice required by Minnesota Statute Section 375A.1205, subd. 2 that I intend to file for re-election to the Office of the Steele County Attorney in the 2022 General Election.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. McIntosh', is written over a horizontal line.

Daniel A. McIntosh
Steele County Attorney



STEELE COUNTY SHERIFF'S OFFICE

Lon S. Thiele, Sheriff

Scott Hanson, Chief Deputy

"To Protect With Courage, To Serve With Honor and Compassion"

January 31, 2022

The Steele County Board of Commissioners
C/o Scott Golberg, Steele County Administrator
630 Florence Avenue
Owatonna, MN 55060

Re. Notice of filing for re-election required pursuant to Minn. Stat. 375A.1205, Subd. 2.

Dear County Commissioners,

I am hereby providing the Notice required by Minnesota Statute Section 375A.1205, Subd. 2 that I intend to file for re-election to the Office of the Steele County Sheriff in the 2022 General Election.

Sincerely,

Lon S. Thiele
Steele County Sheriff

January 30, 2022

Steele County Board of Commissioners
630 Florence Avenue
Owatonna, MN 55060

Re: Election Reporting Notice

Dear Commissioners,

Pursuant to Minnesota Statute 375A.1205, Subd. 2, notice is hereby given of my intention to file for election in 2022 in seeking the following position:

**Steele County Soil and Water Conservation
Representative for District 3, Owatonna**

Sincerely,

A handwritten signature in black ink, appearing to read "Mark D. Ditlevson". The signature is fluid and cursive, with the first name "Mark" being the most prominent.

Mark D. Ditlevson
980 Clover Lane SE
Owatonna, MN 55060
mditlevson@charter.net
507-456-6346

Cc: Steele County SWCD

January 31, 2022

Steele County Board of Commissioners:

Per Minnesota Statute 375A.1205 Subd. 2, I am hereby providing written notice to the county board that I do not intend to file for another term in office as County Auditor

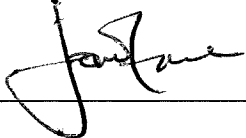
Laura Burke

Dated 1-31-2022

January 31, 2022

Steele County Board of Commissioners:

Per Minnesota Statute 375A.1205 Subd. 2, I am hereby providing written notice to the county board that I intend to file for another term in office as County Commissioner-District 2.

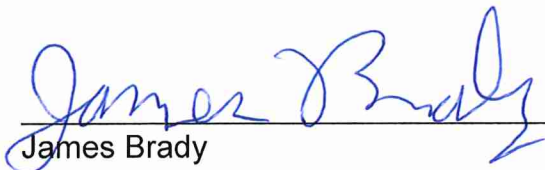


Dated 1-31-22

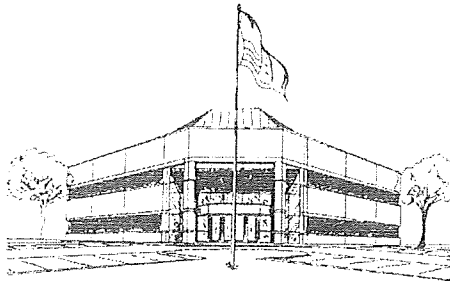
February 1, 2022

Steele County Board of Commissioners:

Per Minnesota Statute 375A.1205 Subd. 2, I am hereby providing written notice to the county board that I intend to file for another term in office as Steele County Commissioner-District 1


James Brady

Dated 2-2-22



Administrative Center
630 Florence Ave.
P.O. Box 890
Owatonna, MN 55060
Phone: 507-444-7420
Fax: 507-444-7470
Blooming Prairie 583-2283
Ellendale 684-2211

STEELE COUNTY TREASURER

Catherine Piepho, County Treasurer

www.co.steele.mn.us

February 1, 2022

The Steele County Board of Commissioners
c/o Scott Golberg, Steele County Administrator
630 Florence Ave
Owatonna, MN 55060

Re: Notice of filing for re-election required pursuant to Minn. Stat. 375A.1205, Subd. 2.

I am hereby providing the Notice required by Minnesota Statute Section 375A.1205, subd. 2 that I intend to file for re-election to the Office of the Steele County Treasurer in the 2022 General Election.

Sincerely,

Catherine L. Piepho
Steele County Treasurer's Office

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 25, 2022

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on January 25, 2022 with Commissioners Abbe, Krueger, Glynn, Brady and Gnemi present. Also present were County Sheriff Lon Thiele, Human Resources Director Julie Johnson, County Treasurer Cathy Piepho, County Administrator Scott Golberg and County Auditor Laura Ihrke.

The Board discussed backfilling a position in the Public Health and backfilling the Landfill Supervisor position.

Discussed Annual township spring meeting. Plan for an April meeting. Discuss at 2nd meeting in February.

Discussed a possible new Joint Ditch between Rice and Steele counties. Rice County is doing a redetermination on their CD 19. The viewers have discovered that approximately 85 acres from Steele County in Section 5 & 6 of Merton township are affected. Commissioners Brady and Glynn have volunteered to serve on the Joint Board.

Scott gave an update on COVID in Steele County.

Discussed a letter of support for Workforce Development expressing Steele County's support of their grant application for strengthening the regional workforce system and advancing sectoral partnerships.

Jail discussion on boarding rates with Dodge County. Board requested the Administrator and Sheriff coordinate with Dodge County to set up a meeting to discuss.

Discussed the 3 Custodial positions in Building & Grounds department. Not cost effective to contract out services. Thought it would be a good opportunity to make one a lead position. Discussion will continue at board meeting.

Meeting was adjourned at 4:55 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 25, 2022

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on January 25, 2022 with Commissioner's Gnemi, Krueger, Abbe, Brady and Glynn present. Also present were County Sheriff Lon Thiele, County Treasurer Cathy Piepho, County Attorney Dan McIntosh, Human Resources Director Julie Johnson, County Engineer Greg Illka, Planning & Zoning Director Dale Oolman, Facilities and Fleet Director Jake Rysavy, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

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

Correspondence – thank you from Dan Gorman was acknowledged.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the Consent Agenda.

Ayes all.

A. Approve the minutes of January 4, 2022

B. Approve Bills and Journal Entries

C. Approve Personnel Report

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

Name	Position/Dept.	Rating/Step	Start Date
Adriana Gonzales	Records Specialist- Sheriff's Office	B22/5	01/04/22
Susan Bendorf	Account Tech - Auditors' Office	B23/1	01/18/22
Stacie Brinkman	Public Health Nurse - Public Health	C43/3	01/24/22

Resignations/Retirements/Terminations:

Name	Position	Department	End Date
Bruce Holland	Landfill Supervisor	Landfill/Env. Svcs.	02/18/22
Steve Halverson (retirement)	Property Appraiser	Assessor's Office	03/31/22

D. Approve backfilling Highway Maintenance Working Foreperson position

E. Approve backfilling Highway Maintenance Technician position

F. Approve setting the Steele County Mounted Posse Rate at \$20.00/hour

G. Approve backfilling three custodial positions

H. Approve the 2022 Contract Amendment with Summit Food Service

I. Approve the 2022-2023 CCA Subsidy Grant Agreement and authorize the Community Corrections Director to execute the State of Minnesota Grant Contract Agreement

J. Approve Out of State travel for Highway Maintenance Technician Chris Deml and Highway Maintenance Supervisor Kevin Lindquist to attend the American Traffic Safety Services Association Training & Education Workshop in Fargo, North Dakota in March

K. Approve the following **Resolution**

WHEREAS, Steele County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Steele County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years.

NOW, THEREFORE BE IT RESOLVED that the following bridges are high priority for replacement, major rehabilitation or removal and Steele County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available, and

Old Bridge Number	Road and Crossing	LPI (1)	Total Project Cost	Township or State Bridge Funds	Federal Funds	Local or State Aid Funds	Proposed Construction Year
N/A	34th Ave SE over Ditch	NA	\$220,000	\$200,000	\$0	\$20,000	2022
95975	8th St SW over Ditch	55	\$230,000	\$210,000	\$0	\$20,000	2022
74504	44th Ave SE over Straight River	54	\$310,000	\$290,000	\$0	\$20,000	2022
L3951	34th Ave NE over Medford Cr	52	\$210,000	\$190,000	\$0	\$20,000	2022
92779	CSAH 6 over Ditch	48	\$225,000	\$100,000	\$0	\$125,000	2023

89080	CSAH 28 over Ditch	57	\$250,000	\$100,000	\$0	\$150,000	2023
L5798	76th St NE over Rush Creek	55	\$200,000	\$180,000	\$0	\$20,000	2023
74524	14th Ave NE over Medford Cr	48	\$225,000	\$205,000	\$0	\$20,000	2023
74513	CR 162 over Crane Creek	52	\$850,000	\$720,000	\$0	\$130,000	2024
L5573	50th St NW over Straight River	22	\$2,800,000	\$600,000	\$0	\$2,200,000	2024
95786	18th St SE over Ditch	54	\$200,000	\$180,000	\$0	\$20,000	2025
4686	CR 180 over Izaak Walton Cr (2)	48	\$6,750,000	\$300,000	\$0	\$6,450,000	2025
74519	CSAH 43 over Ditch	52	\$500,000	\$125,000	\$0	\$375,000	2026
74507	34th Ave NE over Rush Creek	50	\$225,000	\$205,000	\$0	\$20,000	2026
L8592	64th Ave NE over Maple Cr	55	\$225,000	\$205,000	\$0	\$20,000	2027

1. Local Planning Index (LPI) is a measurement of the bridge's condition on a 1-100 point scale, factoring both the consequence of a service interruption and the probability of service interruption. To be eligible for funding, the bridge must have a LPI of less than 60.

2. Includes costs to replace Bridge No. 6037, a low clearance Canadian Pacific Railroad bridge over CR 180 and Izaak Walton Creek.

BE IT FURTHER RESOLVED, Steele County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED, Steele County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

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.

L. Adopted the following **Resolution**

ACCEPTANCE OF DONATION FOR VETERANS SERVICES

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

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

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

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

- Steele County Snowmobile Trail Association - \$5,000 to Veterans Services

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.

M. Approve engagement letter for Baker Tilly to perform audit services for 2021 year

N. Adopted the following **Resolution**

**ACCEPTANCE OF CASH DONATION FOR
SHERIFF’S OFFICE K-9 PROJECT**

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

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

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

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

Custom Building Components, Inc.

\$ 100.00

Mohs Contracting & Mohs Homes

\$ 500.00

Dean & Kathryn Mennen

\$ 250.00

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.

Human Resources Director Julie Johnson read the January Employee Anniversary Report.

Anniversaries:

<i>Name</i>	<i>Position-Dept.</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Julia Forbes	Assistant County Attorney II	01/02/22	9
Bruce Holland	Landfill Supervisor	01/05/22	13
Laura Isenor	Asst. County Attorney II	01/05/22	7
Linda Skala	Corporal – Det. Ctr.	01/05/22	7
Kaiya Martin	Probation Officer II – Comm. Corrections	01/07/22	3
Madison Tebay (.5 FTE)	Office Support Specialist – Extension	01/07/22	2
Jerry Wencil	Maintenance Foreperson – Highway	01/10/22	17
Madison Melcher	Financial Specialist – Finance/Treasurers	01/11/22	1
Andrew Seifert	Licensed Sergeant – Sheriff’s Office	01/12/22	7
Matt Borash	Road Deputy – Sheriff’s Office	01/14/22	1
Brian Rinehart	Correctional Officer – Det. Ctr.	01/17/22	5
Josh Johnson	Maintenance Technician – Highway	01/17/22	4
Brenda Blood	Chief Deputy Auditor – Auditor	01/20/22	24
Nicholas Golbuff	Correctional Officer – Det. Ctr.	01/21/22	6
Dale Oolman	Planning & Zoning Director	01/22/22	21
Gabe Kasper	Mechanic – Highway	01/22/22	4
Greg Born	Maintenance Technician – Highway	01/22/22	4
Julie Johnson	Human Resources Director	01/23/22	8
Christy Hormann Ayers	Chief Deputy – County Attorney	01/23/22	16
Steven Gjerald	Correctional Officer – Det. Ctr.	01/31/22	17

Motion by Commissioner Brady, seconded by Commissioner Abbe to approve CUP #429 From the Ground Up LLC to operate a landscape, yard and snow removal business from property located in the NE ¼ of the NW ¼, Section 12, Meriden Township. The property address is 4811 Crane Creek Road, Owatonna, with conditions per the Planning Commission and to approve the Findings of Fact. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to appoint Commissioner’s Brady and Glynn to serve on the proposed Rice/Steele JD19 Board. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve backfilling the RN – Family Support Educator position from two 0.5 positions to one 1.0 FTE position. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve backfilling the Landfill Supervisor position. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve a letter of support for a Workforce Development, Inc. grant opportunity. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Brady to authorize getting a rating for a new Custodial Lead position. Ayes all.

Executive Director Doug Grout and Senior Services Director Jeff Wyant from Semcac gave a Semcac Senior Nutrition Program Update.

Commissioner Reports:

Commissioner Abbe reported on his attendance at Rice/Steele 911 Joint Powers Board meeting, Public Safety and Health Committee meeting, Public Works Committee meeting, MnPrairie meeting, Counties Providing Technology meeting and a Work Session.

Commissioner Brady reported on his attendance at Rice/Steele 911 meeting, met with local business owner, Public Safety meeting, Soil & Water Conservation District meeting, South Central Human Resource Center meeting and a Work Session.

Commissioner Gnemi reported on his attendance at Drug Court meetings, Workforce meeting, Semcac meeting, Public Works meeting, Joint Powers Workforce meeting, Land Use meeting, Cannon River Watershed meeting, South Central Human Relations Center meeting and History Center Board meeting.

Commissioner Krueger reported on his attendance at South Country Health Alliance Finance Committee meeting, Virtual Recognition Event, Internal Central Services meeting, South Country Health Alliance Joint Powers Board meeting, CD20 Land/Owner meeting, Tax Forfeiture Sale meeting, MnPrairie Joint Powers Board meeting, South Country Health Alliance Emergency Joint Powers Board meeting, Joint Transportation Committee City/County meeting and a Work Session.

Commissioner Glynn reported on his attendance at Internal Central Services meeting and a Work Session.

LISTING OF BILLS
1/25/2022

Advanced Correctional Healthcare Inc	10,678.66
Association of Mn Counties	2,149.00
Aurora Township	21,426.00
Block Plumbing & Heating Inc	3,675.53
Bolton & Menk Inc	41,257.50
Bureau of Criminal Apprehension	9,375.00
Cannon River Watershed Jt Powers Board	5,000.00
Carahsoft Technology Corp	2,962.20
Central Square Technologies	24,792.02
City of Blooming Prairie	11,674.04
City of Ellendale	8,094.43
City of Medford	11,460.96
City of Owatonna	155,253.88
Counties Providing Technology	4,340.00
CRK Properties LLC	6,659.34
Crysteel Truck Equipment Inc	2,970.00
Erickson Engineering Co LLC	9,219.00
Fidlar Technologies Inc	2,900.73
Fifth Asset, Inc	7,250.00
Four Seasons Centre	8,706.25
High Point Networks	7,140.00
I & S Group Inc	3,306.00
ICS Consulting LLC	11,609.16
Jones Haugh & Smith Inc	11,307.50
Kraft Mechanical LLC	3,445.00
Kronos Incorporated	3,424.64
Loken Excavating & Drainage	3,031.30
MCAA	5,137.00
MCCC MI 33	17,286.82
Metro Sales Inc	4,701.33
Metropolitan Mechanical Contractors Inc	6,863.52
Mn Counties Insurance Trust	2,500.00
MN Sheriffs Assn	9,953.26
Moore Md/Kellyanna J	3,642.42
Olympic Fire Protection Corp	2,055.00
RSBS Management Inc	9,878.56
SAND CREEK EAP LLC	5,168.75
Semrex	2,450.00
South Central Drug Investigation Unit	23,000.00
Stoel Rives LLP	2,995.00
Summit Food Services LLC	7,573.42
The Transportation Alliance	2,695.00
Thomson Reuters – West	2,301.86
US Assure Ins Services of Florida, INC	9,474.00
Waste Management Of Wi-Mn	50,576.64
Wold Architects and Engineers	15,382.40
WSB & Associates Inc	42,478.50
150 Payments less than 2,000	<u>55,118.42</u>
Total:	674,340.04

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

CHAIRMAN

ATTEST: _____
AUDITOR

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

SBENDORF

2/3/22 2:07PM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No.</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>
301	DEPT				Administration		
	16860	Custom Communications Inc					
11		10-301-000-0000-6512		174.42	Custom connect & fire alarm	508575	Bldg Repair & Maintenance N
	16860	Custom Communications Inc		174.42	1 Transactions		
	37025	Innovative Office Solutions LLC					
13		10-301-000-0000-6410		77.32	2 cases of paper	IN3627529	Office Supplies N
	37025	Innovative Office Solutions LLC		77.32	1 Transactions		
301	DEPT Total:			251.74	Administration	2 Vendors	2 Transactions
302	DEPT				Road & Bridge Maintenance Expense		
	3738	Arrow Ace Hardware					
1		10-302-000-0000-6534		724.75	Mailboxes	268227/2	Supplies - Signing N
	3738	Arrow Ace Hardware		724.75	1 Transactions		
	8430	AWT LLC					
2		10-302-000-0000-6534		1,948.50	Removal of reflective sheeting	5595	Supplies - Signing N
	8430	AWT LLC		1,948.50	1 Transactions		
	5010	Loken Excavating & Drainage					
17		10-302-000-0000-6523		877.18	Washed sand	131447	Supplies - Road Salt & Sand N
	5010	Loken Excavating & Drainage		877.18	1 Transactions		
	1037	Midstates Equipment Supply					
18		10-302-000-0000-6525		26,842.36	Crackfill	222027	CSAH Supplies - Aggregate/Asphalt N
19		10-302-000-0000-6525		2,982.49	Crackfill	222027	CSAH Supplies - Aggregate/Asphalt N
	1037	Midstates Equipment Supply		29,824.85	2 Transactions		
	9163	Sign Solutions					
31		10-302-000-0000-6534		7,571.61	Telespar & cutting	400133	Supplies - Signing N
	9163	Sign Solutions		7,571.61	1 Transactions		
302	DEPT Total:			40,946.89	Road & Bridge Maintenance Expense	5 Vendors	6 Transactions
303	DEPT				Construction Expense		
	52513	Mn Dept Of Transportation					
21		10-303-000-0000-6261		100.00	Traffic signs 101 - Tschopp	688319	Conference & Training N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
22	10-303-000-0000-6261		Traffic signs 101 - Koch	688320	Conference & Training	N
23	10-303-000-0000-6261		Pavement marking - Grieman	688324	Conference & Training	N
24	10-303-000-0000-6261		Pavement marking - Tschopp	688325	Conference & Training	N
25	10-303-000-0000-6261		Pavement marking - Koch	688326	Conference & Training	N
52513	Mn Dept Of Transportation		5 Transactions			
303	DEPT Total:	800.00	Construction Expense	1 Vendors	5 Transactions	
304	DEPT		Equipment Maintenance & Shops			
7846	Boss Supply Co					
3	10-304-000-0000-6520	6.00	Insert tee & hose	35280	Machinery/Vehicle Parts	N
7846	Boss Supply Co	6.00	1 Transactions			
10150	Carquest Auto Parts					
4	10-304-000-0000-6511	55.98	Inflator gauge	425619	Maint Shop Supplies & Materials	N
5	10-304-000-0000-6520	45.00-	Core return & SPE core credit	425866	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520	28.49	Headlt lens rest kt	426156	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	39.47	3 Transactions			
11215	Central Farm Services					
7	10-304-000-0000-6511	540.25	50/50 Antifreeze	1100229	Maint Shop Supplies & Materials	N
8	10-304-000-0000-6540	655.77	Qwiklift	2629840	Fuel & Lubricants	N
9	10-304-000-0000-6521	11,820.00	Dyed diesel	2982109	Supplies-Diesel Fuel	N
10	10-304-000-0000-6540	10,828.12	Unleaded fuel	2982113	Fuel & Lubricants	N
11215	Central Farm Services	23,844.14	4 Transactions			
36550	IFACS					
12	10-304-000-0000-6511	179.37	Washers, nuts & bolts	5284297	Maint Shop Supplies & Materials	N
36550	IFACS	179.37	1 Transactions			
524	Kecks Repair Inc					
14	10-304-000-0000-6520	146.85	Elbow & flex pipe	297923	Machinery/Vehicle Parts	N
15	10-304-000-0000-6520	207.96	Hydraulic hose & fittings	297923	Machinery/Vehicle Parts	N
16	10-304-000-0000-6520	243.74	Hydraulic hoses & fittings	298056	Machinery/Vehicle Parts	N
524	Kecks Repair Inc	598.55	3 Transactions			
51630	Mike's Repair					
20	10-304-000-0000-6520	48.00	HD patch & repair	095403	Machinery/Vehicle Parts	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
51630	Mike's Repair		48.00	1 Transactions		
56125	NAPA Auto Parts					
26	10-304-000-0000-6520	9.49	Universal cement	925045	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	9.49	1 Transactions			
4097	Nuss Truck & Equipment					
27	10-304-000-0000-6520	214.70	Fan, resistor & wiper blade	1209702P	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	214.70	1 Transactions			
61560	Owatonna Public Utilities					
28	10-304-000-0000-6514	104.37	Utilities 828 Hoffman Drive	718553	Utility Services	N
29	10-304-000-0000-6514	6,739.83	Utilities 3000 Hoffman Drive	718562	Utility Services	N
61560	Owatonna Public Utilities	6,844.20	2 Transactions			
3314	Ronco Engineering Sales					
30	10-304-000-0000-6520	435.76	Tee, coupler & nipple	3272568	Machinery/Vehicle Parts	N
3314	Ronco Engineering Sales	435.76	1 Transactions			
99250	Zep Sales & Service					
32	10-304-000-0000-6511	553.62	Zep cleaners	9007042653	Maint Shop Supplies & Materials	N
99250	Zep Sales & Service	553.62	1 Transactions			
99500	Ziegler, Inc					
33	10-304-000-0000-6520	113.52	(4) filters	N000388127	Machinery/Vehicle Parts	N
34	10-304-000-0000-6520	557.43	Bolts & battery	N000397437	Machinery/Vehicle Parts	N
35	10-304-000-0000-6520	219.41	Coupling, seal, connector & ho	N000399284	Machinery/Vehicle Parts	N
99500	Ziegler, Inc	890.36	3 Transactions			
304	DEPT Total:	33,663.66	Equipment Maintenance & Shops	12 Vendors	22 Transactions	
10	Fund Total:	75,662.29	Road & Bridge Fund		35 Transactions	
	Final Total:	75,662.29	20 Vendors	35 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	75,662.29	Road & Bridge Fund	
	All Funds	75,662.29	Total	Approved by,
				
				

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

SBENDORF

2/3/22 2:10PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3	DEPT		County Wide			
	9258 Rysavy, Jacob					
43	01-003-000-0000-6194		50.00	Karen Karrow retirement		Personnel Policy N
	9258 Rysavy, Jacob		50.00	1 Transactions		
3	DEPT Total:		50.00	County Wide	1 Vendors	1 Transactions
31	DEPT		County Administrator			
	4879 Shred Right					
45	01-031-000-0000-6801		5.00	Shred Serv Order 248426-1/13	567171	General Expense Y
46	01-031-000-0000-6801		5.00	Shred Serv Order 248426-1/13	567171	General Expense Y
	4879 Shred Right		10.00	2 Transactions		
31	DEPT Total:		10.00	County Administrator	1 Vendors	2 Transactions
32	DEPT		Human Resources			
	8338 Verified First LLC					
284	01-032-000-0000-6260		54.50	BKG checks - OSS PH, DC nurse	000344346	Background Checks Y
	8338 Verified First LLC		54.50	1 Transactions		
32	DEPT Total:		54.50	Human Resources	1 Vendors	1 Transactions
41	DEPT		Auditor			
	8589 Baker Tilly US, LLP					
128	01-041-000-0000-6279		3,675.00	Progress Billing-2021 Audit	BT1990165	Audit Costs Y
	8589 Baker Tilly US, LLP		3,675.00	1 Transactions		
	3693 Loffler Companies Inc					
95	01-041-000-0000-6410		54.92	Auditors Printers	3917329	Office Supplies N
	3693 Loffler Companies Inc		54.92	1 Transactions		
41	DEPT Total:		3,729.92	Auditor	2 Vendors	2 Transactions
42	DEPT		Treasurer			
	3693 Loffler Companies Inc					
101	01-042-000-0000-6410		25.91	Treasurer Printers	3917329	Office Supplies N

SBENDORF

2/3/22 2:10PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3693	Loffler Companies Inc		25.91	1 Transactions		
8034	StreamWorks LLC					
280	01-042-000-0000-6215		3,225.00	Postage prepmnt - tax stmts	P171001	Postage Y
8034	StreamWorks LLC		3,225.00	1 Transactions		
42	DEPT Total:		3,250.91	Treasurer	2 Vendors	2 Transactions
61	DEPT			Information Technology		
4319	Association Of Mn Counties					
23	01-061-000-0000-6261		2,298.00	MNCITLA membership dues-2022	MNCITLA2022	Conference & Training N
4319	Association Of Mn Counties		2,298.00	1 Transactions		
3693	Loffler Companies Inc					
99	01-061-000-0000-6410		47.52	IT Printers	3917329	Office Supplies N
3693	Loffler Companies Inc		47.52	1 Transactions		
83500	Steele County Highway Dept					
272	01-061-000-0000-6540	AP	11.78	Monthly Fuel Bill	1905	Gas & Oil N
83500	Steele County Highway Dept		11.78	1 Transactions		
61	DEPT Total:		2,357.30	Information Technology	3 Vendors	3 Transactions
62	DEPT			Central Services		
8919	ArchKey Technologies					
88	01-062-000-0000-6301		4,483.00	Cameras & Access Contr Renewal	80119914787	Equip/Software Maint Y
8919	ArchKey Technologies		4,483.00	1 Transactions		
16282	Crosstown Cartage Inc					
24	01-062-000-0000-6801		297.00	Contracted Mail Services	01/21/2022	General Expense N
25	01-062-000-0000-6802		165.00	Additional Mail Services	01/21/2022	Internal Chargeback N
16282	Crosstown Cartage Inc		462.00	2 Transactions		
33175	HP Inc					
139	01-062-000-0000-6301		147.00	Monitor replacement - CH	9015868708	Equip/Software Maint N
33175	HP Inc		147.00	1 Transactions		
4419	Matrix Communications Inc					

SBENDORF

2/3/22

2:10PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
218	01-062-000-0000-6210	753.46	Monthly phone system maint.	M004691	Telephone	N
4419	Matrix Communications Inc	753.46	1 Transactions			
62	DEPT Total:	5,845.46	Central Services	4 Vendors	5 Transactions	
91	DEPT		County Attorney			
3794	Alford/Barb					
1	01-091-000-0000-6331	47.97	Mileage for Axon Training-82 m		Mileage Reimbursement	N
3794	Alford/Barb	47.97	1 Transactions			
3693	Loffler Companies Inc					
94	01-091-000-0000-6410	0.85	Attorney Printers	3917329	Office Supplies	N
3693	Loffler Companies Inc	0.85	1 Transactions			
8975	Minnesota Counties Computer Coop					
35	01-091-000-0000-6410	404.98	Adobe Premier Pro Subsc -yrly	2201463	Office Supplies	N
8975	Minnesota Counties Computer Coop	404.98	1 Transactions			
91	DEPT Total:	453.80	County Attorney	3 Vendors	3 Transactions	
92	DEPT		Attorney Contingent Exp			
5604	McCann/Julie A					
219	01-092-000-0000-6801	46.75	Transcripts:74VB2197,CR201608,	968	General Expense	Y
5604	McCann/Julie A	46.75	1 Transactions			
92	DEPT Total:	46.75	Attorney Contingent Exp	1 Vendors	1 Transactions	
101	DEPT		County Recorder			
20385	Einhaus Mattison Carver & Haberman PA					
197	01-101-000-0000-6286	300.00	Q4 Invoice	20218	Exam Of Title Fee	Y
20385	Einhaus Mattison Carver & Haberman PA	300.00	1 Transactions			
69685	Fred Pryor Seminars					
104	01-101-000-9306-6410	2,587.00	Training-Aud,Assr, Adm.P&Z-13	283858	Office Supplies - Compliance Fund	Y
105	01-101-000-9306-6410	199.00	Pryor training - Aud-1	283859	Office Supplies - Compliance Fund	Y
69685	Fred Pryor Seminars	2,786.00	2 Transactions			
3693	Loffler Companies Inc					

SBENDORF

2/3/22 2:10PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
100	01-101-000-0000-6401		296.39	Recorder Printers	3917329	Copies	N
3693	Loffler Companies Inc		296.39	1 Transactions			
84035	Tri-M Graphics						
106	01-101-000-0000-6410		261.90	Birth cert env, canary #9 env.	96819	Office Supplies	N
84035	Tri-M Graphics		261.90	1 Transactions			
101	DEPT Total:		3,644.29	County Recorder	4 Vendors	5 Transactions	
103	DEPT			Assessor			
8034	StreamWorks LLC						
281	01-103-000-0000-6215		3,225.00	Postage prepmnt - valuation st	P171001	Postage	Y
8034	StreamWorks LLC		3,225.00	1 Transactions			
103	DEPT Total:		3,225.00	Assessor	1 Vendors	1 Transactions	
105	DEPT			Planning & Zoning			
9261	MACFO						
214	01-105-000-0000-6241		125.00	MACFO Membership dues		Membership Dues	N
9261	MACFO		125.00	1 Transactions			
105	DEPT Total:		125.00	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
16860	Custom Communications Inc						
189	01-111-040-0000-6300		137.10	Alarm monitoring - Admin	508564	Bldg Repairs & Maintenance	N
185	01-111-041-0000-6300		187.89	Alarm Monitoring - Annex	508565	Bldg Repairs & Maintenance	N
190	01-111-043-0000-6300		125.79	Alarm monitoring - COB	508566	Bldg Repairs & Maintenance	N
186	01-111-042-0000-6300		125.79	Alarm monitoring - CH	508567	Bldg Repairs & Maintenance	N
187	01-111-044-0000-6300		125.79	Alarm monitoring - DC	508568	Bldg Repairs & Maintenance	N
191	01-111-045-0000-6300		171.00	Alarm monitoring - Probation	508574	Bldg Repairs & Maintenance	N
16860	Custom Communications Inc		873.36	6 Transactions			
8866	Diverse Construction Services LLC						
196	01-111-041-0000-6300		1,248.75	Repaired roof - Annex	3045	Bldg Repairs & Maintenance	N
8866	Diverse Construction Services LLC		1,248.75	1 Transactions			
8125	Faribo Plumbing & Heating Inc						

SBENDORF

2/3/22 2:10PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
198	01-111-044-0000-6300		1,147.50	Replace sewage pump - DC	23881	Bldg Repairs & Maintenance	N
8125	Faribo Plumbing & Heating Inc		1,147.50	1 Transactions			
604	General Parts LLC						
200	01-111-044-0000-6300		395.00	Service agreement - DC	6311767	Bldg Repairs & Maintenance	Y
604	General Parts LLC		395.00	1 Transactions			
4710	Interstate Power Systems Inc						
202	01-111-042-0000-6300		511.08	Generator repair -CH	R1182273:01	Bldg Repairs & Maintenance	N
4710	Interstate Power Systems Inc		511.08	1 Transactions			
3693	Loffler Companies Inc						
96	01-111-000-0000-6410		39.96	Building and Grounds Printers	3917329	Office Supplies	N
3693	Loffler Companies Inc		39.96	1 Transactions			
7906	Mark's						
216	01-111-044-0000-6300		58.00	Toilet parts - DC	INV1193593	Bldg Repairs & Maintenance	Y
215	01-111-044-0000-6300		135.96	Toilet parts - DC	INV1991184	Bldg Repairs & Maintenance	Y
217	01-111-044-0000-6300		29,350.00	Toilet parts - DC	INV1995171	Bldg Repairs & Maintenance	Y
7906	Mark's		29,543.96	3 Transactions			
52550	MEI Total Elevator Solutions						
220	01-111-040-0000-6300	AP	189.90	Elevator serv contract-SCAC	938936	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions		189.90	1 Transactions			
61560	Owatonna Public Utilities						
224	01-111-042-0000-6250		7,059.27	Utilities - CH	718555	Utilities	N
225	01-111-041-0000-6250		3,629.46	Utilities - Annex	718556	Utilities	N
223	01-111-040-0000-6250		8,345.72	Utilities - Admin	718557	Utilities	N
227	01-111-047-0000-6250		162.84	Utilities - Gymnastics	718557	Utilities	N
226	01-111-044-0000-6250		20,159.31	Utilities - DC	718563	Utilities	N
61560	Owatonna Public Utilities		39,356.60	5 Transactions			
9113	RSBS Management Inc						
229	01-111-042-0000-6386		218.97	Snow plowing - CH	163375	Parking Lot Maintenance	N
232	01-111-040-0000-6386		548.86	Snow plowing - Admin	163397	Parking Lot Maintenance	N
233	01-111-041-0000-6386		337.49	Snow plowing - Annex	163398	Parking Lot Maintenance	N
237	01-111-044-0000-6386		704.66	Snow plowing - DC	163399	Parking Lot Maintenance	N
231	01-111-042-0000-6386		170.05	Snow plowing - CH	163402	Parking Lot Maintenance	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
234	01-111-042-0000-6386		Snow plowing - CH	163403	Parking Lot Maintenance	N
230	01-111-047-0000-6386		Snow Plowing - Gymnastics	163405	Parking Lot Maintenance	N
236	01-111-040-0000-6386		Snow plowing - Admin	163407	Parking Lot Maintenance	N
252	01-111-040-0000-6386		Snow plowing - Admin	163583	Parking Lot Maintenance	N
251	01-111-041-0000-6386		Snow plowing - Annex	163584	Parking Lot Maintenance	N
256	01-111-044-0000-6386		Snow plowing - DC	163585	Parking Lot Maintenance	N
254	01-111-042-0000-6386		Snow plowing - CH	163587	Parking Lot Maintenance	N
257	01-111-047-0000-6386		Snow plowing - Gymnastics	163590	Parking Lot Maintenance	N
263	01-111-040-0000-6386		Snow plowing - Admin	163730	Parking Lot Maintenance	N
264	01-111-041-0000-6386		Snow plowing - Annex	163731	Parking Lot Maintenance	N
265	01-111-044-0000-6386		Snow plowing - DC	163732	Parking Lot Maintenance	N
266	01-111-042-0000-6386		Snow plowing - CH	163734	Parking Lot Maintenance	N
269	01-111-047-0000-6386		Snow plowing - Gymnastics	163737	Parking Lot Maintenance	N
267	01-111-043-0000-6386		Snow plowing - COB	193735	Parking Lot Maintenance	N
9113	RSBS Management Inc		8,133.16	19 Transactions		
83500	Steele County Highway Dept					
274	01-111-047-0000-6386	DTG	Hauled out snow - Gymnastics	1894	Parking Lot Maintenance	N
278	01-111-041-0000-6386	DTG	Hauled out snow - Annex	1896	Parking Lot Maintenance	N
273	01-111-000-0000-6562	DTG	Fuel	1898	Fuel And Gas	N
275	01-111-040-0000-6386	DTG	Hauled out snow - Admin	1899	Parking Lot Maintenance	N
277	01-111-043-0000-6386	DTG	Hauled out snow - Admin	1900	Parking Lot Maintenance	N
83500	Steele County Highway Dept		1,925.43	5 Transactions		
111	DEPT Total:		83,364.70	Buildings & Grounds	11 Vendors	44 Transactions
121	DEPT			Veteran Service		
3693	Loffler Companies Inc					
102	01-121-000-0000-6410		49.11	Veterans Printers	3917329	Office Supplies
3693	Loffler Companies Inc		49.11	1 Transactions		
121	DEPT Total:		49.11	Veteran Service	1 Vendors	1 Transactions
201	DEPT			Sheriff		
8458	American Tower Corporation					
182	01-201-297-0000-6347		633.38	Tower Rent - February 2022	409103645	T-BI Pr Lease Payments
8458	American Tower Corporation		633.38	1 Transactions		

SBENDORF

2/3/22 2:10PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
183	832 Applied Concepts Inc					
	01-201-000-0000-6320		3/8, 3/20 &3/ cables	396312	Vehicle Maintenance	N
	832 Applied Concepts Inc		1 Transactions			
	16860 Custom Communications Inc					
192	01-201-296-0000-6421	126.57	Tower9-CC monitor 2/1-4/30/22	508572	T#9 Maintenance Operating Exp-Fuel	N
193	01-201-296-0000-6421	126.57	Tower 9-Intr/fire mon 2/1-4/30	508572	T#9 Maintenance Operating Exp-Fuel	N
194	01-201-297-0000-6421	124.08	BP twr/intr/fire mon 2/1-4/30	508573	T-BI Pr-Maintenance Operating Exp-	N
195	01-201-297-0000-6421	73.50	BP twr-cell-gsm 2/1-4/30	508573	T-BI Pr-Maintenance Operating Exp-	N
	16860 Custom Communications Inc	450.72	4 Transactions			
	37025 Innovative Office Solutions LLC					
201	01-201-000-0000-6410	15.93	Stamp, t-pins, ink for stamps	IN3636905	Office Supplies	N
	37025 Innovative Office Solutions LLC	15.93	1 Transactions			
	1064 Kappy's Collision Center					
31	01-201-000-0000-6320	271.20	7403-Mirror replacement	2717	Vehicle Maintenance	Y
	1064 Kappy's Collision Center	271.20	1 Transactions			
	4877 L & L Street Rods & Sport Trucks					
30	01-201-000-0000-6480	7,276.73	7420-New squad equipment	3392	Non-Capitalized Inventory	N
29	01-201-000-0000-6480	7,658.88	7418-New squad equipment	3393	Non-Capitalized Inventory	N
28	01-201-000-0000-6480	7,658.88	7405-New squad equipment	3394	Non-Capitalized Inventory	N
27	01-201-000-0000-6480	7,658.88	7424-New squad equipment	3395	Non-Capitalized Inventory	N
	4877 L & L Street Rods & Sport Trucks	30,253.37	4 Transactions			
	3869 League Of Minnesota Cities					
32	01-201-000-0000-6261	2,070.00	Patrol Subscription 2022	356159	Conference & Training	N
	3869 League Of Minnesota Cities	2,070.00	1 Transactions			
	3693 Loffler Companies Inc					
93	01-201-000-0000-6381	183.37	Sheriff's Office Printers	3917329	Cpu Usage & Network Support	N
	3693 Loffler Companies Inc	183.37	1 Transactions			
	56125 NAPA Auto Parts					
33	01-201-000-0123-6320	14.49	1/Headlight bulb	923571	Squad 7423 Maintenance	N
	56125 NAPA Auto Parts	14.49	1 Transactions			
	18450 Office of MN IT Services					

SBENDORF

2/3/22

2:10PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
36	01-201-000-0000-6210	DTG	Sheriff Telecom - 12/2021	W21120520	Telephone	N
38	01-201-000-0000-6210	DTG	Jail Telecom - 12/2021	W21120520	Telephone	N
37	01-201-000-0000-6211	DTG	LEC Telecom - 12/2021	W21120520	Radio-Computers-Cameras	N
18450	Office of MN IT Services		3 Transactions			
5544	Porter Lee Corporation					
40	01-201-000-0000-6304		Beast Software supp: 2/22-1/23	26380	Contracts	N
5544	Porter Lee Corporation		1 Transactions			
83255	Rice-Steele 911 Center					
228	01-201-000-0000-6304	DTG	12/MDC conn 10/1-12/31/21	2022-JT-7	Contracts	N
83255	Rice-Steele 911 Center		1 Transactions			
85300	Streichers Inc					
282	01-201-000-0000-6408		2/flashlight stringer	11547302	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc		1 Transactions			
201	DEPT Total:		Sheriff	13 Vendors	21 Transactions	
251	DEPT		Jail			
7798	Anchor Paper Company					
22	01-251-000-0000-6560		Bath tiss/paper tow/can liners	10676338-00	Janitorial Supplies	N
2	01-251-000-0000-6560		Can liners	10676338-01	Janitorial Supplies	N
7798	Anchor Paper Company		2 Transactions			
2222	Charter Communications					
47	01-251-000-0000-6304		TV Service	1/10-2/9/2022	Contract Serv./Bldg Maint	N
2222	Charter Communications		1 Transactions			
3693	Loffler Companies Inc					
98	01-251-000-0000-6410		Detention Center Printers	3917329	Office Supplies	N
3693	Loffler Companies Inc		1 Transactions			
9084	Metro FiberNet LLC					
6	01-251-000-0000-6304		Internet service	1/16-2/15/2022	Contract Serv./Bldg Maint	Y
9084	Metro FiberNet LLC		1 Transactions			
3248	Personnel Evaluation, Inc					
39	01-251-000-0000-6196	AP	Personnel Eval Profile-2	42768	Employee Phys And Exams	N

SBENDORF

2/3/22 2:10PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3248	Personnel Evaluation, Inc		40.00	1 Transactions		
8	7273 RELIANCE TELEPHONE INC					
	01-251-000-0000-6801	2,000.00	Inmate phone cards	26538	Misc Expense	N
	7273 RELIANCE TELEPHONE INC	2,000.00	1 Transactions			
9	4879 Shred Right					
	01-251-000-0000-6304	20.00	Document shredding	566883	Contract Serv./Bldg Maint	Y
	4879 Shred Right	20.00	1 Transactions			
54	8247 Summit Food Services LLC					
	01-251-000-0000-6441	3,698.95	Inmate Meals 1/8-1/14/2022	INV2000132735	Prisoner Meals	N
12	01-251-000-0000-6441	3,603.15	Inmate meals 1/15-1/21/2022	INV2000133293	Prisoner Meals	N
	8247 Summit Food Services LLC	7,302.10	2 Transactions			
56	8070 U N X Inc					
	01-251-000-0000-6560	843.48	Laundry detergents	2022-65875-00	Janitorial Supplies	N
	8070 U N X Inc	843.48	1 Transactions			
55	4035 Uline Inc					
	01-251-000-0000-6451	395.44	Cleaning Supplies	143350033	Operating Supplies	N
	4035 Uline Inc	395.44	1 Transactions			
251	DEPT Total:	13,054.40	Jail	10 Vendors	12 Transactions	
252	DEPT		Community Corrections			
26	33550 Hillyard-Hutchinson					
	01-252-000-0000-6410	131.55-	Credit: dup pmt Warrant 174182	604570041	Office Supplies	N
	33550 Hillyard-Hutchinson	131.55-	1 Transactions			
97	3693 Loffler Companies Inc					
	01-252-000-0000-6381	13.15	Community Corrections Printers	3917329	Cpu Usage	N
	3693 Loffler Companies Inc	13.15	1 Transactions			
159	9084 Metro FiberNet LLC					
	01-252-000-0000-6210	300.00	Dark Fiber Monthly fee for CCA	1677937	Telephone	Y
	9084 Metro FiberNet LLC	300.00	1 Transactions			
	4838 Risk & Needs Assessment Inc					

SBENDORF

2/3/22 2:10PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 11

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
42	01-252-000-0000-6278		On-line Tests	15144	Domestic Violence/SASSI Screening	N
4838	Risk & Needs Assessment Inc		1 Transactions			
85300	Streichers Inc					
53	01-252-000-0000-6801		Gloves (Kaiya Martin)	11547294	General Expense	N
85300	Streichers Inc		1 Transactions			
252	DEPT Total:		Community Corrections	5 Vendors	5 Transactions	
253	DEPT		Law Enforcement Center			
37025	Innovative Office Solutions LLC					
34	01-253-000-0000-6410		USB, insert tabs, flags & pads	IN3619361	Office Supplies	N
37025	Innovative Office Solutions LLC		1 Transactions			
9084	Metro FiberNet LLC					
221	01-253-000-0000-6410		TV/video 1/16-2/15/22	1675653	Office Supplies	Y
9084	Metro FiberNet LLC		1 Transactions			
9113	RSBS Management Inc					
238	01-253-000-0000-6304	AP	Lot sand/salt 2/10/21	142696	Contract Services/Bldg Mtce	N
239	01-253-000-0000-6304	AP	Lot sand/salt 2/12/21	142696	Contract Services/Bldg Mtce	N
240	01-253-000-0000-6304	AP	Contract discount	142696	Contract Services/Bldg Mtce	N
241	01-253-000-0000-6304		Lot sand/salt 1/05/22	163376	Contract Services/Bldg Mtce	N
242	01-253-000-0000-6304		Loader 1/06/22	163376	Contract Services/Bldg Mtce	N
243	01-253-000-0000-6304		Lot sand/salt 1/06/22	163376	Contract Services/Bldg Mtce	N
244	01-253-000-0000-6304		Contract discount	163376	Contract Services/Bldg Mtce	N
245	01-253-000-0000-6304		Loader 1/14/22	163401	Contract Services/Bldg Mtce	N
246	01-253-000-0000-6304		4x4 V plow 1/15/22	163401	Contract Services/Bldg Mtce	N
247	01-253-000-0000-6304		Lot sand/salt 1/15/22	163401	Contract Services/Bldg Mtce	N
248	01-253-000-0000-6304		Loader 1/15/22	163401	Contract Services/Bldg Mtce	N
249	01-253-000-0000-6304		Contract discount	163401	Contract Services/Bldg Mtce	N
9113	RSBS Management Inc		12 Transactions			
4879	Shred Right					
44	01-253-000-0000-6254		Paper Shredding	567206	Garbage Disposal	Y
4879	Shred Right		1 Transactions			

SBENDORF
2/3/22 2:10PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
253	DEPT Total:		1,364.21	Law Enforcement Center	4 Vendors	15 Transactions	
281	DEPT			Emergency Management			
	8054 Region 1 SE MN Homeland Sec EM						
41	01-281-000-0000-6241		1,000.00	SE MN Jt Pow Bd member renewal	100	Membership Dues	N
	8054 Region 1 SE MN Homeland Sec EM		1,000.00	1 Transactions			
281	DEPT Total:		1,000.00	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Environmental Services			
	8967 Steele Waseca Cooperative Electric						
52	01-391-000-0000-6550 AP		64.86	Haz	22772	Household Hazardous Waste	G
	8967 Steele Waseca Cooperative Electric		64.86	1 Transactions			
391	DEPT Total:		64.86	Environmental Services	1 Vendors	1 Transactions	
481	DEPT			Public Health Nursing			
	115 Aaseth/Amber						
122	01-481-465-6057-6331		12.29	COVID19: Mileage Jan 22 - 21mi		Mileage Reimbursement	N
123	01-481-465-6057-6331		3.51	LPHG: Mileage Jan 22 - 6mi		Mileage Reimbursement	N
124	01-481-465-6057-6331		1.16	QA: Mileage Jan 22 - 2mi		Mileage Reimbursement	N
	115 Aaseth/Amber		16.96	3 Transactions			
	3282 Aaseth/Nijole						
125	01-481-465-6057-6331		10.53	QA: Mileage Jan 22 - 18mi		Mileage Reimbursement	N
	3282 Aaseth/Nijole		10.53	1 Transactions			
	8204 Adams/Penny						
126	01-481-465-6057-6331		32.76	QA: Mileage Jan 22 - 56mi		Mileage Reimbursement	N
	8204 Adams/Penny		32.76	1 Transactions			
	2574 Archambault/Kristi						
127	01-481-465-6057-6331		70.79	QA: Mileage Jan 22 - 121mi		Mileage Reimbursement	N
	2574 Archambault/Kristi		70.79	1 Transactions			
	7 Bartsch/Christine						
129	01-481-460-6009-6331		63.77	QA: Mileage Jan 22 - 109 mi		Mileage Reimbursement	N

SBENDORF

2/3/22 2:10PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 13

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
7	Bartsch/Christine		63.77	1 Transactions		
8486	Baumgartner/Ann					
130	01-481-460-6009-6331		9.36	QA: Mileage Jan 22 - 16mi	Mileage Reimbursement	N
8486	Baumgartner/Ann		9.36	1 Transactions		
6027	Bettin/Linda					
131	01-481-460-6009-6331		2.93	LPHG: Mileage Jan 22 - 5mi	Mileage Reimbursement	N
6027	Bettin/Linda		2.93	1 Transactions		
4212	Bussler Publishing Inc					
132	01-481-465-6057-6243		49.00	LPHG: Subscription Newspaper	32462	Advertising,Marketing & Promotional N
4212	Bussler Publishing Inc		49.00	1 Transactions		
12590	Christenson/Yukari					
133	01-481-460-6009-6331		47.97	QA: Mileage Jan 22 - 82 mi	Mileage Reimbursement	N
12590	Christenson/Yukari		47.97	1 Transactions		
8076	Fast/Heather					
136	01-481-460-6009-6261		85.00	QA: Nurse License Renewal	Conference & Training	N
134	01-481-460-6009-6331		132.50	QA: Mileage Jan 22 - 226.5 mi	Mileage Reimbursement	N
135	01-481-460-6009-6331		2.34	COVID19: Mileage Jan 22 - 4 mi	Mileage Reimbursement	N
8076	Fast/Heather		219.84	3 Transactions		
5987	Hoffmann/Christine A					
137	01-481-460-6009-6331		6.44	COVID19: Mileage Jan 22 - 11 m	Mileage Reimbursement	N
138	01-481-460-6009-6331		2.92	CTC: Mileage Jan 22 - 5 mi	Mileage Reimbursement	N
5987	Hoffmann/Christine A		9.36	2 Transactions		
1669	Houser/Jodi					
140	01-481-460-6009-6331	AP	2.80	QA: Mileage Dec 21 - 5mi	Mileage Reimbursement	N
141	01-481-460-6009-6331		3.51	QA: Mileage Jan 22 - 6 mi	Mileage Reimbursement	N
1669	Houser/Jodi		6.31	2 Transactions		
37025	Innovative Office Solutions LLC					
142	01-481-460-6009-6410		6.98	QA: Office supplies	IN3643017-4617	Office Supplies N
143	01-481-460-6011-6410		0.50	CTC: Office supplies	IN3643017-4617	Office Supplies N
144	01-481-461-6025-6410		1.00	HCB: Office supplies	IN3643017-4617	Office Supplies N
145	01-481-461-6030-6410		0.33	MCH: Office supplies	IN3643017-4617	Office Supplies N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
146 01-481-461-6032-6410		0.66	SHIP: Office supplies	IN3643017-4617	Office Supplies N
147 01-481-461-6034-6410		0.33	TANF: Office supplies	IN3643017-4617	Office Supplies N
148 01-481-461-6040-6410		25.93	WIC: Office supplies	IN3643017-4617	Office Supplies N
149 01-481-461-6059-6410		0.50	SEMNH: Office supplies	IN3643017-4617	Office Supplies N
150 01-481-462-6047-6410		0.17	CID: Office supplies	IN3643017-4617	Office Supplies N
151 01-481-464-6061-6410		2.99	COVID19: Office supplies	IN3643017-4617	Office Supplies N
152 01-481-465-6057-6410		1.83	LPGH: Office supplies	IN3643017-4617	Office Supplies N
37025 Innovative Office Solutions LLC		41.22	11 Transactions		
9226 Jones/Ruthie					
153 01-481-460-6009-6331		70.79	QA: Mileage Jan 22 - 121 mi		Mileage Reimbursement N
9226 Jones/Ruthie		70.79	1 Transactions		
3256 Kofstad/Melissa					
155 01-481-460-6009-6331		52.65	QA: Mileage Jan 22 - 89 mi		Mileage Reimbursement N
156 01-481-464-6061-6331		10.53	COVID19: Mileage Jan 22 - 18 mi		Mileage Reimbursement N
3256 Kofstad/Melissa		63.18	2 Transactions		
3693 Loffler Companies Inc					
203 01-481-460-6009-6410	AP	11.21	Public Health Printers - QA	3917329	Office Supplies N
204 01-481-460-6011-6410	AP	0.64	Public Health Printers - CTC	3917329	Office Supplies N
205 01-481-461-6025-6410	AP	1.07	Public Health Printers - HCB	3917329	Office Supplies N
206 01-481-461-6030-6410	AP	0.64	Public Health Printers - MCH	3917329	Office Supplies N
207 01-481-461-6032-6410	AP	0.64	Public Health Printers - SHIP	3917329	Office Supplies N
208 01-481-461-6034-6410	AP	0.43	Public Health Printers - TANF	3917329	Office Supplies N
209 01-481-461-6040-6410	AP	1.93	Public Health Printers - WIC	3917329	Office Supplies N
210 01-481-461-6059-6410	AP	0.64	Public Health Printers - SEMNH	3917329	Office Supplies N
211 01-481-462-6047-6410	AP	0.64	Public Health Printers - CID	3917329	Office Supplies N
212 01-481-464-6052-6410	AP	0.21	Public Health Printers - PHEP/	3917329	Office Supplies N
213 01-481-465-6057-6410	AP	3.44	Public Health Printers - LPHG/	3917329	Office Supplies N
3693 Loffler Companies Inc		21.49	11 Transactions		
5754 McMann/Katy					
157 01-481-460-6009-6331		184.85	QA: Mileage Jan 22 - 316 mi		Mileage Reimbursement N
5754 McMann/Katy		184.85	1 Transactions		
8341 Mead/Kathleen					
158 01-481-460-6009-6331		28.67	QA: Mileage Jan 22 - 49 mi		Mileage Reimbursement N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8341	Mead/Kathleen		28.67	1 Transactions		
9246	Meagan Katchmark					
154	01-481-460-6009-6331	44.46	QA: Mileage Jan 22 - 76 mi		Mileage Reimbursement	N
9246	Meagan Katchmark	44.46	1 Transactions			
7848	Nelson/Connie					
160	01-481-460-6009-6331	31.59	QA: Mileage Jan 22 - 54 mi		Mileage Reimbursement	N
7848	Nelson/Connie	31.59	1 Transactions			
2587	Piepho/Nancy June					
161	01-481-461-6034-6331	105.77	TANF: Mileage Jan 22 - 180mi		Mileage Reimbursement	N
2587	Piepho/Nancy June	105.77	1 Transactions			
5252	Probst/Angie					
162	01-481-460-6009-6331	64.94	QA: Mileage Jan 22 - 111 mi		Mileage Reimbursement	N
5252	Probst/Angie	64.94	1 Transactions			
8889	Rau/Terri					
163	01-481-461-6025-6331	49.14	HCB: Mileage Jan 22 - 84 mi		Mileage Reimbursement	N
8889	Rau/Terri	49.14	1 Transactions			
4597	Sanofi Pasteur Inc					
164	01-481-462-6047-6466	543.63	CID: Flu vaccine HD	918092900	Flu Vaccine	N
4597	Sanofi Pasteur Inc	543.63	1 Transactions			
77485	Schwaab Inc					
165	01-481-460-6009-6410	16.70	QA: Address return stamp	6778571	Office Supplies	N
166	01-481-460-6011-6410	1.19	CTC: Address return stamp	6778571	Office Supplies	N
167	01-481-461-6025-6410	2.39	HCB: Address return stamp	6778571	Office Supplies	N
168	01-481-461-6030-6410	0.80	MCH: Address return stamp	6778571	Office Supplies	N
169	01-481-461-6032-6410	1.59	SHIP: Address return stamp	6778571	Office Supplies	N
170	01-481-461-6034-6410	0.80	TANF: Address return stamp	6778571	Office Supplies	N
171	01-481-461-6040-6410	3.18	WIC: Address return stamp	6778571	Office Supplies	N
172	01-481-461-6059-6410	1.19	SEMNH: Address return stamp	6778571	Office Supplies	N
173	01-481-462-6047-6410	0.40	CID: Address return stamp	6778571	Office Supplies	N
174	01-481-464-6061-6410	7.16	COVID19: Address return stamp	6778571	Office Supplies	N
175	01-481-465-6057-6410	4.35	LPHG: Address return stamp	6778571	Office Supplies	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
77485 Schwaab Inc		39.75	11 Transactions		
75500 Steele County Treasurer					
49 01-481-460-6009-6171		746.84 Workers Comp Jan 2022		Workers Comp	N
50 01-481-460-6009-6350		402.24 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-460-6009-6381		639.66 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-460-6011-6171		53.35 Workers Comp Jan 2022		Workers Comp	N
51 01-481-460-6011-6341		74.98 Rent - Jan 2022		Office Rent	N
50 01-481-460-6011-6350		28.73 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-460-6011-6381		45.69 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-461-6025-6171		106.70 Workers Comp Jan 2022		Workers Comp	N
50 01-481-461-6025-6350		57.47 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-461-6025-6381		91.38 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-461-6030-6171		35.57 Workers Comp Jan 2022		Workers Comp	N
51 01-481-461-6030-6341		50.00 Rent - Jan 2022		Office Rent	N
50 01-481-461-6030-6350		19.16 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-461-6030-6381		30.46 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-461-6032-6171		71.13 Workers Comp Jan 2022		Workers Comp	N
51 01-481-461-6032-6341		99.99 Rent - Jan 2022		Office Rent	N
50 01-481-461-6032-6350		38.31 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-461-6032-6381		60.92 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-461-6034-6171		35.57 Workers Comp Jan 2022		Workers Comp	N
51 01-481-461-6034-6341		50.00 Rent - Jan 2022		Office Rent	N
50 01-481-461-6034-6350		19.16 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-461-6034-6381		30.46 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-461-6040-6171		142.26 Workers Comp Jan 2022		Workers Comp	N
51 01-481-461-6040-6341		349.97 Rent - Jan 2022		Office Rent	N
50 01-481-461-6040-6350		76.62 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-461-6040-6381		121.84 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-461-6059-6171		53.35 Workers Comp Jan 2022		Workers Comp Ins	N
51 01-481-461-6059-6341		74.99 Rent - Jan 2022		Office Rent	N
50 01-481-461-6059-6350		28.73 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-461-6059-6381		45.69 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-462-6047-6171		17.78 Workers Comp Jan 2022		Workers Comp	N
50 01-481-462-6047-6350		9.58 Property-Liability Jan 2022		Property & Liability Insurance	N
48 01-481-462-6047-6381		15.23 CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49 01-481-464-6061-6171		320.09 Workers Comp Jan 2022		Workers Comp Ins	N
51 01-481-464-6061-6341		474.95 Rent - Jan 2022		Office Rent	N
50 01-481-464-6061-6350		172.40 Property-Liability Jan 2022		Property & Liability Insurance	N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
48	01-481-464-6061-6381		CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
49	01-481-465-6057-6171		Workers Comp Jan 2022		Workers Comp	N
51	01-481-465-6057-6341		Rent - Jan 2022		Office Rent	N
50	01-481-465-6057-6350		Property-Liability Jan 2022		Property & Liability Insurance	N
48	01-481-465-6057-6381		CPU & Network Support Jan 2022		Cpu Usage & Network Support	N
75500	Steele County Treasurer		41 Transactions			
90609	Urch/Mary					
176	01-481-461-6032-6331		SHIP: Mileage Jan 22 - 120 mi		Mileage Reimbursement	N
90609	Urch/Mary		1 Transactions			
74928	Waypa/Lisa A					
178	01-481-460-6011-6331		CTC: Mileage Jan 22 - 5mi		Mileage Reimbursement	N
179	01-481-461-6025-6331		HCB: Mileage Jan 22 - 22 mi		Mileage Reimbursement	N
180	01-481-461-6030-6331		MCH: Mileage Jan 22 - 1 mi		Mileage Reimbursement	N
177	01-481-461-6032-6331		COVID19: Mileage Jan 20 - 15 m		Mileage Reimbursement	N
74928	Waypa/Lisa A		4 Transactions			
4100	Wencl/Dianne Marie					
181	01-481-460-6009-6331		QA: Mileage Jan 22 - 34 mi		Mileage Reimbursement	N
4100	Wencl/Dianne Marie		1 Transactions			
481	DEPT Total:		Public Health Nursing	29 Vendors	109 Transactions	
502	DEPT		Steele Co Community Ctr			
16860	Custom Communications Inc					
188	01-502-000-0000-6300		Alarm monitoring - Comm Center	508571	Bldg Repairs & Maintenance	N
16860	Custom Communications Inc		1 Transactions			
9113	RSBS Management Inc					
261	01-502-000-0000-6380	AP	Snow plowing - Comm Center	163324	Grounds Maintenance	N
250	01-502-000-0000-6380		Snow plowing - Comm Center	163406	Grounds Maintenance	N
259	01-502-000-0000-6380		Snow plowing - Comm Center	163406	Grounds Maintenance	N
258	01-502-000-0000-6380		Snow plowing - Comm Center	163591	Grounds Maintenance	N
260	01-502-000-0000-6380		Snow plowing - Comm Center	163591	Grounds Maintenance	N
270	01-502-000-0000-6380		Snow plowing - Comm Center	163738	Grounds Maintenance	N
9113	RSBS Management Inc		6 Transactions			
83500	Steele County Highway Dept					

SBENDORF

2/3/22

2:10PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 18

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
276	01-502-000-0000-6380	DTG	203.33	Hauled out snow - Comm Center	1901	Grounds Maintenance	N
83500	Steele County Highway Dept		203.33	1 Transactions			
502	DEPT Total:		1,500.46	Steele Co Community Ctr	3 Vendors	8 Transactions	
521	DEPT			Park And Recreation			
20712	DVS Renewal						
90	01-521-000-0000-6410		19.25	Tabs for 550	00-017669245	Operating Supplies/Truck Repairs	N
20712	DVS Renewal		19.25	1 Transactions			
26699	Four Seasons Centre						
199	01-521-000-0000-6831		3,850.00	January Open Ice	4230-1	Ice Rental Pymts	N
26699	Four Seasons Centre		3,850.00	1 Transactions			
8967	Steele Waseca Cooperative Electric						
10	01-521-000-0000-6823		6.67	Utilities - Beach house	120425	Beaver Lake	G
11	01-521-000-0000-6823		9.83	Utilities - Security light	27829	Beaver Lake	G
8967	Steele Waseca Cooperative Electric		16.50	2 Transactions			
521	DEPT Total:		3,885.75	Park And Recreation	3 Vendors	4 Transactions	
550	DEPT			Four Seasons			
3738	Arrow Ace Hardware						
4	01-550-000-0000-6410		7.38	Mounting hardware	268235	Operating Supplies - Contracts	N
3	01-550-000-0000-6410		39.57	Batteries, hammer, mount strip	268269	Operating Supplies - Contracts	N
89	01-550-000-0000-6410		8.99	Toilet Connector	268290	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware		55.94	3 Transactions			
4331	Athletica Sports Systems Unlimited Corp						
184	01-550-000-0000-6410		323.02	Glass clips for East rink	415896	Operating Supplies - Contracts	N
4331	Athletica Sports Systems Unlimited Corp		323.02	1 Transactions			
16860	Custom Communications Inc						
5	01-550-000-0000-6410		125.79	Alarm monitoring Feb-April	508569	Operating Supplies - Contracts	N
16860	Custom Communications Inc		125.79	1 Transactions			
33550	Hillyard-Hutchinson						
91	01-550-000-0000-6410		54.62	Trash liners	604617137	Operating Supplies - Contracts	N

SBENDORF

2/3/22

2:10PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
33550	Hillyard-Hutchinson		54.62	1 Transactions			
222	7860 Metropolitan Mechanical Contractors Inc						
	01-550-000-0000-6410		1,266.14	Fix radiant heater/basemt heat	910005780	Operating Supplies - Contracts	N
	7860 Metropolitan Mechanical Contractors Inc		1,266.14	1 Transactions			
103	48530 Minnesota Ice Arena Managers Assn						
	01-550-000-0000-6410		200.00	Annual Membership	6417	Operating Supplies - Contracts	N
	48530 Minnesota Ice Arena Managers Assn		200.00	1 Transactions			
7	57753 New England Sports Sales Inc						
	01-550-000-0000-6410		576.78	Skate Sharpening Supplies	136736	Operating Supplies - Contracts	N
	57753 New England Sports Sales Inc		576.78	1 Transactions			
235	9113 RSBS Management Inc						
	01-550-000-0000-6380		1,275.14	Snow plowing - Fairgrounds	163404	Snow Removal	N
255	01-550-000-0000-6380		845.97	Snow plowing - Fairgrounds	163589	Snow Removal	N
253	01-550-000-0000-6380		345.09	Snow plowing - Fairgrounds	163592	Snow Removal	N
268	01-550-000-0000-6380		1,138.10	Snow plowing - Fairgrounds	163736	Snow Removal	N
262	01-550-000-0000-6380		373.35	Snow plowing - Fairgrounds	163739	Snow Removal	N
	9113 RSBS Management Inc		3,977.65	5 Transactions			
271	1663 Sign Pro Of Owatonna, Inc.						
	01-550-000-0000-6410		25.00	Outside door signs	22044	Operating Supplies - Contracts	N
	1663 Sign Pro Of Owatonna, Inc.		25.00	1 Transactions			
279	83500 Steele County Highway Dept	DTG					
	01-550-000-0000-6380		505.60	Move snow piles	1902	Snow Removal	N
	83500 Steele County Highway Dept		505.60	1 Transactions			
283	8289 Twin City Filter Service Inc						
	01-550-000-0000-6410		140.52	Dehumidifier filters	716290	Operating Supplies - Contracts	N
	8289 Twin City Filter Service Inc		140.52	1 Transactions			
550	DEPT Total:		7,251.06	Four Seasons	11 Vendors	17 Transactions	
602	DEPT			Co-Op Extension			
87	8815 Amazon Capital Services Inc						
	01-602-000-0000-6410		36.71	Mech. pencils & 3-hole punch	IQ4H-KW7N-HFYQ	Office Supplies	N

SBENDORF
2/3/22 2:10PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 20

	<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</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>		
	8815	Amazon Capital Services Inc		36.71	1 Transactions				
	37025	Innovative Office Solutions LLC							
92		01-602-000-0000-6410		23.08	Address labels	IN3633265	Office Supplies		N
	37025	Innovative Office Solutions LLC		23.08	1 Transactions				
602	DEPT Total:			59.79	Co-Op Extension	2 Vendors	2 Transactions		
1	Fund Total:			181,373.84	General Revenue Fund		267 Transactions		

SBENDORF
2/3/22 2:10PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	3693 Loffler Companies Inc					
111	10-301-000-0000-6410	8.95	Public works printers	3917329	Office Supplies	N
	3693 Loffler Companies Inc	8.95	1 Transactions			
	9084 Metro FiberNet LLC					
285	10-301-000-0000-6210	300.00	Dark fiber monthly fee for PW		Telephone	Y
286	10-301-000-0000-6210	29.67	Elevator phone for PW		Telephone	Y
	9084 Metro FiberNet LLC	329.67	2 Transactions			
301	DEPT Total:	338.62	Administration	2 Vendors	3 Transactions	
10	Fund Total:	338.62	Road & Bridge Fund		3 Transactions	

SBENDORF
2/3/22 2:10PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 22

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT			Judicial Ditch 1			
	92700 Waseca County Auditor-Treasurer						
116	21-631-000-0000-6305	DTG	20,781.60	2021 Share of Expenses-JD 1		Construction And Repairs	N
	92700 Waseca County Auditor-Treasurer		20,781.60	1 Transactions			
631	DEPT Total:		20,781.60	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT			Judicial Ditch 10			
	92700 Waseca County Auditor-Treasurer						
117	21-633-000-0000-6305	DTG	6,198.14	2021 Share of Expenses-JD 10		Construction And Repairs	N
	92700 Waseca County Auditor-Treasurer		6,198.14	1 Transactions			
633	DEPT Total:		6,198.14	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT			Judicial Ditch 5			
	92700 Waseca County Auditor-Treasurer						
118	21-634-000-0000-6305	DTG	36,946.76	2021 Share of Expenses-JD 5		Construction And Repairs	N
	92700 Waseca County Auditor-Treasurer		36,946.76	1 Transactions			
634	DEPT Total:		36,946.76	Judicial Ditch 5	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
	27100 Freeborn County Auditor-Treas						
113	21-638-000-0000-6305	DTG	4,435.13	2021 Share of Expenses-JD 12		Construction And Repairs	N
	27100 Freeborn County Auditor-Treas		4,435.13	1 Transactions			
638	DEPT Total:		4,435.13	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
	27100 Freeborn County Auditor-Treas						
114	21-639-000-0000-6305	DTG	116.54	2021 Share of Expenses-JD 23		Construction And Repairs	N
	27100 Freeborn County Auditor-Treas		116.54	1 Transactions			
639	DEPT Total:		116.54	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
	92700 Waseca County Auditor-Treasurer						

SBENDORF
2/3/22 2:10PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 23

Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
119	21-640-000-0000-6305	DTG	14,142.13	2021 Share of Expenses-JD 24		Construction And Repairs	N	
92700	Waseca County Auditor-Treasurer		14,142.13	1 Transactions				
640	DEPT Total:		14,142.13	Judicial Ditch 24	1 Vendors	1 Transactions		
665	DEPT			JD 2 Redetermination				
27100	Freeborn County Auditor-Treas							
115	21-665-000-0000-6305	DTG	2,720.24	2021 Share of Expenses-JD 2		Construction And Repairs	N	
27100	Freeborn County Auditor-Treas		2,720.24	1 Transactions				
665	DEPT Total:		2,720.24	JD 2 Redetermination	1 Vendors	1 Transactions		
21	Fund Total:		85,340.54	County Ditch Fund		7 Transactions		

SBENDORF

2/3/22 2:10PM

23 Bixby Maintenance Operati

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 24

Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
609	DEPT				Bixby Sewer Project			
	27350	Frontier Communications						
120	23-609-000-0000-6210		55.69		Bixby monthly phone bill	5830166-101212	Telephone	N
	27350	Frontier Communications	55.69		1 Transactions			
	8967	Steele Waseca Cooperative Electric						
121	23-609-000-0000-6250		31.64		Bixby Utilities	Acct #1065870	Utilities	G
	8967	Steele Waseca Cooperative Electric	31.64		1 Transactions			
609	DEPT Total:		87.33		Bixby Sewer Project	2 Vendors	2 Transactions	
23	Fund Total:		87.33		Bixby Maintenance Operations		2 Transactions	

SBENDORF
2/3/22 2:10PM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 25

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
251	DEPT			Jail			
	9138 ICS Consulting LLC						
107	38-251-000-0000-6600		4,082.00	Intergrator Design - DC	8068	Capital Outlay - Detention Center	Y
108	38-251-000-0000-6600		3,223.00	Intergrator Proj. Mgmt - DC	8068	Capital Outlay - Detention Center	Y
109	38-251-000-0000-6600		3,000.00	Pod Separation - DC	8069	Capital Outlay - Detention Center	Y
	9138 ICS Consulting LLC		10,305.00	3 Transactions			
	9260 Kath/Mike						
110	38-251-000-0000-6600		283.14	Mileage: 484 mi. x .585		Capital Outlay - Detention Center	N
	9260 Kath/Mike		283.14	1 Transactions			
251	DEPT Total:		10,588.14	Jail	2 Vendors	4 Transactions	
38	Fund Total:		10,588.14	Capital Outlay Fund		4 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
14584	Continental Research Corp					
57	53-398-000-0000-6301		471.27	Mighty boy	0032633	Equip Repairs N
14584	Continental Research Corp		471.27	1 Transactions		
16860	Custom Communications Inc					
59	53-398-000-0000-6304		63.69	Office alarm	508570	Contract Services N
58	53-398-000-0000-6304		187.28	Shop - alarm	508576	Contract Services N
16860	Custom Communications Inc		250.97	2 Transactions		
20712	DVS Renewal					
60	53-398-000-0000-6301		19.25	2005 Sterling	ID023394439	Equip Repairs N
61	53-398-000-0000-6301		19.25	2019 Freightliner	ID030476818	Equip Repairs N
20712	DVS Renewal		38.50	2 Transactions		
38665	Joe's Repair Service, Inc.					
62	53-398-000-0000-6301		109.42	Trip spring, eye bolt	48197	Equip Repairs N
38665	Joe's Repair Service, Inc.		109.42	1 Transactions		
3693	Loffler Companies Inc					
112	53-398-000-0000-6410		100.73	Landfill Printers	3917329	Office Supplies N
3693	Loffler Companies Inc		100.73	1 Transactions		
77570	Short Elliott Hendrickson Inc					
63	53-398-000-0000-6542	AP	2,896.96	Landfill services	419147	Testing & Monitoring N
77570	Short Elliott Hendrickson Inc		2,896.96	1 Transactions		
8967	Steele Waseca Cooperative Electric					
66	53-398-000-0000-6250	AP	330.03	New shop	120435	Utilities G
65	53-398-000-0000-6250	AP	56.15	Clem's building site	120436	Utilities G
67	53-398-000-0000-6250	AP	60.83	Pumping station	22594	Utilities G
64	53-398-000-0000-6250	AP	114.39	Office	29002	Utilities G
8967	Steele Waseca Cooperative Electric		561.40	4 Transactions		
398	DEPT Total:		4,429.25	Landfill	7 Vendors	12 Transactions
53	Fund Total:		4,429.25	Landfill Fund		12 Transactions

SBENDORF
2/3/22 2:10PM
70 Tax Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 27

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT				...			
	13110	City Of Owatonna						
13		70-000-000-0000-2122		2,487.14	Spec Asses Mixed 1/1-12/31/21	211592	Unapportioned Prepaid Special Asses	N
	13110	City Of Owatonna		2,487.14	1 Transactions			
	52488	Mn Department Of Revenue						
14		70-000-000-0000-2162	DTG	25.00	State Deed 04-103-0007		Unapportioned Rev Sale Forfeited Lar	N
15		70-000-000-0000-2162	DTG	25.00	State Deed 14-107-0803		Unapportioned Rev Sale Forfeited Lar	N
	52488	Mn Department Of Revenue		50.00	2 Transactions			
0	DEPT Total:			2,537.14	...	2 Vendors	3 Transactions	
70	Fund Total:			2,537.14	Tax Collections Fund		3 Transactions	

SBENDORF

2/3/22 2:10PM

81 Consolidated Dispatch Fur

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 28

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
230	DEPT		Consolidated Dispatch			
9012	CenturyLink					
16	81-230-000-0000-6210		404.72	FB EOC - telephone lines (Jan)	276645968	Telephone N
9012	CenturyLink		404.72	1 Transactions		
9126	Fuchs/Justin R					
17	81-230-000-0000-6331		22.23	Faribault: pick up GPS & Cords		Mileage Reimbursement N
9126	Fuchs/Justin R		22.23	1 Transactions		
3259	Local Government Information Systems					
85	81-230-000-0000-6301		3,625.00	Network Wellness	51436	Equip Maint N
82	81-230-000-0000-6301		38,801.00	RSC AP Support (Jan)	51489	Equip Maint N
83	81-230-000-0000-6301		150.00	FBPD Sup-Police - Axon	51489	Equip Maint N
84	81-230-000-0000-6301		150.00	HealthEast CAD to CAD	51489	Equip Maint N
76	81-230-000-0000-6301	DTG	62.50	#277947 Morristown FD	51534	Equip Maint N
77	81-230-000-0000-6301	DTG	93.75	RSC Watch Traffic	51534	Equip Maint N
78	81-230-000-0000-6301	DTG	250.00	RSC Portals Website	51534	Equip Maint N
79	81-230-000-0000-6301	DTG	250.00	Lansweeper Scanning	51534	Equip Maint N
80	81-230-000-0000-6301	DTG	62.50	#283046 Rice County	51534	Equip Maint N
81	81-230-000-0000-6301	DTG	175.00	#282832 Owatonna PD	51534	Equip Maint N
86	81-230-000-0000-6301		10,300.00	RSC System Development	51550	Equip Maint N
68	81-230-000-0000-6301	DTG	83.04	RSC Operations Laptop Service	51576	Equip Maint N
69	81-230-000-0000-6301	DTG	2,292.25	RSC Operations Laptop	51576	Equip Maint N
70	81-230-000-0000-6301	DTG	2,292.25	RSC GIS Laptop	51576	Equip Maint N
71	81-230-000-0000-6301	DTG	274.03	RSC GIS Laptop Service	51576	Equip Maint N
72	81-230-000-0000-6301	DTG	617.14	RSC VMWare Renewal	51576	Equip Maint N
73	81-230-000-0000-6301	DTG	360.00	24 Entrust Tokens - NFPD	51576	Equip Maint N
74	81-230-000-0000-6301	DTG	45.00	3 Entrust Tokens - Rice County	51576	Equip Maint N
75	81-230-000-0000-6301	DTG	15.00	RSC 1 Hard Token	51576	Equip Maint N
3259	Local Government Information Systems		59,898.46	19 Transactions		
9084	Metro FiberNet LLC					
18	81-230-000-0000-6210	AP	2,675.02	RSC - Dark Fiber Line (Dec)	Acct 1675548	Telephone Y
9084	Metro FiberNet LLC		2,675.02	1 Transactions		
18450	Office of MN IT Services					
20	81-230-000-0000-6210	DTG	400.00	FB EOC 911 Connections (Dec)	DV21120388	Telephone N
19	81-230-000-0000-6210	DTG	59.34	RSC - Telephone Charges (Dec)	W21120521	Telephone N

SBENDORF

2/3/22 2:10PM

81 Consolidated Dispatch Fur

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 29

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
18450	Office of MN IT Services		459.34	2 Transactions			
8857	Verizon						
21	81-230-000-0000-6210	AP	332.92	Cell Phones (Dec 14-Jan13)	9897287274	Telephone	N
8857	Verizon		332.92	1 Transactions			
230	DEPT Total:		63,792.69	Consolidated Dispatch	6 Vendors	25 Transactions	
81	Fund Total:		63,792.69	Consolidated Dispatch Fund		25 Transactions	
	Final Total:		348,487.55	146 Vendors	323 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	181,373.84	General Revenue Fund	
	10	338.62	Road & Bridge Fund	
	21	85,340.54	County Ditch Fund	
	23	87.33	Bixby Maintenance Operations	
	38	10,588.14	Capital Outlay Fund	
	53	4,429.25	Landfill Fund	
	70	2,537.14	Tax Collections Fund	
	81	63,792.69	Consolidated Dispatch Fund	
	All Funds	348,487.55	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description JW - 2021 AUDIT BATCH2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/21	503	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	25,174.56	D	Remove PTD 11 Prepayments				1
2	12/31/21	503	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	1,661.03	D	Remove CD 21 Prepayments				1
3	12/31/21	503	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	57,813.12	D	Remove JD 24 Prepayments				1
4	12/31/21	503	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	2,019.63	D	Remove PTD 7 Prepayments				1
5	12/31/21	503	70-000-000-0000-1001 Cash	86,668.34	C	Remove Ditch Prepayments				1
6	12/31/21	503	70-000-000-0000-1001 Cash	500.00	D	Correct CWP Assessment Journal				1
7	12/31/21	503	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	500.00	C	Correct CWP Assessment Journal				1
8	12/31/21	503	74-610-000-0000-6801 General Expense	500.00	D	Correct CWP Assessment Journal				1
9	12/31/21	503	74-000-000-0000-1001 Cash	500.00	C	Correct CWP Assessment Journal				1
10	12/31/21	503	21-000-000-0000-1001 Cash	86,668.34	D	Ditch Prepayments from 70.2122				1
11	12/31/21	503	21-658-000-0000-5052 Pre Payments	25,174.56	C	Record PTD 11 Prepayments				1
12	12/31/21	503	21-648-000-0000-5052 Pre Payments	1,661.03	C	Record CD 21 Prepayments				1
13	12/31/21	503	21-640-000-0000-5052 Pre Payments	57,813.12	C	Record JD 24 Prepayments				1
14	12/31/21	503	21-654-000-0000-5052 Pre Payments	2,019.63	C	Record PTD 7 Prepayments				1
Debit Total				174,336.68		Credit Total	174,336.68	Net:	0.00	

Steele County

JOURNAL ENTRIES



Descriptor MM - DEC 2021 - C4 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/21	904	01-031-000-0000-6215 Postage	1.26	D	Postage - Admin				1
2	12/31/21	904	01-103-000-0000-6215 Postage	51.41	D	Postage - Assessor				1
3	12/31/21	904	01-041-000-0000-6215 Postage	189.66	D	Postage - Auditor				1
4	12/31/21	904	01-063-000-0000-6215 Postage	4.39	D	Postage - Auditor Elections				1
5	12/31/21	904	01-251-000-0000-6215 Postage	31.87	D	Postage - Detention Center				1
6	12/31/21	904	01-602-000-0000-6215 Postage	138.48	D	Postage - Extension				1
7	12/31/21	904	01-391-000-0000-6215 Postage	0.53	D	Postage - Environmental Serv				1
8	12/31/21	904	01-550-000-0000-6215 Postage	4.24	D	Postage - Four Seasons				1
9	12/31/21	904	01-032-000-0000-6215 Postage	8.80	D	Postage - Human Resources				1
10	12/31/21	904	01-062-000-0000-6802 Internal Chargeback	30.09	D	Postage - MRCI				1
11	12/31/21	904	01-105-000-0000-6215 Postage	63.08	D	Postage - Planning and Zoning				1
12	12/31/21	904	01-252-000-0000-6215 Postage	208.20	D	Postage - CCA				1
13	12/31/21	904	01-101-000-0000-6215 Postage	534.26	D	Postage - Recorder				1
14	12/31/21	904	01-042-000-0000-6215 Postage	126.14	D	Postage - Treasurer				1
15	12/31/21	904	01-121-000-0000-6215 Postage	62.38	D	Postage - Veterans				1
16	12/31/21	904	01-481-460-6009-6215 Postage	60.34	D	Postage - QA				1
17	12/31/21	904	01-481-460-6011-6215 Postage	272.95	D	Postage - CTC				1
18	12/31/21	904	01-481-461-6030-6215 Postage	10.55	D	Postage - MCH				1
19	12/31/21	904	01-481-461-6032-6215 Postage	1.06	D	Postage - SHIP				1
20	12/31/21	904	01-481-461-6025-6215 Postage	13.53	D	Postage - FAP/HCB/FC				1

Steele County

JOURNAL ENTRIES



Description MM - DEC 2021 - C4 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/21	904	01-481-462-6047-6215 Postage	0.53	D	Postage - CID				1
22	12/31/21	904	01-481-465-6057-6215 Postage	0.53	D	Postage - LPHG/INF				1
23	12/31/21	904	01-481-461-6059-6215 Postage	1.56	D	Postage - SEMN				1
24	12/31/21	904	01-481-464-6061-6215 Postage	54.00	D	Postage - COVID				1
25	12/31/21	904	01-481-461-6040-6215 Postage	0.53	D	Postage - WIC				1
26	12/31/21	904	01-062-000-0000-6215 Postage	1,870.37	C	GF Postage Allocation				1
27	12/31/21	904	10-301-000-0000-6215 Postage	145.27	D	Highway Postage				1
28	12/31/21	904	10-000-000-0000-1001 Cash	145.27	C	Highway Postage				1
29	12/31/21	904	01-000-000-0000-1001 Cash	145.27	D	Highway Postage				1
30	12/31/21	904	01-062-000-0000-5831 Miscellaneous	145.27	C	Highway Postage				1
31	12/31/21	904	53-398-000-0000-6215 Postage	29.03	D	Landfill Postage				1
32	12/31/21	904	53-000-000-0000-1001 Cash	29.03	C	Landfill Postage				1
33	12/31/21	904	01-000-000-0000-1001 Cash	29.03	D	Landfill Postage				1
34	12/31/21	904	01-062-000-0000-5831 Miscellaneous	29.03	C	Landfill Postage				1
35	12/31/21	904	21-647-000-0000-6215 CD20 - Postage	13.87	D	CD20 - Postage				1
36	12/31/21	904	21-000-000-0000-1001 Cash	13.87	C	CD20 - Postage				1
37	12/31/21	904	01-000-000-0000-1001 Cash	13.87	D	CD20 - Postage				1
38	12/31/21	904	01-062-000-0000-5831 Miscellaneous	13.87	C	CD20 - Postage				1
Debit Total				2,246.71		Credit Total	2,246.71	Net:	0.00	

Steele County

JOURNAL ENTRIES



Descriptor MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/21	902	01-003-000-0000-6961 Visa One Card Program	26,798.64	C	BMO One Card Allocation Dec				1
2	12/31/21	902	01-000-000-0000-1001 Cash	4,650.57	D	BMO Charges Dec				1
3	12/31/21	902	01-003-565-0000-6801 General Expense - COVID 19	20.93	D	Covid Screening - -Medical	United Parcel Service, In			1
4	12/31/21	902	01-003-565-0000-6801 General Expense - COVID 19	20.75	D	Covid Screening - -Medical	United Parcel Service, In			1
5	12/31/21	902	01-003-565-0000-6801 General Expense - COVID 19	20.79	D	Covid Screening - -Medical	United Parcel Service, In			1
6	12/31/21	902	01-031-000-0000-6241 Membership Dues	210.00	D	Civic Club dues	Rotary Club Of Owatonna			1
7	12/31/21	902	01-031-000-0000-6410 Office Supplies	12.96	D	Fair Board mtg.	Coborn's Incorporated			1
8	12/31/21	902	01-031-000-0000-6410 Office Supplies	12.99	D	badge holders	Amazon			1
9	12/31/21	902	01-031-000-0000-6410 Office Supplies	44.18	D	retirement certificate frames	Amazon			1
10	12/31/21	902	01-042-000-0000-6410 Office Supplies	25.05	D	Paper supply	Amazon			1
11	12/31/21	902	01-061-000-0000-6241 Membership Dues	211.60	D	PSA -Ticketing Software	Connectwise, Llc			1
12	12/31/21	902	01-061-000-0000-6241 Membership Dues	189.00	D	IT Document Management	Bluesnap Inc			1
13	12/31/21	902	01-061-000-0000-6241 Membership Dues	399.00	D	Performance Tracking SW	Brightgauge Software, In			1
14	12/31/21	902	01-061-000-0000-6304 Misc Contracts	497.50	D	Novec 1230 Inspection	Pye-Barker Fire And Safet			1
15	12/31/21	902	01-061-000-0000-6330 Travel Expenses	41.98	D	Cab to airport (GovIT 2021)	Square, Inc.			1
16	12/31/21	902	01-061-000-0000-6330 Travel Expenses	51.00	D	Parking - MSP (GovIT 2021)	Metropolitan Airports Com			1
17	12/31/21	902	01-061-000-0000-6330 Travel Expenses	39.48	D	Cab to Conf Hotel (GovIT 2021)	Square, Inc.			1
18	12/31/21	902	01-061-000-0000-6413 Computer Supplies	39.98	D	Flash Drives	Amazon			1
19	12/31/21	902	01-062-000-0000-6480 Non-Capitalized Inventory	900.67	D	Monthly AWS for backup	Amazon			1
20	12/31/21	902	01-091-000-0000-6410 Office Supplies	89.37	D	Office Supplies	Costco Wholesale Corporat			1

Descriptor MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/21	902	01-091-000-0000-6410 Office Supplies	30.84	D	flash drives	Amazon			1
22	12/31/21	902	01-091-000-0000-6410 Office Supplies	85.85	D	Office Supplies	Wal-Mart Stores			1
23	12/31/21	902	01-101-000-9305-6410 Office Supplies - Technology Fund	177.84	D	Headset for REC	Amazon			1
24	12/31/21	902	01-103-000-0000-6241 Membership Dues	105.00	D	Professional Membership	Minnesota Association Of			1
25	12/31/21	902	01-103-000-0000-6241 Membership Dues	105.00	D	Professional Membership	Minnesota Association Of			1
26	12/31/21	902	01-103-000-0000-6241 Membership Dues	105.00	D	Professional Membership	Minnesota Association Of			1
27	12/31/21	902	01-103-000-0000-6241 Membership Dues	105.00	D	Professional Membership	Minnesota Association Of			1
28	12/31/21	902	01-103-000-0000-6241 Membership Dues	105.00	D	Professional Membership	Minnesota Association Of			1
29	12/31/21	902	01-103-000-0000-6501 Publications/Manuals	16.25	D	Peoples Press	Adams Publishing Group LI			1
30	12/31/21	902	01-105-000-0000-6261 Conference & Training	245.00	D	MOWA Training	Minnesota Onsite Wastewat			1
31	12/31/21	902	01-111-000-0000-6261 Conference & Training	19.00	D	Electrical Lic. renew - Mark	State Of Minnesota			1
32	12/31/21	902	01-111-000-0000-6261 Conference & Training	19.00	D	Electrical Lic. renew - Tanner	State Of Minnesota			1
33	12/31/21	902	01-111-000-0000-6261 Conference & Training	19.00	D	Electrical Lic. renew - Todd	State Of Minnesota			1
34	12/31/21	902	01-111-000-0000-6304 Equipment Maintenance & Repairs	585.29	D	mower mulch kit & parts	Kibble Equipment Llc			1
35	12/31/21	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	53.67	D	Wiper blades	O'Reilly Auto Enterprise			1
36	12/31/21	902	01-111-000-0000-6480 Non-Capitalized Inventory	750.00	D	NCompass- November	Intuit Payment Solutions,			1
37	12/31/21	902	01-111-000-0000-6561 Small Tools	110.97	D	Snow Shovels - various bldgs	Arrow Hardware, Inc			1
38	12/31/21	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	40.87	D	new toilet seat	Block Plumbing & Heating			1
39	12/31/21	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	45.42	D	Chemicals	Continental Research Co			1
40	12/31/21	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	31.38	D	Belts for air in Board Rm-SCAC	Wen-Col Inc			1

Steele County

JOURNAL ENTRIES



Descriptor MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/21	902	01-111-040-0000-6560 Janitorial Supplies	44.21	D	cleaners, liners, freshner,etc	Hillyard Inc			1
42	12/31/21	902	01-111-040-0000-6560 Janitorial Supplies	364.12	D	cleaners, liners, freshner,etc	Hillyard Inc			1
43	12/31/21	902	01-111-040-0000-6560 Janitorial Supplies	607.22	D	Cleaners, Kleenex, bags -Admin	Hillyard Inc			1
44	12/31/21	902	01-111-040-0000-6560 Janitorial Supplies	29.99	D	Stools - Admin	Amazon			1
45	12/31/21	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	30.45	D	CH&AX-Filters,DC-salt	Culligan			1
46	12/31/21	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	721.64	D	Thermostats - AX	Amazon			1
47	12/31/21	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	45.42	D	Chemicals	Continental Research C			1
48	12/31/21	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	693.61	D	chemicals for boiler - ch	Kurita America Inc			1
49	12/31/21	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	30.45	D	CH&AX-Filters,DC-salt	Invoice Cloud, Inc.			1
50	12/31/21	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	96.25	D	Boiler Testing Kit - CH	Kurita America Inc			1
51	12/31/21	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	45.42	D	Chemicals	Continental Research C			1
52	12/31/21	902	01-111-042-0000-6560 Janitorial Supplies	36.24	D	cleaners, liners, freshner,etc	Hillyard Inc			1
53	12/31/21	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	640.55	D	Utilities - COB	Owatonna Public Utilitie			1
54	12/31/21	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	45.42	D	Chemicals	Continental Research C			1
55	12/31/21	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	238.75	D	alarm monitoring COB	Custom Communications			1
56	12/31/21	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	1,325.01	D	repair oven & steamer - DC	General Parts, Llc			1
57	12/31/21	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	535.50	D	CH&AX-Filters,DC-salt	Culligan			1
58	12/31/21	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	45.09	D	relays repairs	Digi-Key Corporation			1
59	12/31/21	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	89.92	D	Steam door Gasket - DC	Amazon			1
60	12/31/21	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	50.48	D	fastener,surge strip, fitting	Lowes Companies, Inc.			1

Steele County

JOURNAL ENTRIES



Descriptor MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	12/31/21	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	74.83	D	Pest control - DC	Plunketts Pest Control In			1
62	12/31/21	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	45.42	D	Chemicals	Continental Research C			1
63	12/31/21	902	01-111-044-0000-6380 Grounds Maintenance	55.15	D	light	Fleet Farm Group, Llc			1
64	12/31/21	902	01-111-044-0000-6380 Grounds Maintenance	29.52	D	PSI Gauge for overflow tank-DC	Motor Parts And Equipmen			1
65	12/31/21	902	01-111-044-0000-6560 Janitorial Supplies	370.33	D	cleaners, liners, freshner,etc	Hillyard Inc			1
66	12/31/21	902	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data Storage/GB Plan	Apple, Inc.			1
67	12/31/21	902	01-201-000-0000-6261 Conference & Training	150.00	D	Training course 11/24/2021	Law Enforcement Risk Mana			1
68	12/31/21	902	01-201-000-0000-6261 Conference & Training	295.00	D	2021 Sheriff Winter Conference	Minnesota State Sheriffs			1
69	12/31/21	902	01-201-000-0000-6285 Firearms/Ammo Training	59.48	D	Holster for Firearms	Oregon Trail Defense Llc			1
70	12/31/21	902	01-201-000-0000-6285 Firearms/Ammo Training	182.63	D	Cleaning items for Firearms	Brownells, Inc			1
71	12/31/21	902	01-201-000-0000-6285 Firearms/Ammo Training	309.85	D	Firearms equip.	C & H Precision Weapons L			1
72	12/31/21	902	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
73	12/31/21	902	01-201-000-0000-6330 Travel Expenses	443.62	D	3/Night 2021 Winter Conference	Regency Midwest Vent Lp			1
74	12/31/21	902	01-201-000-0000-6330 Travel Expenses	337.11	D	2/Night Stay RDS Training	Hinw Llc			1
75	12/31/21	902	01-201-000-0000-6410 Office Supplies	85.89	D	1/Tower Heater	Lowes Companies, Inc.			1
76	12/31/21	902	01-201-000-0000-6438 K-9 Expenses	62.99	D	K9-Dog Food	Farmers Feed & Pet Sply			1
77	12/31/21	902	01-201-000-0000-6438 K-9 Expenses	65.30	D	K9 Veterinary Visit	Bauer Veterinary Services			1
78	12/31/21	902	01-201-000-0000-6562 Gas & Oil Squads	25.66	D	Fuel for Squad 7422	Kwik Trip Inc			1
79	12/31/21	902	01-201-000-0000-6562 Gas & Oil Squads	48.78	D	Fuel-SC21-000519 Alcohol FOP	Coborn's Incorporated			1
80	12/31/21	902	01-201-000-0000-6562 Gas & Oil Squads	56.02	D	Fuel-SC19-000498 Alcohol FOP	Casey's General Stores In			1

Steele County

JOURNAL ENTRIES



Description MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	12/31/21	902	01-201-000-0000-6562 Gas & Oil Squads	17.10	D	Fuel-SC21-000896 Alcohol FOP	Coborn's Incorporated			1
82	12/31/21	902	01-201-000-0107-6320 Squad 7407 Maintenance	72.98	D	7407-wiper blades & towels	O'Reilly Auto Enterprise			1
83	12/31/21	902	01-201-000-0107-6320 Squad 7407 Maintenance	66.00	D	Spotlight shell for 7407	Wepay, Inc			1
84	12/31/21	902	01-201-000-0107-6320 Squad 7407 Maintenance	19.99	D	Seat Belt Extender	Extender Partners, LLC			1
85	12/31/21	902	01-201-000-0107-6320 Squad 7407 Maintenance	4.50	D	Washer fluid for Squad 7407	Kwik Trip Inc			1
86	12/31/21	902	01-251-000-0000-6261 Conference & Training	90.00	C	refund training	Minnesota State Colleges			1
87	12/31/21	902	01-251-000-0000-6261 Conference & Training	90.00	D	program trainging	Minnesota State Colleges			1
88	12/31/21	902	01-251-000-0000-6406 Program Supplies	174.96	D	inmate program supplies	Wal-Mart Stores			1
89	12/31/21	902	01-251-000-0000-6406 Program Supplies	17.17	D	inmate educ videos	Netflix, Inc.			1
90	12/31/21	902	01-251-000-0000-6406 Program Supplies	319.96	D	Inmate Headphones	Amazon			1
91	12/31/21	902	01-251-000-0000-6451 Operating Supplies	103.89	D	Blank DVD's for Intake	Amazon			1
92	12/31/21	902	01-251-000-0000-6562 Gas & Oil	49.62	D	transport fuel	Kwik Trip			1
93	12/31/21	902	01-251-000-0000-6801 Misc Expense	9.21	D	transport meal	Jmar LLC			1
94	12/31/21	902	01-252-000-0000-6410 Office Supplies	148.47	C	Refund Confirmation	Amazon			1
95	12/31/21	902	01-252-775-0000-6261 Conference & Training - CCA Subsidy	370.00	D	Co-Occurring Disorders Sympos	Eventbrite Inc.			1
96	12/31/21	902	01-252-775-0000-6261 Conference & Training - CCA Subsidy	200.00	D	Consultation/Mending Path	Paypal			1
97	12/31/21	902	01-252-775-0000-6261 Conference & Training - CCA Subsidy	436.14	D	CoachingStrategiesforLeaders	Achieve - Canada			1
98	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	31.65	D	Light Bulbs for around bldg	Werner Electric Ventures,			1
99	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	119.00	D	motor for roof top unit - Trane	Temple Electric Motor			1
100	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	30.87	D	Belt for LEC Garage	Wen-Col Inc			1

Steele County

JOURNAL ENTRIES



Descriptor MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	7.69	D	Belts for exhaust fan	Wen-Col Inc			1
102	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	51.85	D	Light Bulbs - Public Lobby	Werner Electric Ventures,			1
103	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	28.50	D	recycle light bulbs	Square, Inc.			1
104	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	66.78	D	Belts for rooftop unit - LEC	Wen-Col Inc			1
105	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	26.73	D	recycle light bulbs & batterie	Square, Inc.			1
106	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	15.11	D	battery for emergency light	Bpb, Llc			1
107	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	18.00	D	Pulley for rooftop unit	Temple Electric Motor			1
108	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	18.13	D	Bearing for rooftop unit	Wen-Col Inc			1
109	12/31/21	902	01-253-000-0000-6300 Bldg Repairs & Maintenance	50.16	D	Belts for rooftop unit - LEC	Wen-Col Inc			1
110	12/31/21	902	01-253-000-0000-6806 Miscellaneous	2,095.00	D	Air purifier machine	Surgically Clean Air I			1
111	12/31/21	902	01-281-000-0000-6199 Safety Program	75.58	D	Lockout training	Lowes Companies, Inc.			1
112	12/31/21	902	01-281-000-0000-6199 Safety Program	3.98	D	Lockout training	Fleet Farm Group, Llc			1
113	12/31/21	902	01-281-000-0000-6199 Safety Program	28.34	D	Lockout training	Fleet Farm Group, Llc			1
114	12/31/21	902	01-281-000-0000-6199 Safety Program	46.23	D	Lockout training	Lowes Companies, Inc.			1
115	12/31/21	902	01-281-000-0000-6199 Safety Program	10.98	D	Lockout training	Lowes Companies, Inc.			1
116	12/31/21	902	01-281-000-0000-6199 Safety Program	7.36	D	Lockout training	Lowes Companies, Inc.			1
117	12/31/21	902	01-281-000-0000-6199 Safety Program	299.50	D	Lockout training	Lowes Companies, Inc.			1
118	12/31/21	902	01-281-000-0000-6251 Other Administrative Costs	511.11	D	Tool boxes for shelter set up	The Home Depot Inc			1
119	12/31/21	902	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monthly subscription	Basecamp, Llc			1
120	12/31/21	902	01-281-000-0000-6251 Other Administrative Costs	25.95	D	Wood for cable drive over	Lowes Companies, Inc.			1

Descriptor MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	12/31/21	902	01-281-000-0000-6251 Other Administrative Costs	480.00	D	CPR Supplies	Fullsteam Operations Llc			1
122	12/31/21	902	01-281-000-0000-6261 Conference & Training	248.00	D	CPR Instructor class fee	Intuit Payment Solutions,			1
123	12/31/21	902	01-281-000-0000-6261 Conference & Training	348.00	D	CPR Supplies	Fullsteam Operations Llc			1
124	12/31/21	902	01-281-000-0000-6410 Office Supplies	50.00	D	CPR Supplies	Fullsteam Operations Llc			1
125	12/31/21	902	01-281-000-0000-6480 Non-Capitalized Inventory	270.00	D	Scanner for PHN	B&h Foto & Electronics Co			1
126	12/31/21	902	01-481-460-6009-6465 Patient Supplies & Services	9.88	D	QA: Clients Supplies	Amazon			1
127	12/31/21	902	01-481-460-6009-6465 Patient Supplies & Services	44.37	D	Covid19-Misc QA: Client Supp	Amazon			1
128	12/31/21	902	01-481-460-6011-6464 General Supplies & Outreach	115.63	D	CTC: Outreach Supplies Misc	Young Dental Manufacturin			1
129	12/31/21	902	01-481-461-6034-6464 General Supplies & Outreach	14.38	D	TANF: Clear Contact Paper	Amazon			1
130	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	21.42	D	Covid19-Clinic Lunch 11-24-21	Coborn's Incorporated			1
131	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	625.00	D	Covid: Gift Cards Incentive	Target Corporation			1
132	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	181.90	D	Covid: Misc Clinic supplies	Amazon			1
133	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	20.40	D	Covid: Misc Clinic supplies	Amazon			1
134	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	32.95	D	Covid19-Clinic Lunch 11-17-21	Coborn's Incorporated			1
135	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	152.62	D	Covid19-Clinic Lunch 11-10-21	Brhb Inc			1
136	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	13.98	D	Covid19-Clinic drive thru	Coborn's Incorporated			1
137	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	57.31	D	Covid19-Clinic Lunch 11-3-21	Kerr-McCauley Investments			1
138	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	15.99	D	Covid: Misc Clinic supplies	Amazon			1
139	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	14.94	D	Covid: Misc Clinic supplies	Amazon			1
140	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	26.24	D	Covid: Misc Clinic supplies	Amazon			1

Steele County

JOURNAL ENTRIES



Description MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	13.99	D	Covid: Misc Clinic supplies	Amazon			1
142	12/31/21	902	01-481-464-6061-6464 General Supplies & Outreach	26.65	D	Covid19-Misc QA: Client Supp	Amazon			1
143	12/31/21	902	01-521-000-0000-6261 Conference & Training	19.00	D	Electrical License	State Of Minnesota			1
144	12/31/21	902	10-000-000-0000-1001 Cash	1,659.02	C	BMO Charges Dec				1
145	12/31/21	902	10-302-000-0000-6534 Supplies - Signing	44.98	D	Socket set & tray	Harbor Freight Tools Usa			1
146	12/31/21	902	10-302-000-0000-6534 Supplies - Signing	216.00	D	Impact wrench	Pe Acquisitions Inc			1
147	12/31/21	902	10-302-000-0000-6801 Osha/Safety Supplies	123.98	D	Safety supplies	Fleet Farm Group, Llc			1
148	12/31/21	902	10-303-000-0000-6261 Conference & Training	225.00	D	Training-Jensen, Tschopp, Koch	Regents Of Univ Of Minn			1
149	12/31/21	902	10-303-000-0000-6261 Conference & Training	250.00	D	Training - Grieman	Minnesota State Colleges			1
150	12/31/21	902	10-303-000-0000-6510 Engineering & Surveying Supplies	179.99	D	Binoculars	Fleet Farm Group, Llc			1
151	12/31/21	902	10-303-000-0000-6510 Engineering & Surveying Supplies	166.42	C	Return Binoculars	Fleet Farm Group, Llc			1
152	12/31/21	902	10-303-000-0000-6510 Engineering & Surveying Supplies	191.42	D	Taxed binoculars	Fleet Farm Group, Llc			1
153	12/31/21	902	10-304-000-0000-6513 Tools	79.97	D	Various small tools	Harbor Freight Tools Usa			1
154	12/31/21	902	10-304-000-0000-6520 Machinery/Vehicle Parts	21.95	D	Chainsaw sharpening kit	Amazon			1
155	12/31/21	902	10-304-000-0000-6520 Machinery/Vehicle Parts	20.40	D	Chainsaw sharpening kit	Amazon			1
156	12/31/21	902	10-304-000-0000-6520 Machinery/Vehicle Parts	20.54	D	Spring kit #2052	Amazon			1
157	12/31/21	902	10-304-000-0000-6520 Machinery/Vehicle Parts	316.32	D	Mack Volvo fuel doser 7th inj	Amazon			1
158	12/31/21	902	10-304-000-0000-6540 Fuel & Lubricants	100.20	D	Fuel, unit#2216	Kwik Trip Inc			1
159	12/31/21	902	10-304-000-0000-6540 Fuel & Lubricants	34.69	D	Gas for county car	Holiday Companies			1
160	12/31/21	902	81-000-000-0000-1001 Cash	2,991.55	C	BMO Charges Dec				1

Steele County

JOURNAL ENTRIES



Description MM - DEC 2021 - C2 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	12/31/21	902	81-230-000-0000-6261 Conference & Training	1,147.00	D	Supervisor Training Class	Association Of Public-Saf			1
162	12/31/21	902	81-230-000-0000-6261 Conference & Training	25.00	D	APCO Forum Registration	Association Of Public-Saf			1
163	12/31/21	902	81-230-000-0000-6410 Office Supplies	2.16	D	Index cards	Wal-Mart Stores			1
164	12/31/21	902	81-230-000-0000-6410 Office Supplies	15.93	D	CD Mailing Envelopes	Amazon			1
165	12/31/21	902	81-230-000-0000-6410 Office Supplies	9.12	D	Clorox Wipes	Wal-Mart Stores			1
166	12/31/21	902	81-230-000-0000-6410 Office Supplies	299.99	D	Recorder	Amazon			1
167	12/31/21	902	81-230-000-0000-6410 Office Supplies	27.90	C	Returned Clorox Wipes	Amazon			1
168	12/31/21	902	81-230-000-0000-6410 Office Supplies	98.97	D	Copy Paper	Amazon			1
169	12/31/21	902	81-230-000-0000-6410 Office Supplies	397.28	D	Ink Cartridges, Clorox Wipes,	Amazon			1
170	12/31/21	902	81-230-000-0000-6480 Non-Capitalized Inventory	1,024.00	D	4 Headsets	Amazon			1
Debit Total				31,882.00		Credit Total	31,882.00	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - DEC 2021 - C1 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/21	901	01-111-000-0000-6320 Fleet Vehicle Maintenance	369.64	D	Enterprise Full Maint Fee				1
2	12/31/21	901	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee				1
3	12/31/21	901	01-000-000-0000-1001 Cash	797.13	C	Admin-DC Enterprise Dec 2021				1
4	12/31/21	901	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	17,600.69	D	Fleet Lease Payments - Dec 21				1
5	12/31/21	901	38-000-000-0000-1001 Cash	17,600.69	C	Fleet Lease Payments - Dec 21				1
6	12/31/21	901	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
7	12/31/21	901	01-201-000-0102-6320 Squad 7414 Maintenance	21.95	D	Tire Rotation				1
8	12/31/21	901	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	12/31/21	901	01-201-000-0103-6320 Squad 7410 Maintenance	27.00	D	Repair Flat & Wheel Balance				1
10	12/31/21	901	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	12/31/21	901	01-201-000-0104-6320 Squad 7404 Maintenance	57.45	D	Oil Change				1
12	12/31/21	901	01-201-000-0104-6320 Squad 7404 Maintenance	33.20	D	Air Filter, Coolant & WashFluid				1
13	12/31/21	901	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maint - 23M7Z6				1
14	12/31/21	901	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maint - 22VH6K				1
15	12/31/21	901	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	12/31/21	901	01-201-000-0106-6320 Squad 7424 Maintenance	49.20	D	Oil Change				1
17	12/31/21	901	01-201-000-0106-6320 Squad 7424 Maintenance	45.26	D	Wheel Bal, Coolant & WashFluid				1
18	12/31/21	901	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	12/31/21	901	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	12/31/21	901	01-201-000-0108-6320 Squad 7418 Maintenance	40.25	D	Oil Change				1

Steele County

JOURNAL ENTRIES



Descriptor MM - DEC 2021 - C1 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/21	901	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	12/31/21	901	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	12/31/21	901	01-201-000-0110-6320 Squad 7403 Maintenance	40.25	D	Oil Change				1
24	12/31/21	901	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
25	12/31/21	901	01-201-000-0111-6320 Squad 7422 Maintenance	60.46	D	Oil Change				1
26	12/31/21	901	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	12/31/21	901	01-201-000-0112-6320 Squad 7406 Maintenance	41.12	D	Oil Change				1
28	12/31/21	901	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	12/31/21	901	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	12/31/21	901	01-201-000-0114-6320 Squad 7421 Maintenance	61.70	D	Oil Change and Tire Rotation				1
31	12/31/21	901	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maint - 22VH55				1
32	12/31/21	901	01-201-000-0115-6320 Squad 7405 Maintenance	61.70	D	Oil Change & Tire Rotation				1
33	12/31/21	901	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM - 22VH58 - Unassigned				1
34	12/31/21	901	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
35	12/31/21	901	01-201-000-0117-6320 Squad 7420 Maintenance	247.30	D	Battery				1
36	12/31/21	901	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
37	12/31/21	901	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
38	12/31/21	901	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
39	12/31/21	901	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
40	12/31/21	901	01-201-000-0123-6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County
JOURNAL ENTRIES



Description MM - DEC 2021 - C1 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/21	901	01-000-000-0000-1001 Cash	896.84	C	Sheriff Enterprise - Dec 21				1
Debit Total				19,294.66		Credit Total	19,294.66	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - AUG 2021 - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/21	909	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	53,333.05	D	State Mortgage Tax				1
2	8/31/21	909	72-000-000-0000-1001 Cash	1,599.99	C	State Mortgage Tax				1
3	8/31/21	909	72-000-000-0000-1001 Cash	51,733.06	C	State Mortgage Tax				1
4	8/31/21	909	01-000-000-0000-1001 Cash	1,599.99	D	State Mortgage Tax				1
5	8/31/21	909	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,599.99	C	State Mortgage Tax				1
6	8/31/21	909	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	33,890.50	D	State Deed Tax				1
7	8/31/21	909	72-000-000-0000-1001 Cash	1,016.72	C	State Deed Tax				1
8	8/31/21	909	72-000-000-0000-1001 Cash	32,873.78	C	State Deed Tax				1
9	8/31/21	909	01-000-000-0000-1001 Cash	1,016.72	D	State Deed Tax				1
10	8/31/21	909	01-003-000-0000-5014 State Deed Tax Revenue	1,016.72	C	State Deed Tax				1
11	8/31/21	909	01-000-000-0000-1001 Cash	8,741.96	D	Correct BMO Aug Payment				1
12	8/31/21	909	01-003-000-0000-6961 Visa One Card Program	8,741.96	C	Correct BMO Aug Payment				1
13	8/31/21	909	81-230-000-0000-6151 Health Insurance	333.85	C	Insurance W/Payroll Delta D				1
14	8/31/21	909	81-230-000-0000-6150 Life Insurance	745.39	C	Insurance W/Payroll SunLife				1
15	8/31/21	909	81-230-000-0000-6152 Disability Insurance	93.00	C	Insurance W/Payroll Unicare				1
16	8/31/21	909	81-000-000-0000-1001 Cash	1,172.24	D	Insurance W/Payroll				1
17	8/31/21	909	01-003-000-0000-6354 Misc Insurance Acct	14,656.17	C	Insurance W/Payroll				1
18	8/31/21	909	01-000-000-0000-1001 Cash	14,656.17	D	Insurance W/Payroll				1
19	8/31/21	909	01-000-000-0000-1001 Cash	1,201.84	D	Correct August Investments				1
20	8/31/21	909	01-003-000-0000-5712 Premiums/Discounts on Investments	1,201.84	C	Correct August Investments				1

Steele County
JOURNAL ENTRIES



Description MM - AUG 2021 - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
Debit Total				115,612.47		Credit Total	115,612.47	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - DEC 2021 - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/21	907	53-000-000-0000-1001 Cash	12,957.10	D	Landfill Interest Income				1
2	12/31/21	907	53-398-000-0000-5710 Interest	12,957.10	C	Landfill Interest Income				1
3	12/31/21	907	01-003-000-0000-5710 Interest From Investments	12,957.10	D	Landfill Interest Income				1
4	12/31/21	907	01-000-000-0000-1001 Cash	12,957.10	C	Landfill Interest Income				1
5	12/31/21	907	53-000-000-0000-2881 Net Worth/Equity	12,957.10	D	Int to Reserve for Assurance				1
6	12/31/21	907	53-000-000-0000-2722 Reserve For Capital Imp-Fin Assurance	12,957.10	C	Int to Reserve for Assurance				1
7	12/31/21	907	01-042-000-0000-5520 Fees	140.45	D	Correct Receipt # 213454				1
8	12/31/21	907	01-000-000-0000-1001 Cash	140.45	C	Correct Receipt # 213454				1
9	12/31/21	907	70-000-000-0000-1001 Cash	140.45	D	Correct Receipt # 213454				1
10	12/31/21	907	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	140.45	C	Correct Receipt # 213454				1
11	12/31/21	907	10-000-000-0000-1001 Cash	10,969.00	D	Hwy Rev Received from Gen Fund				1
12	12/31/21	907	10-304-000-0000-5514 Reimburse Against Expense	10,825.86	C	Hwy Rev Received from Gen Fund				1
13	12/31/21	907	10-304-000-0000-5511 Charges For Services	143.14	C	Hwy Rev Received from Gen Fund				1
Debit Total				50,121.20		Credit Total	50,121.20	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - DEC 2021 - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/21	906	01-003-000-0000-5710 Interest From Investments	84,044.48	C	Dec Interest From Investments				1
2	12/31/21	906	01-000-000-0000-1001 Cash	84,764.34	D	Dec Investments				1
3	12/31/21	906	01-003-000-0000-5710 Interest From Investments	702.95	C	Dec Interest ROI				1
4	12/31/21	906	01-003-000-0000-6801 General Expense	16.91	C	Dec Interest Adjustment				1
5	12/31/21	906	75-000-000-0000-1001 Cash	136.89	D	Dec Missing Heir Interest				1
6	12/31/21	906	75-870-000-0000-5710 Interest	136.89	C	Dec Missing Heir Interest				1
Debit Total				84,901.23		Credit Total	84,901.23	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - AUG 2021 - C8

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/21	910	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,599.99	D	State Mortgage Tax				1
2	8/31/21	910	01-000-000-0000-1001 Cash	1,599.99	C	State Mortgage Tax				1
3	8/31/21	910	01-003-000-0000-5014 State Deed Tax Revenue	1,016.72	D	State Deed Tax				1
4	8/31/21	910	01-000-000-0000-1001 Cash	1,016.72	C	State Deed Tax				1
Debit Total				2,616.71		Credit Total	2,616.71	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - SEP 2021 - C9

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/21	910	01-000-000-0000-1001 Cash	13,456.04	D	Correct BMO Sep Payment				1
2	9/30/21	910	01-003-000-0000-6961 Visa One Card Program	13,456.04	C	Correct BMO Sep Payment				1
3	9/30/21	910	81-230-000-0000-6151 Health Insurance	398.05	C	Insurance W/Payroll Delta D				1
4	9/30/21	910	81-230-000-0000-6150 Life Insurance	778.81	C	Insurance W/Payroll SunLife				1
5	9/30/21	910	81-230-000-0000-6152 Disability Insurance	93.00	C	Insurance W/Payroll Unicare				1
6	9/30/21	910	81-000-000-0000-1001 Cash	1,269.86	D	Insurance W/Payroll				1
7	9/30/21	910	01-003-000-0000-6354 Misc Insurance Acct	17,117.80	C	Insurance W/Payroll				1
8	9/30/21	910	01-000-000-0000-1001 Cash	17,117.80	D	Insurance W/Payroll				1
9	9/30/21	910	01-003-000-0000-5712 Premiums/Discounts on Investments	9,300.32	D	Correct Sept Investments				1
10	9/30/21	910	01-000-000-0000-1001 Cash	9,300.32	C	Correct Sept Investments				1
Debit Total				41,144.02		Credit Total	41,144.02	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - OCT 2021 - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/21	909	01-000-000-0000-1001 Cash	3,312.36	D	Correct BMO Oct Payment				1
2	10/31/21	909	01-003-000-0000-6961 Visa One Card Program	3,312.36	C	Correct BMO Oct Payment				1
3	10/31/21	909	01-003-000-0000-6354 Misc Insurance Acct	14,378.51	C	Insurance W/Payroll				1
4	10/31/21	909	01-000-000-0000-1001 Cash	14,378.51	D	Insurance W/Payroll				1
5	10/31/21	909	01-003-000-0000-5712 Premiums/Discounts on Investments	12,692.72	D	Correct October Investments				1
6	10/31/21	909	01-000-000-0000-1001 Cash	12,692.72	C	Correct October Investments				1
7	10/31/21	909	53-000-000-0000-1001 Cash	0.04	D	Correct October Diesel Tax				1
8	10/31/21	909	53-398-000-0000-6540 Machine Fuel	0.04	C	Correct October Diesel Tax				1
9	10/31/21	909	70-000-000-0000-2104 Tax Overpymt/Refund	1,346.00	D	Correct Manual Void # 173412				1
10	10/31/21	909	70-000-000-0000-1001 Cash	1,346.00	C	Correct Manual Void # 173412				1
Debit Total				31,729.63		Credit Total	31,729.63	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - NOV 2021 C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/21	907	01-000-000-0000-1001 Cash	20.00	C	Nov Invest Purchase Adjustment				1
2	11/30/21	907	01-003-000-0000-6801 General Expense	20.00	D	Nov Invest Purchase Adjustment				1
3	11/30/21	907	70-000-000-0000-2163 Unapportioned Other State Revenue	980,000.00	C	Bond Principal, 2015A				1
4	11/30/21	907	70-000-000-0000-1001 Cash	980,000.00	D	Bond Principal, 2015A				1
5	11/30/21	907	35-000-000-0000-1001 Cash	980,000.00	C	Bond Principal, 2015A				1
6	11/30/21	907	35-800-000-0000-6700 Bond And Interest	980,000.00	D	Bond Principal, 2015A				1
7	11/30/21	907	01-003-000-0000-6353 Deferred Comp	39,068.75	C	Bond Interest, 2015A				1
8	11/30/21	907	01-000-000-0000-1001 Cash	39,068.75	D	Bond Interest, 2015A				1
9	11/30/21	907	35-000-000-0000-1001 Cash	39,068.75	C	Bond Principal, 2015A				1
10	11/30/21	907	35-800-000-0000-6701 Bond Principal Disb	39,068.75	D	Bond Principal, 2015A				1
Debit Total				2,038,157.50		Credit Total	2,038,157.50	Net:	0.00	

PERSONNEL REPORT
February 8, 2022 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>
Lori Meyer	Office Support Specialist/Public Health	B21/7	01/27/22
Matthew Summer	Correctional Officer/Detention Center	B24/1	01/31/22

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Terri Rau	RN/Family Support Educator	Public Health	02/03/22

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
-----------------	-------------------	--------------

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	Backgrounding
Correctional Officer (2)	Det. Center/Sheriff's Office	Recruiting Again
Adult Health Lead	Public Health	Recruiting Again
Nurse	Detention Center	Backgrounding
Nurse/Family Support Educator	Public Health	Recruiting
Landfill Supervisor	Environmental Services	Recruiting
Custodian (3)	Facilities	Recruiting
Highway Maintenance Technician	Highway	Recruiting
Working Foreperson	Highway	Hiring Maint. Tech. First
Public Health Director/CHS Admin.	Public Health	Temp. On-Hold

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Lead Custodian	Facilities & Grounds	New Position
Property Appraiser	Assessor	Backfill Halvorsen
Asst. County Attorney I or II	Attorney	Backfill Horman



Steele County Agenda Item

Subject: Backfill Appraiser position

Department: Assessor's Office

Committee Meeting Date: February 1, 2022

Board Meeting Date: February 8, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the backfill of the Assessor position.

Recommendation:

Staff recommends filling the position of Appraiser for the opening that has been created with the retirement of Steve Halverson as of March 21, 2022.

Background (Including Budget Impact):

Steve Halverson has been performing the duties of an Appraiser for 27 years. The Assessor Department is currently budgeted for 3 staff appraisers with the Asst County Assessor and County Assessor performing appraisal duties. We are looking for an experienced appraiser that can contribute the departmental success as soon as possible. The position would be filled within the current budgeting allowances.

The basis for producing statistically uniform annual assessment are accurate property characteristics. State law requires county assessor's to physically inspect 20% of the properties each year. This position is critical to meeting this statutory requirement.

Attachments:

2021 Property Appraiser Requisition Form and Job Description.

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: 1/25/2022

Is this a new position? No

Title: <u>Appraiser</u>	Division: <u>Land Records</u>
Former Incumbent: <u>Steve Halverson</u>	Department: <u>Assessor</u>
Former Incumbent's Wage: <u>\$78,344 \$37.66/hr</u>	DBM Rating: <u>C41</u> Step: <u>11</u> Full-time/Part-time: <u>FT</u>
Incumbent's Last Working Day: <u>March 31, 2022</u>	

Section 2: Proposed Position Information

Title: <u>Appraiser</u>	Division: <u>Lands Records</u>
Department: <u>Assessor</u>	Date of Need: <u>April 1, 2022</u>
Regular/Seasonal/Temporary: <u>Regular</u> <i>If seasonal or temporary, list state/end dates: _____</i>	

Section 3: Position Type

☐ Supervisory	☒ Non-Supervisory	Full-time/Part-time: ^{Full-Time} _____	Hours per week: <u>40</u>
--------------------------------------	---	---	---------------------------

Section 4: Funding Source (Chart of Accounts)

Fund Code: <u>01</u>	Department: <u>103</u>	Program Code: _____	Account: _____	% Percentage: _____
Fund Code: _____	Department: _____	Program Code: _____	Account: _____	% Percentage: _____
Target Salary: <u>\$72,583</u>		Estimated Budget Impact: <u>-\$5,761</u>		
Budgeted position: <u>Yes</u> 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.*
- Yes, statutory requirement to physically inspect 20% of the properties in Steele County. current staff budget would require 4,700 parcel per appraiser. Standard is 2,500 per appraiser and southern Minnesota Counties average 3,800 per appraiser.
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
- Appraisers are required by statute to obtain certification/accreditation through the State Board of Assessors to perform duties as required.
5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*
- Most of the tasks of appraisers are dictated by Minnesota Statute and the Department of Revenue. Staffing provides for a stable and defensible property tax base which is the primary source of funding for the County.
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
- The goal would be to hire an appraiser with experience to avoid additional costs associated with required training. There could be an initial savings with hiring an Appraiser at a lower step than the retiring Appraiser. savings of over \$5,000.
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?
- The duties of the Appraisers must be performed by a licensed assessor. The responsibilities of current staffing (parcels per appraiser) are above the average of counties in southern Minnesota.

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

We would fail to meet statutory requirements. Not physically inspecting properties would erode the integrity of the property characteristics that are used in the mass appraisal process which would result in diminishing public trust.

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

We have the required resources to fill this position. Nothing additional would be required.

<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 ASSESSOR

William Effertz, S.A.M.A.,
Steele County Assessor



Administrative Center
630 Florence Ave.
P.O. Box 890
Owatonna, MN 55060
Phone: 507-444-7435
Fax: 507-444-7470
Blooming Prairie 583-2283
Ellendale 684-2211

www.co.steele.mn.us

	<u>Parcels</u>	<u>Appraisers</u>	<u>Parcels/ Appraiser</u>
6/30/2019			
Freeborn	20,984	5	4,197
Waseca	11,488	4	2,872
Steele	20,119	5	4,024
Rice	29,500	7	4,214
Blue Earth	36,000	8	4,500
Faribault	16,640	3	5,547
Le Sueur	20,984	5	4,197
McLeod	20,000	5	4,000
Martin	15,533	5	3,107
Nicollet	15,200	6	2,533
Sibley	11,645	4	2,911
Watonwan	7,782	4	1,946
Dodge	11523	4	2,881
Fillmore	19100	4	4,775
Goodhue	30179	7	4,311
Houston	13059	4	3,265
Mower	16693	4	4,173
Wabasha	17326	4	4,332
Waseca	11488	4	2,872
Winona	24658	5	4,932
Total	369,901	97	3,813
Steele	20,119	5	4,024
		4	5,030



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Appraiser DBM Rating: C41	Department: Assessor
Immediate Supervisor's Position Title: Assistant County Assessor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Assistant County Assessor, the Appraiser is responsible for appraising and classifying all types of real and personal property for tax purposes to determine a fair and equitable estimated market value in accordance with MN statutes and regulations.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs intermediate skilled technical work providing appraisals, maintaining property records, analyzing sales data, communicating with the public, and related work as apparent or assigned. Work is performed under the limited supervision of the County Assessor.

Locates, inspects, measures, photographs and values parcels of new, existing and remodeled property and structures; collects information on condition, quality, age and size to determine market value and classification of property or structure being considered; determine if property qualifies for any special programs.

Provides information to taxpayers and the general public on property values, classification, tax programs, assessment and valuation procedures and standards; acts as a first point of contact for residents.

Provides testimony or information, performs review appraisals upon request by the taxpayer or Boards of Review regarding disputed valuations or classifications; determines if change in value or re-classification is necessary.

Documents, records and maintains various records and files of information on classification, description and valuation of property. Gathers and analyzes sales data by reviewing information on certificates of real estate; contacts sellers and/or buyers on properties with extreme sales ratios to help to determine market trends and qualification of sales; utilizes data to set values in property appraisals.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the County.

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.) Associate or Technical degree in construction, agriculture, real estate, appraising or related area preferred		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: - Principles, practices, and methods of computers and assessment related software applications, especially mapping, Computer Aided Mass Appraisal (CAMA) systems, and imaging and electronic record storage and retrieval programs. - Principles, practices, and methods of all approaches to value as recognized by the MN DOR (e.g. Cost, Income and sales Approach). - Principles, practices, and methods of the appraisal process. - Knowledge of building construction and materials. - Laws and regulations governing the assessment of property. - Application and interpretation of laws and regulations governing the assessment of property.	
	2nd year graduate level			
	Doctoral Degree			
Required Work Experience in Addition to Formal Education/Training: Work experience directly related to real estate valuing and appraising of all types of property.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a Certified Minnesota Assessor license within two years, various education opportunities through the Minnesota State Board of Assessors, ability to maintain certification through continuing education and a valid driver's license in the State of Minnesota.		
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: - Oral and written communications. - Interpreting and applying complex tax legislation and statutes pertaining to property valuation and property tax. - Establishing and maintaining effective working relationships with employees, other departments, governmental officials, and the general public. - Using the CAMA system, computer programs and general business productivity software applications. - Time management skills. - Using methods and practices of all approaches to value. - Evaluating property and providing sound judgment in the determination and equalization of property values across the entire County and between neighboring counties. - Responding to the general public on tax and assessment issues in the County. - Communicating and enforcing departmental and County policies and practices.		

- Analyzing tax and assessment data.
- Preparing and presenting numerical and narrative reports, abstracts, or other documents.
- Conflict resolution
- Mathematics and descriptive statistics.

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:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

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

Unusual or hazardous working conditions related to performance of duties:

Duties of the job involve viewing, inspecting, measuring, and appraising property at time in remote locations, construction sites, unsafe buildings, in snow, varying weather conditions, and at time exposed to angry animals and irate citizens that make the job less than desirable. Risks and hazards associated with the job can be minimized to some extent by general risk management procedures, proper equipment, and rescheduling appointments/visits as needed.

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; Updated 1/2021 by BE & JJ



Steele County Agenda Item

Subject: County Attorney – Backfill Chief Deputy position

Department: Attorney's Office

Committee Meeting Date: ICS – February 1, 2022

Board Meeting Date: February 8, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve backfilling of the Chief Deputy County Attorney position with an Attorney I or II.

Recommendation:

The current Chief Deputy County Attorney has been appointed to a judgeship in Freeborn County. Her caseload consists of adult felony prosecution, adult protection cases (MI, CD), and assisting with the management of office staff. In 2021, two senior attorney positions were created anticipating possible promotions in 2022. The experienced attorneys remaining in the office can meet the leadership, management and mentoring roles the Chief Deputy filled. Because of this, filling the Chief Deputy position can be done with a candidate at an Attorney I or II level, resulting in some cost savings as compared to the D63-13 position currently held by the Chief Deputy. The goal is to hire a candidate with criminal trial experience who can assume the prosecution role currently held by the Chief Deputy and to reallocate her other duties based on the experience and interests of the new attorney and attorneys remaining in the office. The Chief Deputy position should remain in place as a possible future position, but just stay unfilled into the foreseeable future.

Background (*Including Budget Impact*):

See PRF attached.

Attachments:

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: January 25, 2022

Is this a new position? No

Title: <u>Chief Deputy</u>	Division: _____
Former Incumbent: <u>Christy Hormann</u>	Department: <u>County Attorney</u>
Former Incumbent's Wage: <u>\$161,488 total cost</u> DBM Rating: <u>D63</u> Step: <u>13</u> Full-time/Part-time: <u>FT</u>	
Incumbent's Last Working Day: <u>February 28, 2022</u>	

Section 2: Proposed Position Information

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

Section 3: Position Type

☐ Supervisory	☒ Non-Supervisory	Full-time/Part-time: ^{Full-Time} _____	Hours per week: <u>40+</u>
--------------------------------------	---	---	----------------------------

Section 4: Funding Source (Chart of Accounts)

Fund Code: _____	Department: _____	Program Code: _____	Account: _____	% Percentage: _____
Fund Code: _____	Department: _____	Program Code: _____	Account: _____	% Percentage: _____
Target Salary: <u>\$64850 - 103028</u>		Estimated Budget Impact: <u>\$100,000 - \$150,000</u>		
Budgeted position: <u>Yes</u> Reallocation: _____				

Section 5: Revenue Source

Grant (Amount/Percent): _____	Reimbursement (Amount/Percent): _____	Levy (Amount/Percent): <u>100%</u>
-------------------------------	---------------------------------------	------------------------------------

Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes ☐ No ☒
2. Can the job function be restructured in such a way as to:
- Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes ☒ No ☐
 - Contracting with/purchasing services from another agency/government? Yes ☐ No ☒
 - Contracting with a consultant/contractor/vendor? Yes ☐ No ☒
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County: *If yes, please specify.*
No
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
Yes, law degree and license to practice law; trial experience will be strongly preferred.
5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*
Position will replace an experienced attorney who handled serious felony matters and adult protection matters, both of which bear directly on public safety.
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
Previous position was D63-13, expected 2022 salary was \$114,088, total cost \$161,448
Because I have two other experienced attorneys remaining in the office, who can assume additional responsibility, I will back fill the position with an Attorney I (C43) or Attorney II (C45). Posting for either gives me the most flexibility in recruitment, while also realizing a personnel cost savings compared to the position being replaced.
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?
See #6

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

See #5.

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

No, all resources are already in place

<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: Public Hearing Notice: Auditor & Treasurer from Elected to Appointed

Department: Administrator's Office

Committee Meeting Date: February 1, 2022

Board Meeting Date: February 8, 2022

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

Policy Committee Recommendation:

Committee recommends setting the public hearing date and time of March 8 at 5:05 p.m.

Recommendation:

Administration recommends publishing the public notice and set a public hearing date of March 8, 2022 at 4:15 p.m. to hear public comments on the two Resolutions authorizing the appointment of the existing Auditor elected position and the Treasurer elected position.

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.

On 10/12/2021 the Board authorized the Administrator to proceed with the process to change the Auditor and Treasurer positions from elected to appointed.

By 1/27/2022 both elected officials had submitted their signed contracts which are required by statute.

The final steps in the process are to publish Public Notice of the County's intent, set a date and conduct a Public Hearing, adopt the resolutions to appoint the positions and authorize the execution of employment contracts with the current Auditor and Treasurer.

Attachments:

Timeframe and Proposed Draft of Public Hearing Notice

**NOTICE OF PUBLIC HEARING AND RESOLUTIONS
STEELE COUNTY BOARD OF COMMISSIONERS**

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

March 8, 2022 – 5:05 p.m.

Pursuant to Minn. Stat. § 375A.1205, the Steele County Board of Commissioners will be holding a public hearing on March 8, 2022 at 5:05 p.m. to hear comments on the proposed resolution seen below. The resolution in question authorizes appointment of the existing Auditor position and the Treasurer position. Questions or comments can be directed to the phone number or email address below.

Scott Golberg
County Administrator
507-444-7431
Scott.Golberg@co.steele.mn.us

RESOLUTION

APPOINTMENT OF AUDITOR POSITION PURSUANT TO MINN. STAT. § 375A.1205

WHEREAS, the Auditor position is currently an Elected Officer of Steele County; and

WHEREAS, the parties acknowledge that Minn. Stat. § 375A.1205 permits the Board to appoint the Officer by following the process outlined in Section 375A.1205; and

WHEREAS, the parties further acknowledge that the Officer is an incumbent who was previously elected to the Officer's position; and

WHEREAS, the parties wish to execute a Contract to provide that the incumbent Officer will be appointed to the position and retain tenure, pay and benefits equal to or greater than the Officer's length of service; and

WHEREAS, the Contract is effective as of April 9, 2022 and shall remain in full force and effect unless (a) modified by mutual consent of the County Board and Officer, (b) terminated as provided in the Contract or (c) the County Board adopts a resolution to provide for the election to the Officer's position pursuant to Minn. Stat. §375A.1205, Subd. 7; and

WHEREAS, the person elected at the last general election to an office made appointive under Minn. Stat. §375A.1205 must serve in that capacity and perform the duties, functions, and responsibilities required by statute until the completion of the term of office to which the person was elected, or until a vacancy occurs in the office, whichever occurs earlier; and

WHEREAS, pursuant to Minn. Stat. § 375A. Subd. 6, before the adoption of the resolution to provide for the appointment of an office as described in subdivision 1 for the same chapter, the county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county; and

WHEREAS, publication of this resolution occurred starting on February 16, 2022, and will occur again on February 26, 2022, in the Owatonna Peoples Press; and

WHEREAS, following publication and prior to formally adopting the resolution, the county board shall provide an opportunity at its next regular meeting for public comment relating to the issue; and

WHEREAS, after the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt a resolution that provides for the appointment of the office or offices as permitted in this section; and

WHEREAS, the resolution must be approved by at least 80 percent of the members of the County Board upon which it may take effect 30 days after it is adopted.

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners appoints the Auditor position pursuant to Minn. Stat. § 375A.1205.

BE IT FURTHER RESOLVED, the Steele County Board of Commissioners authorizes entering in a contract with Laura Ihrke that will become effective on April 9, 2022, and will retain all tenure, pay and benefits equal to or greater of her previously elected position.

BE IT FURTHER RESOLVED, the Steele County Board of Commissioners may adopt a resolution in the future to provide for the election of an office that was made an appointed position pursuant to Minn. Stat. § 375A.1205, but not until at least three years after the office was made an appointed position.

RESOLUTION

APPOINTMENT OF TREASURER POSITION PURSUANT TO MINN. STAT. § 375A.1205

WHEREAS, the Treasurer position is currently an Elected Officer of Steele County; and

WHEREAS, the parties acknowledge that Minn. Stat. § 375A.1205 permits the Board to appoint the Officer by following the process outlined in Section 375A.1205; and

WHEREAS, the parties further acknowledge that the Officer is an incumbent who was previously elected to the Officer's position; and

WHEREAS, the parties wish to execute a Contract to provide that the incumbent Officer will be appointed to the position and retain tenure, pay and benefits equal to or greater than the Officer's length of service; and

WHEREAS, the Contract is effective as of April 9, 2022, and shall remain in full force and effect unless (a) modified by mutual consent of the County Board and Officer, (b) terminated as provided in the

Contract or (c) the County Board adopts a resolution to provide for the election to the Officer's position pursuant to Minn. Stat. §375A.1205, Subd. 7; and

WHEREAS, the person elected at the last general election to an office made appointive under Minn. Stat. §375A.1205 must serve in that capacity and perform the duties, functions, and responsibilities required by statute until the completion of the term of office to which the person was elected, or until a vacancy occurs in the office, whichever occurs earlier; and

WHEREAS, pursuant to Minn. Stat. § 375A. Subd. 6, before the adoption of the resolution to provide for the appointment of an office as described in subdivision 1 for the same chapter, the county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county; and

WHEREAS, publication of this resolution occurred starting on February 16, 2022, and will occur again on February 26, 2022, in the Owatonna Peoples Press; and

WHEREAS, following publication and prior to formally adopting the resolution, the county board shall provide an opportunity at its next regular meeting for public comment relating to the issue; and

WHEREAS, after the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt a resolution that provides for the appointment of the office or offices as permitted in this section; and

WHEREAS, the resolution must be approved by at least 80 percent of the members of the County Board upon which it may take effect 30 days after it is adopted.

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners appoints the Treasurer position pursuant to Minn. Stat. § 375A.1205.

BE IT FURTHER RESOLVED, the Steele County Board of Commissioners authorizes entering in a contract with Catherine Piepho that will become effective on April 9, 2022, and will retain all tenure, pay and benefits equal to or greater of her previously elected position.

BE IT FURTHER RESOLVED, the Steele County Board of Commissioners may adopt a resolution in the future to provide for the election of an office that was made an appointed position pursuant to Minn. Stat. § 375A.1205, but not until at least three years after the office was made an appointed position.



January 27, 2022

Scott Golberg
County Administrator
Steele County
630 Florence Avenue
Owatonna, MN 55060

Dear Mr. Golberg,

I write to you as President of the U.S. Highway 14 Partnership to request your ongoing support for the organization in 2022. The U.S. Highway 14 Partnership enters this year in an incredible position. In November, many of us gathered near Claremont to cut the ribbon on the Owatonna to Dodge Center project and watch the first traffic drive safely along the newly constructed Highway 14. Meanwhile, behind-the-scenes work on the Nicollet to New Ulm project is progressing, with construction expected to begin this year.

Highway 14 Partnership members and leadership met before the end of 2021 to discuss the organization's direction and next steps. There is still work to do to support safety and improvement projects along the Highway 14 corridor, but our decades-long primary objective of achieving four-lanes all the way from New Ulm to Rochester is in sight. We intend to push forward as a Partnership to support local advocacy on safety projects and be a resource for members until we can drive all the way from New Ulm to Rochester on four lanes.

With this in mind, the Partnership agreed to move forward but reduce member dues substantially for 2022, reflecting the reduced scope of our work and the decreased need for the level of legislative advocacy that fighting for highway expansion once required. In the enclosed forms, you will see that in most cases local government dues have been reduced to roughly half of the previous year—which itself was a reduction in dues from our organization's most active years. For our affiliate members, we have eliminated the multi-tiered dues structure and implemented a reduced dues structure that includes two membership options—one for organizations and one for individuals.

While the end is in sight, there is still important work to do. I ask you to continue to aid that work by renewing your membership in the U.S. Highway 14 Partnership for 2022.

With any questions, please feel free to contact me at kevin.raney@ci.owatonna.mn.us or (507) 456-3116, or be in touch with the Partnership's lead lobbyist Shane Zahrt of Flaherty & Hood P.A. at SAZahrt@flaherty-hood.com or (651) 295-1123.

Sincerely,

Kevin Raney
Owatonna City Council Member
President, U.S. Highway 14 Partnership



**U.S. Hwy 14
Partnership**

2022 Local Government Membership Registration

Local Units of Government Dues:

- | | | |
|---|--------------------------|---------|
| Large Cities (15,000 and up) | ☐ | \$3,000 |
| Medium Cities (7,500 to 14,999) | ☐ | \$1,000 |
| Small Cities (under 7,500) | ☐ | \$400 |
| Large Counties (50,000 and up) | ☐ | \$1,500 |
| ☒ Small Counties (under 50,000) | ☐ | \$1,000 |
| Townships | ☐ | \$200 |

City/County/Township Name _____

Contact Name _____

Title _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Checks may be made to "U.S. Highway 14 Partnership"

Please remit payment and membership form to:

**U.S. Highway 14 Partnership
c/o Shane Zahrt
Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103**

If possible, please remit payment by February 28, 2022

Thank You!

STEELE COUNTY PERSONNEL AGENDA ITEM

February 8, 2022 at 5:00 pm

FEBRUARY EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Mary Urch	Health Planner – Public Health	02/01/22	31
Kortney Miller	Payroll Specialist – Finance	02/02/22	6
Jodi Houser	RN – Public Health	02/05/22	1
Jonathan Walstrom	Financial Analyst – Finance	02/06/22	5
Matt Koch	Engineering Technician II – Highway	02/06/22	7
Stacey Zabel	Legal Admin Asst – Attorney	02/11/22	31
Chad Staska	Arena/Park Maint Worker – Park & Rec.	02/13/22	5
Karen Winter	Property Tax Specialist – Auditor	02/19/22	9
Timothy Schammel	Community Corrections Director	02/19/22	18
Nicole Meixner	Admin Asst – Comm Corrections	02/24/22	12
Todd Edel	Facilities Maint. Worker II – Facilities	02/26/22	21
Barb Alford	Legal Admin Asst – Attorney	02/26/22	21
Renee Babcock	Records Specialist – Sheriff's Office	02/27/22	21
Loren Jensen	Maintenance Technician – Highway	02/28/22	28
Laura Ihrke	County Auditor – Auditor	02/25/22	42



Steele County Agenda Item

Subject: Equitable Sharing Agreement and Certification

Department: Attorney's Office

Committee Meeting Date:

Board Meeting Date: February 8, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve the Equitable Sharing Agreement and Certification and authorize the chair to sign.

Background (*Including Budget Impact*):

This is an annual form to keep the SCAO eligible to receive any federal forfeiture funds. No negative impact. This creates the opportunity to receive funds associated with criminal cases.

Attachments:

Equitable Sharing Agreement and Certification



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: MN074013A
Agency Name: Steele County Attorneys' Office
Mailing Address: 303 South Cedar
Owatonna, MN 55060

Type: Prosecutor's Office

Agency Finance Contact

Name: Zabel, Stacey L.

Phone: 507-444-7782

Email: stacey.zabel@co.steele.mn.us

Jurisdiction Finance Contact

Name: Piepho, Catherine

Phone: 507-444-7422

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

ESAC Preparer

Name: Zabel, Stacey L.

Phone: 507-444-7782

Email: stacey.zabel@co.steele.mn.us

FY End Date: 12/31/2021

Agency FY 2022 Budget: \$1,201,852.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$2,554.60	\$610.55
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income	\$0.00	\$0.00
6	Total Equitable Sharing Funds Received (total of lines 2-5)	\$0.00	\$0.00
7	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and the sum of lines 1 and 6)	\$2,554.60	\$610.55

¹Department of Justice Asset Forfeiture Program participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	
m	Non-Categorized Expenditures	\$0.00	\$0.00
n	Salaries	\$0.00	\$0.00
	Total	\$0.00	\$0.00

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Asset Forfeiture and Money Laundering Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor****Name:** Engelstad, Ryan**Company:** Baker, Tilly, Virchow, Krause, LLP**Phone:** 6128764500**Email:** ryan.engelstad@bakertilly.com

Were equitable sharing expenditures included on your jurisdiction's prior fiscal year's Schedule of Expenditures of Federal Awards (SEFA)?

YES ☐ NO ☒

Prior year Single Audit Number Assigned by Harvester Database:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within 60 days of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by the entity that maintains the Agency's appropriated or general funds and agrees that the funds will be subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the Schedule of Expenditures of Federal Awards (SEFA) under Catalog of Federal Domestic Assistance number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Money Laundering and Asset Recovery Section of the Department of Justice and the Executive Office for Asset Forfeiture of the Department of the Treasury of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: McIntosh, Daniel A.

Title: Steele County Attorney

Email: daniel.mcintosh@co.steele.mn.us

Signature: _____ Date: _____

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: John Glynn

Title: Chair/Board of Commissioners

Email: john.glynn@co.steele.mn.us

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.



Steele County Agenda Item

Subject: Employee Blood Drive

Department: Administrator's Office

Committee Meeting Date: February 1, 2022

Board Meeting Date: February 8, 2022

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

Policy Committee Recommendation:

Committee recommends moving this item to the Board for action allowing employees up to one hour of paid time to donate blood contingent upon department schedules and maintaining of uninterrupted service.

Recommendation:

Recommend allowing employees to attend the March Steele Fit Coordinated blood drive during their paid work time for up to one hour.

Background (*Including Budget Impact*):

Steele Fit would like to hold a Steele County employee blood drive in March. The entire process for giving blood takes approximately 35-40 minutes.

In July of 2021, the Board of Commissioners approved allowing employees up to one hour of paid time to donate blood for a blood drive in the fall/summer of 2021.

To encourage as much participation as possible, we'd like to discuss allowing employees to attend the March blood drive during their paid work time.

Steele Fit to review the use of the Community Center to move the blood drive to a location that is more centralized for employees.

Attachments:

n/a



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.

Tuesday, February 1, 2022 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Krueger, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Asst. County Assessor Brock Nelson, County Assessor Bill Effertz, Auditor Laura Ihrke, Veteran Services Rene Gilormini, Public Health Nursing Andrea Marshall and Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends backfilling the Appraiser position.
2. Committee recommends backfilling the Chief Deputy County Attorney position with an Assistant County Attorney I or II position.
3. Committee recommends setting a Public Hearing Notice for Auditor & Treasurer position from elected to appointed on March 8, 2022 at 5:05 p.m.
4. Committee recommends continuing the 2022 US Hwy 14 partnership and to renew the membership in the amount of \$1000.

General Agenda

5. March Steele Fit coordinated blood drive.

Work Session:

6. Position/Backfill Hiring process discussion
7. Employee blood drive policy - future

Information

8. Rescheduled the ICS December 6th meeting to December 1st at 8:00 a.m.
9. Review of 3rd Qtr. Financial Statement
10. Veterans Services to move forward with Client's Data Management Software upgrade
11. County Auditor applied for the HAVA (Help America Vote Act) Operating Grant in the amount of \$28,054.94.

Department Head Reports

Human Resources: Continue to work on year end reports. The first three weeks in January the county has seen an increase in COVID related employee cases. A review and status of county position vacancies was given. Recommendation to consider doing a wage study.

Financial: Wrapping up year end and getting ready for audits. Fund balance policy discussion will be coming up.

Auditor Office: Gearing up for tax time.

Veteran Services: An update was given on how covid-19 affected Veteran Services and their clients including delays in services and claims. There is more community care allowed for clients than in the past. Brief discussion on transportation and how often the Veterans Service van is used.

Information Technology: Working on Detention Center integrator system.

County Attorney: Working differently while the HVAC installation at the Court House progresses.

Assessor's Office: Finalizing 2022 values for 2023 taxes. Residential and commercial values are increasing.



STEELE COUNTY
PROPERTY & MAINTENANCE 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.

Tuesday, February 1, 2022 at 9:30 a.m. – Steele County Boardroom

Attendees: Commissioner Krueger, Commissioner Glynn, Facilities and Fleet Director Jake Rysavy, Treasurer/Finance Director Cathy Piepho, and IT Director Dave Purscell.

Consent Agenda: n/a

General Agenda: n/a

Work Session:

1. CIP discussion with CIP Project Outline Schedule

Information:

2. Reschedule the Tuesday, December 6th meeting to Thursday, December 1st.

Department Head Report:

Facilities and Fleet: Detention Center Pod separation design is 50% complete. Design should be complete 2/25. Construction is planning on starting 4-1. Integrator project is approximately 50% done. The LEC Generator Grant request has been submitted. Administration lower level and mail room design is planning to start in July. Community Corrections design is planning to start in September. Courthouse HVAC construction started in 1/1/2022, planning to be completed around 10/31/2022.



Steele County Agenda Item

Subject: 3rd Qtr 2021 Financial Statements

Department: Treasurer's Office/Finance

Committee Meeting Date: February 1, 2022

Board Meeting Date: February 8, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Information Only

Background (*Including Budget Impact*):

Attached are the financial reports for the quarter ended September 30, 2021. Revenues exceeded expenditures by \$3.8 million for the first nine months of 2021. Most of the surplus was due to the funds received earlier in the year from the American Rescue Plan Act (ARPA) in the amount of \$3.1 million. Those funds have not been spent and have been earmarked for a couple of capital improvements in the next few years. The savings in personnel services also contributed to the overall surplus.

Attachments:

3rd Quarter 2021 Financial Statements

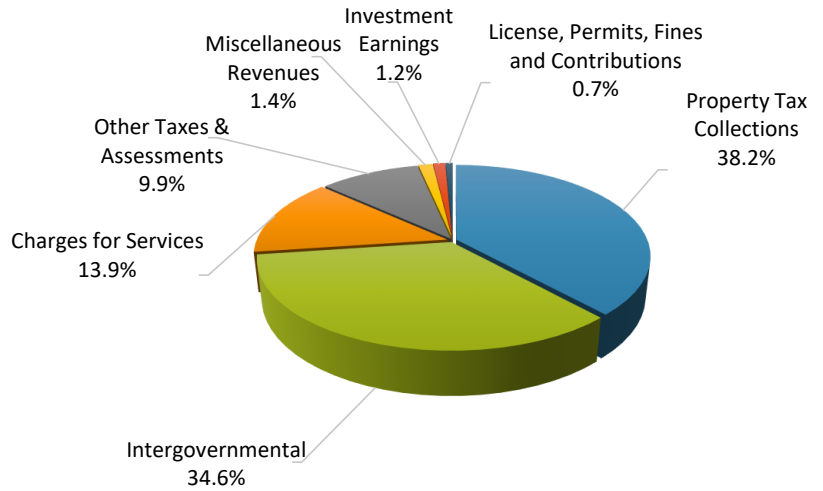
Steele County
Financial Reports
For the Nine Months Ending
September 30, 2021



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

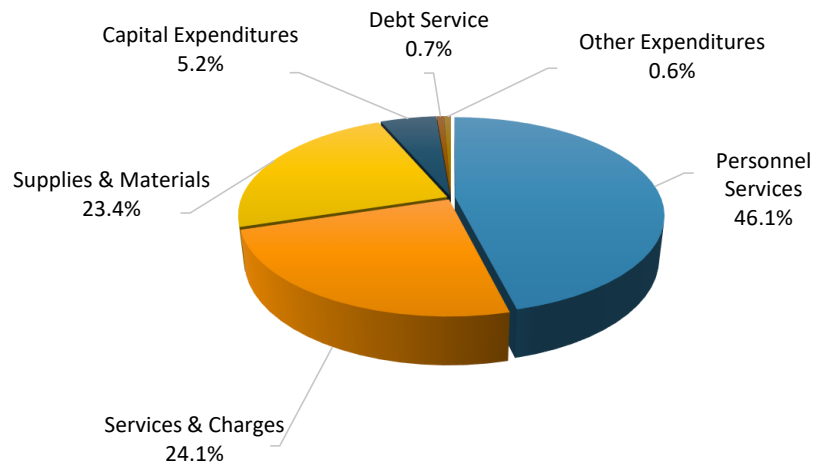
January - September 2021 Revenues

Property Tax Collections	\$ 13,798,505
Intergovernmental	12,511,324
Charges for Services	5,011,415
Other Taxes & Assessments	3,589,226
Miscellaneous Revenues	521,426
Investment Earnings	437,957
License, Permits, Fines and Contributions	253,797
Total Revenues	\$ 36,123,650



January - September 2021 Expenditures

Personnel Services	\$ 14,914,321
Services & Charges	7,787,699
Supplies & Materials	7,572,407
Capital Expenditures	1,673,458
Debt Service	212,468
Other Expenditures	205,323
Total Expenditures	\$ 32,365,676



Steele County
Overview of Activities
For Nine Months Ending September 30, 2021

Revenues

The County collected just over \$36.1 million in revenue during the first nine months of 2021, a decrease of 13.0% in comparison to the prior year, as outlined below:

Summary of Steele County Revenues					
Description	January - September		\$ Change	% Change	
	2020	2021			
Property Tax Collections	\$ 13,733,999	\$ 13,798,505	\$ 64,506	0.5%	
Other Taxes & Assessments	3,365,304	3,589,226	223,922	6.7%	
Intergovernmental	13,491,182	12,511,324	(979,858)	(7.3%)	
Charges for Services	4,938,705	5,011,415	72,710	1.5%	
Investment Earnings	441,311	437,957	(3,354)	(0.8%)	
Licenses, Fines, and Contributions	183,627	253,797	70,170	38.2%	
Detention Center Bonds	4,674,126	-	(4,674,126)	(100.0%)	
Miscellaneous / Other Financing Sources	695,962	521,426	(174,536)	(25.1%)	
Total Revenues	\$ 41,524,216	\$ 36,123,650	\$ (5,400,566)	(13.0%)	

Significant changes between 2020 and 2021 are outlined below:

- **Other Taxes and Assessments** increased 6.7% primary from an increase in sales and wheelage tax collections.
- **Intergovernmental** revenues saw an overall decrease of 7.3% mainly due to a combination of state and federal funds received for Highway construction projects, a federal FEMA reimbursement received in 2020 for the Public Works Facility construction being completed, and the amount of federal funds that were received from COVID-19.
- **License, Fines and Contributions** increased 38.2% due to feedlot permit revenues (which are collected every four years) and utility reimbursement donations received by the Four Seasons.
- **Detention Center Bonds** decreased 100.0% due to the County issuing bonds for the Detention Center HVAC and LED lighting conversion in 2020.
- **Miscellaneous / Other Finance Sources** decreased 25.1% primary due to 2020 activity including two property sales and a Highway transfers in using capital equipment carryforward to pay for an new Sign Truck.

Steele County
Overview of Activities (Continued)
For Nine Months Ending September 30, 2021

Expenditures

County spending totaled just over \$32.3 million during the first nine months of 2021, a decrease of 16.8% in comparison to the prior year, as outlined below:

Summary of Steele County Expenditures					
Description	January - September		\$ Change	% Change	
	2020	2021			
General Government	\$ 6,031,968	\$ 7,206,880	\$ 1,174,912	19.5%	
Public Safety	7,649,293	7,898,985	249,692	3.3%	
Highway	12,451,482	8,530,615	(3,920,867)	(31.5%)	
Sanitation	1,169,920	1,122,245	(47,675)	(4.1%)	
Human Services (includes Cedarview)	2,679,125	2,731,773	52,648	2.0%	
Public Health	1,994,101	2,000,111	6,010	0.3%	
Culture and Recreation	465,518	514,410	48,892	10.5%	
Conservation of Natural Resources	545,685	538,555	(7,130)	(1.3%)	
Debt Service	715,039	148,644	(566,395)	(79.2%)	
Capital Improvements	5,220,308	1,673,458	(3,546,850)	(67.9%)	
Total Expenditures	\$ 38,922,439	\$ 32,365,676	\$ (6,556,763)	(16.8%)	

Significant changes between 2020 and 2021 are outlined below:

- For the majority of County departments, personnel costs are the main driver for expenditures. In comparison to last year, personnel services increased by \$456,711 or 3.2%. These increases are due to the cost of living adjustment (COLA), step increases, and benefits including health insurance, payroll taxes and retirement payouts.
- **General Government** increased 19.5% mainly due to the Steele County Economic Relief Grant Program which awarded \$715,024 in business grants. The remaining increase was due to an increase in personnel services, equipment & building maintenance, utilities, and non-capitalized inventory.
- **Public Safety** increased 3.3% mainly due to personnel services including the COLA, step increases, and filling vacant positions.
- **Highway** had an overall decrease of 31.5% primary due to the timing of payments for road construction projects. In 2020, there were also payments made at the beginning of the year for projects that related to 2019. Additional construction payments have been made in October and November.
- **Debt Service** decreased 79.2% due to the payoff of the 2007 Administration Building bond payoff in 2020 which had principal payment dates in February. The current outstanding bonds have payments due in June (interest) and December (principal and interest).
- **Capital Improvement** expenditures decreased by 67.9% due to the Detention Center HVAC conversion that was occurred during 2020.

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

Revenues	Jan - July 2021 Actual	August 2021 Actual	September 2021 Actual	YTD Q3 2021	2021 Budget	% of 2021 Budget
Property Tax Collections	\$ 13,798,505	\$ -	\$ -	\$ 13,798,505	\$ 26,256,867	52.6%
Other Taxes & Assessments	2,839,323	353,575	396,328	3,589,226	4,277,800	83.9%
Intergovernmental	12,152,804	234,628	123,892	12,511,324	12,040,738	103.9%
Charges for Services	4,080,516	514,058	416,841	5,011,415	7,993,826	62.7%
Licenses and Permits	174,783	11,662	17,141	203,586	160,500	126.8%
Fines and Forfeitures	6,255	256	960	7,471	28,000	26.7%
Investment Earnings	155,539	166,712	115,706	437,957	310,000	141.3%
Gifts and Contributions	42,740	-	-	42,740	100,000	42.7%
Miscellaneous / Other Financing Sources	525,672	(64,733)	60,487	521,426	5,557,830	9.4%
Total Revenues	33,776,137	1,216,158	1,131,355	36,123,650	56,725,561	63.7%
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	8,437,714	1,165,393	1,123,023	10,726,130	15,593,213	68.8%
Health, Life and Disability Insurance	1,720,735	242,027	244,496	2,207,258	3,148,855	70.1%
PERA Contributions	736,041	99,932	98,787	934,760	1,371,270	68.2%
FICA / Medicare Tax	549,439	75,628	72,542	697,609	1,039,641	67.1%
Other Payroll Related Expenses	318,465	25,977	4,122	348,564	475,360	73.3%
Total Personnel Services	11,762,394	1,608,957	1,542,970	14,914,321	21,628,339	69.0%
Services & Charges	7,170,632	345,533	271,534	7,787,699	12,613,281	61.7%
Supplies & Materials	3,341,547	1,502,971	2,727,889	7,572,407	15,130,497	50.0%
Capital Expenditures	1,474,511	106,508	92,439	1,673,458	4,520,293	37.0%
Debt Service Levy	146,744	-	-	146,744	1,861,756	7.9%
Non-Levied Debt	61,751	3,973	-	65,724	121,331	54.2%
Other Expenditures	262,411	(67,647)	10,559	205,323	850,064	24.2%
Total Expenditures	24,219,990	3,500,295	4,645,391	32,365,676	56,725,561	57.1%
Net Expenditures (Over) Under Revenues	\$ 9,556,147	\$ (2,284,137)	\$ (3,514,036)	\$ 3,757,974	\$ -	

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

Revenues	General	Highway	Debt Service	Capital Projects	All Other Funds/Dept*	Total
Property Tax Collections	\$ 11,196,720	\$ 1,348,206	\$ 901,316	\$ 352,263	\$ -	\$ 13,798,505
Other Taxes & Assessments	235,342	3,108,590	5,872	2,453	236,969	3,589,226
Intergovernmental	6,768,390	5,640,906	73,372	28,656	-	12,511,324
Charges for Services	2,732,416	741,630	-	-	1,537,369	5,011,415
Licenses and Permits	195,186	8,400	-	-	-	203,586
Fines and Forfeitures	7,471	-	-	-	-	7,471
Investment Earnings	435,004	-	-	43	2,910	437,957
Gifts and Contributions	42,740	-	-	-	-	42,740
Miscellaneous / Other Financing Sources	426,158	9,059	-	70,407	15,802	521,426
Total Revenues	22,039,427	10,856,791	980,560	453,822	1,793,050	36,123,650
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	9,400,023	1,106,814	-	-	219,293	10,726,130
Health, Life and Disability Insurance	1,894,603	277,389	-	-	35,266	2,207,258
PERA Contributions	839,940	78,931	-	-	15,889	934,760
FICA / Medicare Tax	603,262	77,960	-	-	16,387	697,609
Other Payroll Related Expenses	285,560	51,234	-	-	11,770	348,564
Total Personnel Services	13,023,388	1,592,328	-	-	298,605	14,914,321
Services & Charges	6,669,453	671,604	-	-	446,642	7,787,699
Supplies & Materials	1,171,111	6,266,683	-	-	134,613	7,572,407
Capital Expenditures	62,739	299,587	-	935,112	376,020	1,673,458
Debt Service Levy	-	-	146,744	-	-	146,744
Non-Levied Debt	-	-	-	-	65,724	65,724
Other Expenditures	192,853	-	1,900	-	10,570	205,323
Total Expenditures	21,119,544	8,830,202	148,644	935,112	1,332,174	32,365,676
Net Expenditures (Over) Under Revenues	\$ 919,883	\$ 2,026,589	\$ 831,916	\$ (481,290)	\$ 460,876	\$ 3,757,974

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

	2020		% of	2021		% of
	Jan - Sept Actual	Budget	2020 Budget	Jan - Sept Actual	Budget	2021 Budget
<i>Revenues</i>						
Property Tax Collections	\$ 13,733,999	\$ 25,697,008	53.4%	\$ 13,798,505	\$ 26,256,867	52.6%
Other Taxes & Assessments	3,365,304	3,636,400	92.5%	3,589,226	4,277,800	83.9%
Intergovernmental	13,491,182	11,390,193	118.4%	12,511,324	12,040,738	103.9%
Charges for Services	4,938,705	9,036,953	54.7%	5,011,415	7,993,826	62.7%
Licenses and Permits	169,038	168,500	100.3%	203,586	160,500	126.8%
Fines and Forfeitures	14,414	28,000	51.5%	7,471	28,000	26.7%
Investment Earnings	441,311	310,000	142.4%	437,957	310,000	141.3%
Gifts and Contributions	175	100,000	0.2%	42,740	100,000	42.7%
Detention Center Bonds	4,674,126	4,581,241	102.0%	-	-	0.0%
Miscellaneous / Other Financing Sources	695,962	3,264,964	21.3%	521,426	5,557,830	9.4%
<i>Total Revenue</i>	<i>41,524,216</i>	<i>58,213,259</i>	<i>71.3%</i>	<i>36,123,650</i>	<i>56,725,561</i>	<i>63.7%</i>
<i>Expenditures</i>						
<i>General Government</i>						
Commissioners	151,130	222,236	68.0%	154,556	216,859	71.3%
Courts	169,689	390,750	43.4%	220,965	315,750	70.0%
Law Library	11,795	36,000	32.8%	13,053	36,000	36.3%
County Administrator	182,581	267,426	68.3%	190,401	265,713	71.7%
Human Resources	325,847	445,096	73.2%	313,766	474,938	66.1%
County Auditor	367,203	550,509	66.7%	405,482	557,962	72.7%
Treasurer/Finance	346,811	473,320	73.3%	365,162	468,425	78.0%
Information Technology	355,673	492,013	72.3%	406,017	516,054	78.7%
Central Services	167,698	254,100	66.0%	284,173	246,100	115.5%
Auditor Elections	69,760	66,150	105.5%	13,863	63,268	21.9%
County Attorney	924,114	1,274,965	72.5%	952,702	1,306,840	72.9%
Recorder	319,982	418,135	76.5%	389,038	423,027	92.0%
Surveyor	17,100	25,000	68.4%	21,291	30,000	71.0%
County Assessor	532,463	748,675	71.1%	522,602	770,515	67.8%
Geographic Information Systems (GIS)	73,077	99,984	73.1%	107,572	137,642	78.2%
Planning & Zoning	365,208	645,699	56.6%	367,135	521,689	70.4%
Buildings and Grounds	1,088,910	1,595,840	68.2%	1,096,116	1,640,175	66.8%
Veterans Service	148,249	217,120	68.3%	158,588	224,342	70.7%
Other General Government	414,678	618,638	67.0%	1,224,398	639,920	191.3%
<i>Total General Government</i>	<i>6,031,968</i>	<i>8,841,656</i>	<i>68.2%</i>	<i>7,206,880</i>	<i>8,855,219</i>	<i>81.4%</i>
<i>Public Safety</i>						
Sheriff	2,195,236	3,234,552	67.9%	2,407,646	3,387,803	71.1%
Coroner	60,572	80,000	75.7%	53,966	90,000	60.0%
Detention Center	3,102,545	4,746,787	65.4%	3,046,528	4,883,911	62.4%
Community Corrections	1,260,724	1,800,962	70.0%	1,293,450	1,798,988	71.9%
Law Enforcement Center	294,288	509,128	57.8%	330,959	537,224	61.6%
Joint Dispatch	672,039	896,053	75.0%	683,704	911,605	75.0%
Emergency Management	63,889	99,230	64.4%	82,732	97,946	84.5%
<i>Total Public Safety</i>	<i>7,649,293</i>	<i>11,366,712</i>	<i>67.3%</i>	<i>7,898,985</i>	<i>11,707,477</i>	<i>67.5%</i>
<i>Road and Bridge</i>						
Highway	12,451,482	16,392,836	76.0%	8,530,615	17,325,246	49.2%

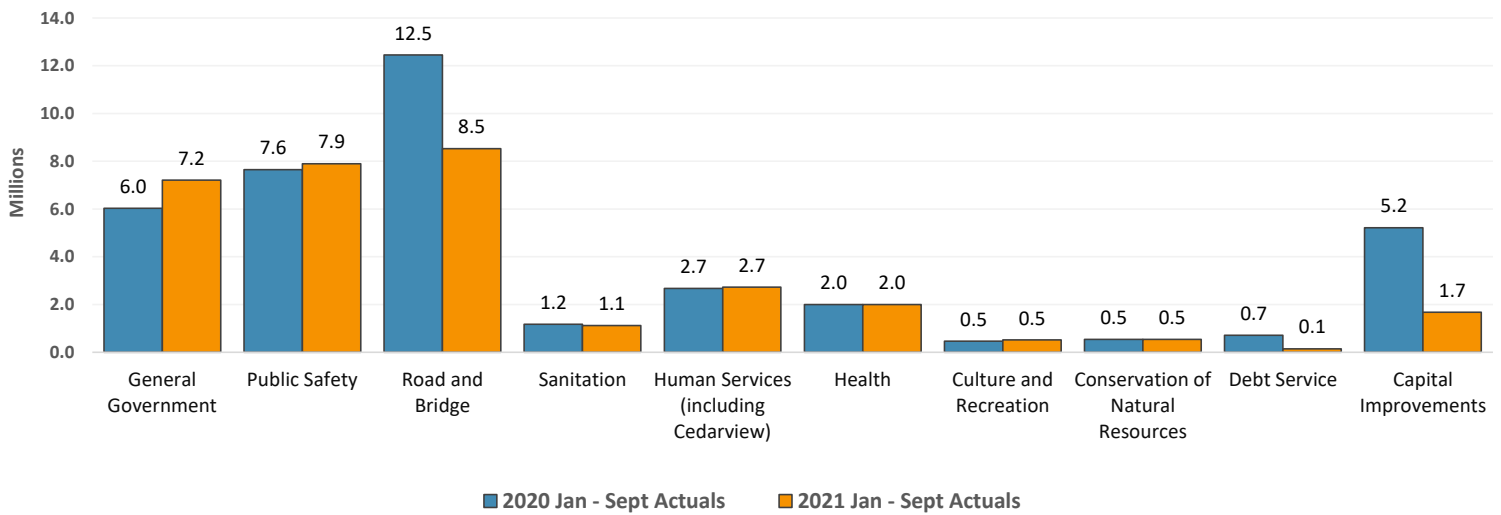
Steele County
Budget to Actual Comparison (Continued)
For Nine Months Ending September 30, 2020 and 2021 in Comparison to Annual Budget (Cash Basis)

	2020	2020	% of	2021	2021	% of
	Jan - Sept Actual	Budget	2020 Budget	Jan - Sept Actual	Budget	2021 Budget
<i>Sanitation</i>						
Environmental Services	484,379	703,700	68.8%	426,629	725,300	58.8%
Landfill	685,541	1,443,270	47.5%	695,616	1,503,971	46.3%
Total Sanitation	1,169,920	2,146,970	54.5%	1,122,245	2,229,271	50.3%
<i>Human Services</i>						
MNPrairie County Alliance	2,679,125	5,365,528	49.9%	2,731,773	5,463,475	50.0%
Community Wellness (including Cedarview)	-	278,175	0.0%	-	-	0.0%
Total Human Services	2,679,125	5,643,703	47.5%	2,731,773	5,463,475	50.0%
<i>Health</i>						
Public Health Nursing	1,994,101	2,957,766	67.4%	2,000,111	2,948,708	67.8%
Community Health	-	250	0.0%	-	-	0.0%
Total Health	1,994,101	2,958,016	67.4%	2,000,111	2,948,708	67.8%
<i>Culture and Recreation</i>						
Historical Society	4,000	8,000	0.0%	4,000	8,000	50.0%
Parks and Recreation	180,518	298,520	60.5%	172,809	304,591	56.7%
Four Seasons Center	269,237	491,298	54.8%	330,047	492,965	67.0%
Community Center	11,763	19,750	59.6%	7,554	14,950	50.5%
Total Culture and Recreation	465,518	817,568	56.9%	514,410	820,506	62.7%
<i>Conservation of Natural Resources</i>						
U of M Extension	192,101	352,869	54.4%	189,032	357,679	52.8%
Soil and Water Conservation	101,250	135,000	75.0%	67,500	135,000	50.0%
Agricultural Society/County Fair	27,496	43,000	63.9%	21,500	72,500	29.7%
County Ditch	159,120	300,000	53.0%	193,088	300,000	64.4%
Clean Water Loan Program	55,881	139,000	40.2%	55,881	111,800	50.0%
Bixby Sewer Project	9,837	24,150	40.7%	11,554	16,631	69.5%
Total Conservation of NR	545,685	994,019	54.9%	538,555	993,610	54.2%
<i>Debt Service</i>						
Debt Service Levy	715,039	1,840,318	38.9%	148,644	1,861,756	8.0%
<i>Capital Improvements</i>						
General Government	1,076,707	1,177,640	91.4%	446,777	936,248	47.7%
Public Safety	3,373,012	4,779,641	70.6%	455,195	2,221,900	20.5%
Highway	586,082	610,000	96.1%	299,587	601,000	49.8%
Culture and Recreation	32,005	70,000	45.7%	14,735	30,000	49.1%
Public Health	5,475	8,000	68.4%	-	-	0.0%
Landfill	143,603	545,000	26.3%	376,019	650,000	57.8%
Fairgrounds	-	21,180	0.0%	81,145	81,145	100.0%
Public Works Facility	3,424	-	0.0%	-	-	0.0%
Total Capital Improvements	5,220,308	7,211,461	72.4%	1,673,458	4,520,293	37.0%
Total Expenditures	38,922,439	58,213,259	66.9%	32,365,676	56,725,561	57.1%
Net Expenditures (Over) Under Revenues	\$ 2,601,777	\$ -		\$ 3,757,974	\$ 115 of 131	

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

	2020	2020	% of	2021	2021	% of
	Jan - Sept Actual	Budget	2020 Budget	Jan - Sept Actual	Budget	2021 Budget
<i>Expenditures by Function</i>						
General Government	\$ 6,031,968	\$ 8,841,656	68.2%	\$ 7,206,880	\$ 8,855,219	81.4%
Public Safety	7,649,293	11,366,712	67.3%	7,898,985	11,707,477	67.5%
Road and Bridge	12,451,482	16,392,836	76.0%	8,530,615	17,325,246	49.2%
Sanitation	1,169,920	2,146,970	54.5%	1,122,245	2,229,271	50.3%
Human Services (including Cedarview)	2,679,125	5,643,703	47.5%	2,731,773	5,463,475	50.0%
Health	1,994,101	2,958,016	67.4%	2,000,111	2,948,708	67.8%
Culture and Recreation	465,518	817,568	56.9%	514,410	820,506	62.7%
Conservation of Natural Resources	545,685	994,019	54.9%	538,555	993,610	54.2%
Debt Service	715,039	1,840,318	38.9%	148,644	1,861,756	8.0%
Capital Improvements	5,220,308	7,211,461	72.4%	1,673,458	4,520,293	37.0%
Total Expenditures	\$ 38,922,439	\$ 58,213,259	66.9%	\$ 32,365,676	\$ 56,725,561	57.1%

Summary of Expenditures by Function

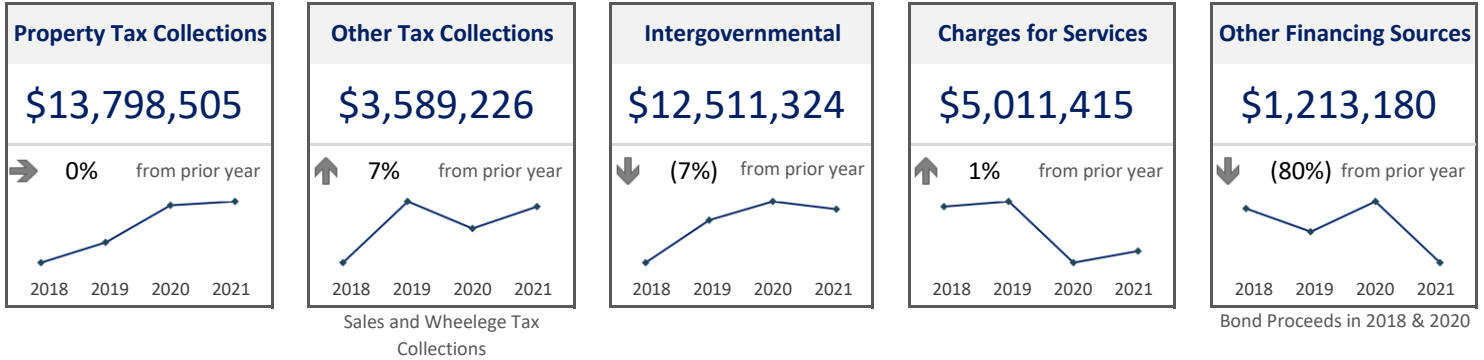


3rd Quarter Financial Trend Report

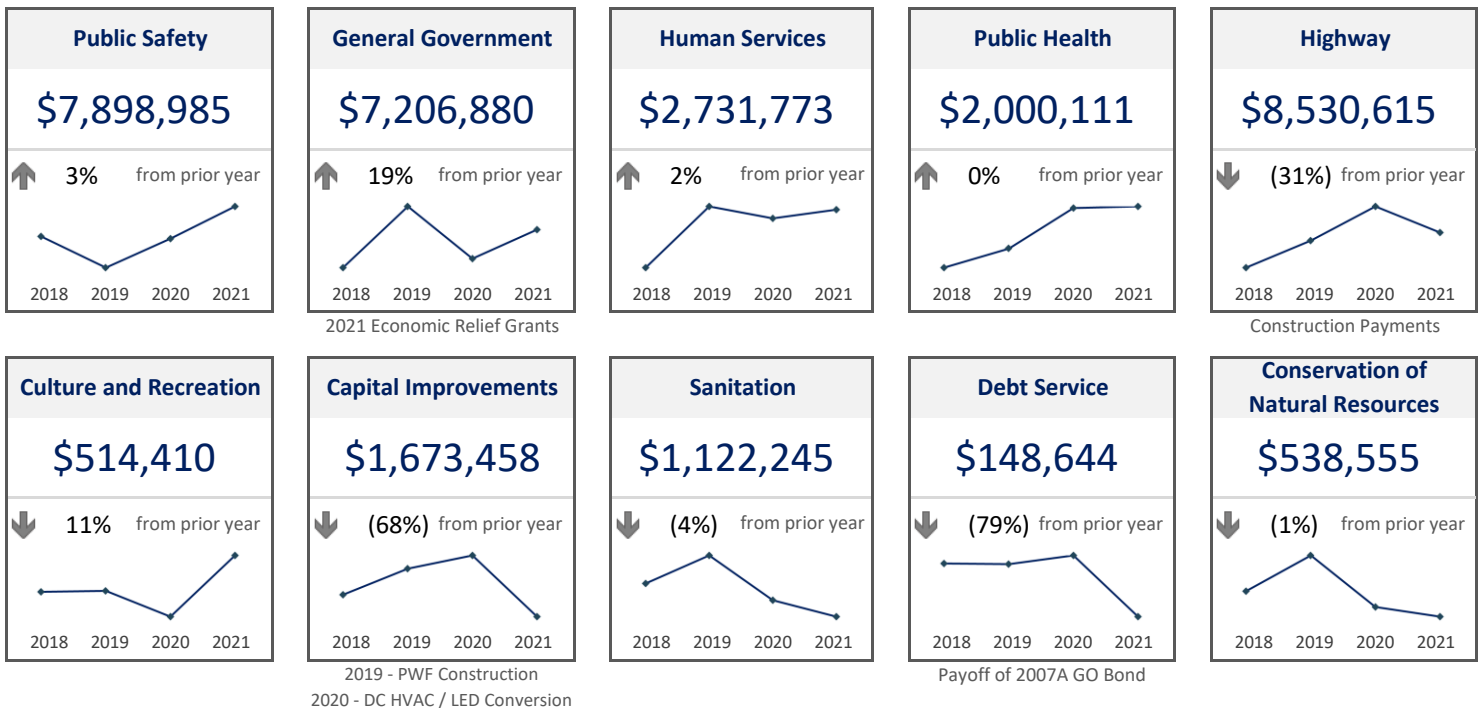
Steele County

2021

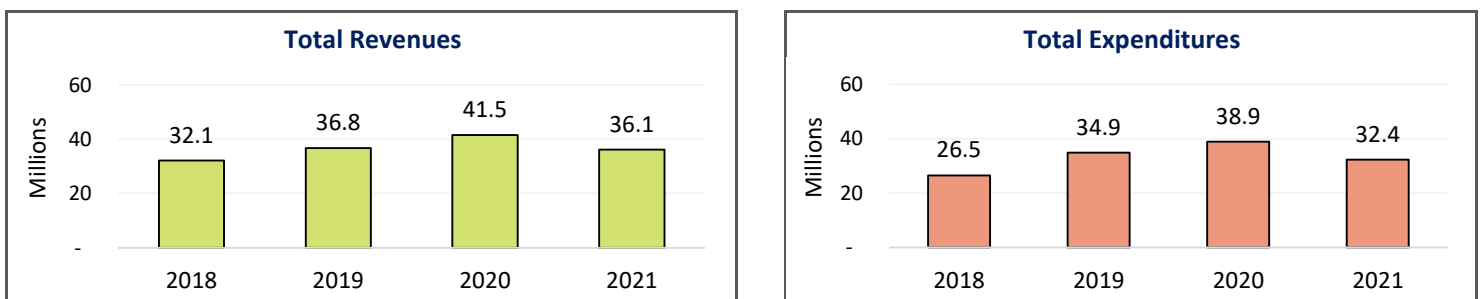
County Revenues, Percentage Change & Trendline



County Expenditures, Percentage Change & Trendline



Total County Revenues & Expenditures





Steele County Agenda Item

Subject: 2022 HAVA Grants Program

Department: Auditor's Office

Committee Meeting Date: February 1, 2022

Board Meeting Date: February 8, 2022

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Informational

Background (*Including Budget Impact*):

The Auditor's office has applied for a HAVA Grant through the Secretary of State. The funds must be used to improve accessibility to, implement security improvements for election systems for, and/or fund other activities to improve the security of, federal elections. The amount of the grant is \$28,054.94. There is no match required.

Attachments:

Grant application

2022 Application for Help America Vote Act (HAVA) Grants Program to Minnesota Counties

In accordance with the requirements of
Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 41

Minnesota Secretary of State Steve Simon

Contents

- A. Overview / General Information
- B. Contact Information
- C. Prerequisites Descriptions and Completion Details
- D. OSS Election Security / Network Defense Capabilities Questionnaire
- E. Funding Information
- F. Certification

Section A. Overview - General Information

The Office of the Minnesota Secretary of State (OSS) is currently soliciting applications from counties for grants under the 2022 Help America Vote Act (HAVA) Grants Program.

During its 2021 1st Special Session, the Minnesota Legislature, via Chapter 12, Article 1, Sec. 41, directed the distribution of \$3 million from federal Help America Vote Act (HAVA) appropriations as grants to political subdivisions. Per statute, these funds must be used to improve accessibility to, implement security improvements for elections systems for, and/or fund other activities to improve the security of, federal elections. Regularly scheduled state elections in Minnesota are also federal elections.

Upon completion of the prerequisites as described in "Tab C.", each county shall initially be eligible for the following maximum HAVA grant distribution amount:

$\$20,000$ flat-rate per county + $\$.287$ per Voting Age Population as captured by the 2020 U.S. Census

Undistributed funds (funds not requested by counties, or funds allocated to counties for which prerequisites are not completed), as well as unspent and returned funds from counties will be subject to follow-on redistribution per a to-be-determined "2nd round" formula.

To assist in identifying potential security gaps against which these and potential future funds could be applied, and to ensure counties are aware and taking advantage of free services and support available from state, federal, and other partners, counties must complete, and certify to the completion of, the program prerequisites described herein in "Tab C." to be eligible to receive these HAVA grant funds. Counties may request, via thorough written justification, excusal from any of the "Tab C" prerequisites based on lack of technical applicability, or county already employing/recently completed the same or similar capability. Excusal will not be considered for reasons related to insufficient staff time or expertise to complete prerequisites, or for similar reasons.

The HAVA Grants Program **does not require** counties to match any amount of funding to be eligible to receive a grant award amount.

HAVA Grants Program funds may be used by counties for any improvements or enhancements to accessibility or security of elections. OSS interprets the statutory language to extend to wider IT / network / and physical security and accessibility improvements and enhancements to county environments (virtual and physical), so long as elections functions are covered within. While OSS may be consulted on potential uses under consideration, counties are expected and encouraged to make autonomous decisions on applicability based on statutory language, and be prepared to defend and justify those decisions if audited. Of note, HAVA Grants Program funding may be applied to meet county matching requirements under the Voting Equipment Grants Authorization (VEGA) Program.

OSS has determined that expenses related to ePollbooks do not constitute improvements to security or accessibility, and are not an appropriate use of HAVA Grants Program funding. Similarly, improvements merely for convenience (i.e. upgrade of central count capability, updated Election Management System with same underlying operating system, etc.) also do not constitute improvements to security or accessibility, and are also not appropriate uses of this funding. This list of limitations should not be considered exhaustive.

Completed HAVA Grants Program applications must be received by the Office of the Minnesota Secretary of State by 4:00 p.m. on Monday, 31 January, 2022. Anticipated award date for funds is Friday, 18 March, 2022. Funds are expected to be used for the purposes described above in advance of, and in preparation for the 08 November, 2022 Minnesota Statewide General Election. Specific details on final end-date for expenditure of funds, follow-on reporting related to all expended funds, and process and dates for returning awarded, but unused funds to the Office of the Minnesota Secretary of State will be provided in separate, forthcoming guidance.

In order to apply for these funds, counties must answer all questions fully and completely on this application. Click on the applicable tabs below to provide the required information to complete this application. All county applications must include a resolution from the county board of commissioners approving the application for these funds.

Section B. Contact Information	
County	Steele
Name of county Election Leader Submitting Application:	Laura Ihrke
Full title of county Election Leader Submitting Application:	Steele County Auditor
Name / full title of county IT Leader that has assisted in preparation of this application, and with completion of all required prerequisites:	David Purscell Director of Information Technology
Mailing Address of Election Leader Submitting Application: (Street/P.O. Box)	630 Florence Avenue PO Box 890
City	Owatonna
State	MN
Zip Code	55060
E-Mail Address of Election Leader Submitting Application:	Laura.Ihrke@co.steele.mn.us
Phone:	(507) 444-7414
FAX:	(507) 444-7470
Federal Tax ID # of Jurisdiction:	41-6005901

Section C. Prerequisites

Mandatory:		
1. Complete the Nationwide Cyber Security Review (NCSR) (found here)		
	Typed name and title of county IT Leader completing NCSR:	Dave Purscell Director of Information Technology
	Date NCSR Completed:	1/10/2021 15:42
	Date NCSR system-generated completion certificate forwarded to bill.ekblad@state.mn.us:	1/24/2022
2. Schedule* a Virtual Service Review (VSR) with Elections Infrastructure - Info Sharing and Analysis Center (EI-ISAC) Minnesota Account Manager, Paul Jones (paul.jones@cisecurity.org)		
	Scheduled date of VSR:	2/2/2022
	Typed name and title of county Elections Leader that will attend VSR:	Laura Ihrke County Auditor
	Typed name and title of county IT Leader that will attend VSR:	Dave Purscell Director of Information Technology
3. Schedule* a virtual discussion with MN.IT SOC Cyber Navigator (Pete Alsis, peter.alsis@state.mn.us) to discuss the Statewide Security Monitoring Initiative (SSMI) and other MN.IT security support available to Minnesota counties.		
	Scheduled date of MN.IT SOC Cyber Navigator virtual discussion:	Scheduled for 1/31/2022

	Typed name and title of county IT Leader that will attend MN.IT SOC Cyber Navigator virtual discussion:	Dave Purscell Director of Information Technology
* Required engagements with EI-ISAC and MN.IT must be scheduled prior to formal application for HAVA grant funds, and completed prior to expected award date of funds, (i.e. no later than 15 March, 2022)		
4. Complete OSS Election Security / Network Defense Capabilities Questionnaire (Tab D.)		
	Typed name and title of county IT Leader that has completed Tab D:	Dave Purscell Director of Information Technology
"Menu" Options:		
Complete one of "A" or "B" below:		
A. EI-ISAC's "Election Infrastructure Assessment Tool" (EIAT - found here)		
	If this option selected, Typed name and title of county Elections Leader that completed EIAT:	
	Typed name and title of county IT Leader that assisted with completion of EIAT:	
	Date EIAT Completed:	
	Date EIAT system-generated completion certificate (or similar) forwarded to bill.ekblad@state.mn.us:	
B. CISA's "Election Risk Profile Tool" (ERPT - found here)		
	If this option selected, typed name and title of county Elections Leader that completed ERPT:	

	Typed name and title of county IT Leader that assisted with completion of ERPT:	
	Date ERPT Completed:	
	Date ERPT system-generated completion certificate (or similar) forwarded to bill.ekblad@state.mn.us:	
<u>Request / schedule* any two of A through D CISA Cyber Hygiene Services listed below (details for all found here):</u>		
A. Vulnerability Scanning (highly recommended as most valuable, and readily available service)		
	If this option selected, typed name and title of county IT Leader that requested CISA Vulnerability Scanning services:	Dave Purscell Director of Information Technology
	Date of e-mail request to <i>vulnerability_info@cisa.dhs.gov</i> (cc: bill.ekblad@state.mn.us) requesting CISA Vulnerability Scanning services:	1/28/2022
	Expected begin date for CISA Vulnerability Scanning services (if known, from CISA):	pending
B. Web Application Scanning (also readily available)		
	If this option selected, typed name and title of county IT Leader that requested CISA Web Application Scanning services:	Dave Purscell Director of Information Technology

	Date of e-mail request to <i>vulnerability_info@cisa.dhs.gov</i> (cc: bill.ekblad@state.mn.us) requesting CISA Web Application Scanning services:	1/28/2022
	Expected begin date for CISA Web Application Scanning services (if known, from CISA):	pending
C. Phishing Campaign Assessment (long lead-time to completion)		
	If this option selected, typed name and title of county IT Leader that requested CISA Phishing Campaign Assessment services:	
	Date of e-mail request to <i>vulnerability_info@cisa.dhs.gov</i> (cc: bill.ekblad@state.mn.us) requesting CISA Phishing Campaign Assessment services:	
	Expected begin date for CISA Phishing Campaign Assessment services (if known, from CISA):	
D. Remote Penetration Test (long lead-time to completion)		
	If this option selected, typed name and title of county IT Leader that requested CISA Remote Penetration Test services:	
	Date of e-mail request to <i>vulnerability_info@cisa.dhs.gov</i> (cc: bill.ekblad@state.mn.us) requesting CISA Remote Penetration Test services:	

	Expected begin date for CISA Remote Penetration Test services (if known, from CISA):	

*CISA services must be requested prior to application for HAVA grant funds, and scheduled for completion as soon as possible thereafter, based on availability of CISA support. Awarding of HAVA grant funds is not necessarily contingent upon completion, so long as support is formally scheduled. Counties are expected to ensure all requested services are completed as expeditiously as possible.

Totals	0	\$ 222,563.65

Section D. OSS Election Security / Network Defense Capabilities Questionnaire

Instructions: In a paragraph or less (per topic below), a county IT Leader with in-depth knowledge of the county's overall network security environment should address each topic. Responses should be from the overall county network perspective, not just as may relate to elections-related systems. Additionally, responses should address all elements posed within the questions, but may expand beyond, as required to convey all required context. Responses may be entered directly into corresponding cells of this grant application spreadsheet (preferred), or attached as a separate MS Word document to the final grant application e-mail, alongside this spreadsheet. All responses will be treated by OSS as "Security Data" and protected from public data requests in accordance with M.S. 13.37.

1. Web Application Firewall: Does your county currently employ this capability? If so, does it protect election-related sites, systems or capabilities? If not, are you familiar with the technology? Are you aware of potential instances within your network environment that could benefit from employment of this technology?

Steele County recently obtained our SteeleCountyMN.gov domain. We are using Cloudflare's Athenian Project to protect our website and domain. The Cloudflare Athenian Project provides their Enterprise package at no charge to state and local governments with election information. The package includes WAF (Web Application Firewall), Caching, DDOS Protection, GeoFencing, End-to-End HTTPS Encryption, DNSSEC (Domain Name System Security Extensions). We are methodically enabling these features and should be complete by 03/15/2022 (or shortly thereafter).

Response:

2. IP Reputation Database: Does your county currently employ this capability? If so, briefly describe how you perform this function. If not, are you familiar with the technology?

Steele County consumes a number of IP Blocking services on our firewalls. Some portions of this (such as botnet detection) are automated and respond instantly. Unfortunately, other IP reputation services are not an automated process. For instance, we receive a list of compromised IP addresses from MS-ISAC on a weekly basis. To enhance our ability to respond more quickly, we are planning to implement the MDBR tools from MS-ISAC. This service (delivered by Akamai) checks DNS calls to determine the reputation of the domains being responding. Implementing this takes finesse as a number of the servers we use are only available on State of MN DNS servers, we we need to use conditional DNS calls for those requests while passing the external DNS calls to MDBR.

Response:

3. Blocking of Bad Traffic and Performing Country Blocks "At the Edge": Does your county currently employ this best-practice? If so, briefly describe how you perform this function. If not, are you familiar with the best-practice?

Steele County has been Geo Fencing aggressively on our firewalls for several years. We currently allow approved traffic from and to North America (US, CAN, and MEX). All other traffic outside of these countries is blocked at the firewall.

Traffic to our cloud resources (such as Microsoft Exchange, OneDrive, and Sharepoint) are not behind our firewalls. Instead we GeoFence those services using our Duo Mobile MFA. Authentication

Response: requests from unapproved countries are blocked.

4. Use of Protected / Reliable Domain Name System (DNS): Does your county currently employ this capability? If so, briefly describe how you perform this function. If not, are you familiar with the capability?

Response: Beyond implementing MDBR from MS-ISAC we are actively looking at other solutions.

5. Use of HTTPS Encryption: Does your county currently employ this capability? If so, does it protect election-related sites, systems or capabilities? If not, are you familiar with the capability?

Steele County recently obtained our SteeleCountyMN.gov domain. We are using Cloudflare's Athenian Project to protect our website and domain. The Cloudflare Athenian Project provides their Enterprise package at no charge to state and local governments with election information. The package includes WAF (Web Application Firewall), Caching, DDOS Protection, GeoFencing, End-to-End HTTPS Encryption, DNSSEC (Domain Name System Security Extensions). We are methodically enabling

Response: these features and should be complete by 03/15/2022 (or shortly thereafter).

6. Use of Domain Name System Security Extensions (DNSSEC): Does your county currently employ this capability? If so, please describe how you perform this function. If not, are you familiar with the technology?

Steele County recently obtained our SteeleCountyMN.gov domain. We are using Cloudflare's Athenian Project to protect our website and domain. The Cloudflare Athenian Project provides their Enterprise package at no charge to state and local governments with election information. The package includes WAF (Web Application Firewall), Caching, DDOS Protection, GeoFencing, End-to-End HTTPS Encryption, DNSSEC (Domain Name System Security Extensions). We are methodically enabling

Response: these features and should be complete by 03/15/2022 (or shortly thereafter).

7. Use of an Anycast Content Delivery Network: Does your county currently employ this capability? If so, please describe how you perform this function. If not, are you familiar with the technology?

Steele County recently obtained our SteeleCountyMN.gov domain. We are using Cloudflare's Athenian Project to protect our website and domain. The Cloudflare Athenian Project provides their Enterprise package at no charge to state and local governments with election information. The package includes WAF (Web Application Firewall), CDN / Anycast Caching, DDOS Protection, GeoFencing, End-to-End HTTPS Encryption, DNSSEC (Domain Name System Security Extensions). We are methodically enabling these features and should be complete by 03/15/2022 (or shortly

Response: thereafter).

8. Use of Content Delivery Network Caching: Does your county currently employ this technology? If so, briefly describe how you perform this function. If not, are you familiar with the technology / best-practice?

Steele County recently obtained our SteeleCountyMN.gov domain. We are using Cloudflare's Athenian Project to protect our website and domain. The Cloudflare Athenian Project provides their Enterprise package at no charge to state and local governments with election information. The package includes WAF (Web Application Firewall), CDN / Anycast Caching, DDOS Protection, GeoFencing, End-to-End HTTPS Encryption, DNSSEC (Domain Name System Security Extensions). We are methodically enabling these features and should be complete by 03/15/2022 (or shortly

Response: thereafter).

Section E. Funding Information

Section E. Funding Information

A. Flat-Rate Grant Amount available per county:	\$	20,000.00
B. County Voting Age Population (VAP) from 2020 Census:		28,066
C. Grant Amount available per VAP:		\$0.287
D. VAP Grant Amount available to your county ("B" x "C"):	\$	8,054.94
E. Total 2022 HAVA Grant Amount available to your county ("A" + "D"):	\$	28,054.94
F. Total 2022 HAVA Grant Amount requested (cannot exceed "E"):		28,054.94

Section F. Certification

I certify that Help America Vote Act (HAVA) Grant funds will be used only to improve accessibility to, implement security improvements for elections systems for, and/or fund other activities to improve the security of, federal elections, in accordance with OSS guidance included in Tab A of this application. Additionally, I certify that all prerequisite requirements for this program, as described and defined in Tab C have been completed as required. Finally, I further certify that all information provided in this application is true and accurate.

Name of County:

Steele County

Typed Name of Election Leader Submitting the Application:

Laura Ihrke

Full Title of above Applicant:

Steele County Auditor

Signature:

Typed Name of IT Leader that has assisted in preparation of this application, and with completion of all required prerequisites:

Dave K Purscell

Full Title of IT Leader:

Director of Information Technology

Date:

***Application must include county board resolution approving application for these funds-**

Prior to signing, please print this Certification page, then sign, scan, and e-mail it with both the completed Excel version of the application (saved with county name in file name), questionnaire responses (if not within this spreadsheet) and copy of county board resolution approving application for HAVA funds to **bill.ekblad@state.mn.us**. Subsequently, send the original, hard-copy application spreadsheet, questionnaire responses, and county board resolution to: Minnesota Secretary of State, Attention: Bill Ekblad, 180 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., St. Paul, MN 55155-1299. If you have any questions, please contact Bill Ekblad via e-mail above, or for urgent questions via phone at (443) 995-0537.

Deadline: All HAVA Grant Applications must be received by 4:00 p.m. Monday, 31 January, 2022.