



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, MARCH 22, 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
3. Approve Agenda

Public Comment

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

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

Correspondence

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

4. Approve March 8, 2022 Board Minutes (pg. 4)
5. Approve March 8, 2022 Board Work Session Minutes (pg. 8)
6. Approve Bills and Journal Entries (pg. 9)
7. Approve Personnel Report (pg. 64)

8. Approve County Assessor Position – Backfill (pg. 65)
9. Approve Resolution and authorize the Auditor to apply for the 2022 Help America Vote Act (HAVA) Grant (pg. 66)
10. Approve the annual On-Sale and Sunday Liquor License for the Monterey Ballroom (pg. 68)
11. Approve Resolution accepting K-9 donations in the amount of \$850.00 (pg. 69)
12. Approve Resolution accepting Public Health donations (pg. 71)
13. Approve ACH Contract Amendment discontinuing collection of confinement fees (pg. 74)
14. Approve the SFY 2022 Annual Plan Agreement (pg. 76)
15. Approve Community Corrections updated Lease Agreement with CRK Properties (pg. 85)
16. Approve Out of State Travel for GIS Coordinator and IT Director to attend the 2022 ESRI User Conference (pg. 87)
17. Approve Out of State Travel for IT Director to attend the 2022 NACo Conference and the MS-ISAC Conference (pg. 88)
18. Approve Out of State Travel for Annual Fidler Technology Educational Symposium for County Recorder and 1 Deputy (pg. 90)
19. Award contract including all alternates for Traffic Signal Maintenance and Repairs, SAP 074-030-011, to low bidder River City Electric Co. in the amount \$269,438.00 (pg. 91)
20. Approve Cooperative Agreement with the City of Owatonna for traffic signal maintenance and repairs and authorize the Chair and Administrator to execute the Agreement (pg. 92)

General

21. Amendment to CUP #348 / Keven Christianson with 6 conditions based on the Findings of Fact. (pg. 99)
22. May 24, 2022 Board Meeting and Work Session – Election Day
23. Employee Recognition Events

County Board Work Session – March 22, 2022

24. Out of State Travel – PH Health Planner

Information Items

25. Public Safety and Health Committee Minutes – March 9, 2022 (pg. 111)
26. Public Works Committee Minutes – March 10, 2022 (pg. 113)
27. Land Use & Records Committee Minutes – March 15, 2022 (pg. 114)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Internal Central Services Committee – **Tuesday, April 5th at 8:00 a.m. in the Boardroom**

Property & Maintenance Committee – **Tuesday, April 5th at 8:30 a.m. in the Boardroom**

County Board Work Session – **Tuesday, April 12th at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, April 12th at 5:00 p.m. in the Boardroom**

Adjourn

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

March 8, 2022

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 4:00 p.m. on March 8, 2022 with Commissioner's Gnemi, Abbe, Glynn, Krueger and Brady present. Also present were County Engineer Greg Ilkka, IT Director Dave Purscell, County Attorney Dan McIntosh, County Treasurer Cathy Piepho, Assistant Director of Human Resources Gina McGuire, Community Corrections Director Timothy Schammel, Assistant Director of Community Corrections Steve Rick, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

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

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

Ayes all.

- A. Approve the minutes of February 22, 2022
- B. Approve the minutes of February 22, 2022 Board Work Session
- C. Approve Bills
- D. Approve Personnel Report

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Jason Sommer	Maintenance Tech/Highway	B22/5	03/07/22
Carl Martins	Road Deputy/Sheriff's Office	B25/1	03/14/22

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Christy Hormann Ayers	Chief Deputy County Attorney	County Attorney	03/18/22

- E. Approve backfilling the County Attorney Legal Administrative Assistant position
- F. Approve the exempt permits for Holy Trinity Parish Litomysl for events to be held on April 10th, July 31st and November 20th

Human Resources Assistant Director Gina McGuire read the March Employee Anniversary Report.

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Dave Purscell	Director of IT – IT Dept.	03/01/22	4
Jeffrey Gunther	Patrol Deputy – Sheriff's Office	03/02/22	2
Barb Osman	Assessment Tech – Assessor's Office	03/04/22	3
Amber Brooks	Tech Clerk I – Planning & Zoning/Facilities	03/09/22	2
Sasha Henning	Asst. Cty. Attorney II – Attorney's Office	03/12/22	10
Steve Rick	Asst. Dir. of Comm. Corrections – CCA	03/13/22	5
Doug Jensen	Engineering Tech III – Highway Dept.	03/15/22	37
Tonia Miller	Accounting Tech Lead – Public Health	03/17/22	13
Lon Thiele	County Sheriff – Sheriff	03/17/22	19
Julie Flemming	RN – Public Health Dept.	03/18/22	3
Kevin Lindquist	Maintenance Supervisor – Highway	03/19/22	4
Gina McGuire	Asst. Director of HR – HR Dept.	03/20/22	8
Joleen Koenig	Admin. Support Asst. – Extension Dept.	03/25/22	20
Kristi Blum	Technical Clerk II – Recorder's Office	03/25/22	9
Tyler Brase	Road Deputy – Sheriff's Office	03/29/22	5
Benji Hager	Property Appraiser – Assessor's Office	03/29/22	1

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the Public Health Accountant position to move to a full-time status. Ayes all. all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the Voting Equipment

Grant Agreement (VEGA - 3) and authorize the Chair and Auditor to sign after review by the County Attorney. Ayes all.

Timothy Schammel, Director of Community Corrections, and Steve Rick, Assistant Director of Community Corrections, gave a presentation regarding the 2022-2025 Steele County Community Corrections Comprehensive Plan.

At 5:05 p.m. the Public Hearing to hear the comments on the proposed Resolutions authorizing the appointment of the County Auditor & County Treasurer positions was opened.

County Administrator Scott Golberg gave a presentation regarding appointing the Auditor and Treasurer positions and shared there would be a three-year wait before going back to elected if the positions were approved to appointed.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to close the Public Hearing. Ayes all.

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

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 on February 16, 2022 and 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.

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

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

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 on February 16, 2022 and 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.

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

Commissioner Reports:

Commissioner Abbe reported on his attendance at Dodge/Steele Public Health Joint Powers Board meeting, Public Hearing at Beaver Lake, Counties Providing Technology meeting and 911 meeting.

Commissioner Brady reported on his attendance at Planning & Zoning meeting and a Work Session.

Commissioner Gnemi reported on his attendance at a Drug Court meeting, Ellendale meeting, South Central Human Relations Center meeting, Association of Minnesota Counties meeting and a Work Session.

Commissioner Krueger reported on his attendance at South Central Health Alliance Joint Powers Board meeting, Dodge County Health Board meeting, Public Hearing at Beaver Lake, Criminal Justice meeting, Internal Central Services, Building & Grounds meeting, Association of Minnesota Counties meeting and a Work Session.

Commissioner Glynn reported on his attendance at Community Health Board meeting, Internal Central Services, Building & Grounds meeting and a Work Session.

LISTING OF BILLS
3/8/2022

Cen Tec Cast Metal Products	2,583.59
Central Farm Services	26,262.77
Four Seasons Centre	3,675.00
Granicus	6,420.00
ICS Consulting Inc	10,371.69
Information Systems Corp	5,095.00
Jones Haugh & Smith Inc	5,740.00
Karpel Solutions	13,498.01
Metro Sales Inc	4,393.00
Novak Construction Company	10,000.00
Owatonna Public Utilities	42,496.08
RSBS Management Inc	7,985.68
SHI International Corp	11,899.68
Short Elliott Hendrickson Inc	22,202.79
Summit Food Services LLC	6,738.72
Wold Architects and Engineers	3,840.00
80 Payments less than 2,000	<u>21,265.14</u>
Total:	204,467.15

Motion by Commissioner Gnemi, seconded by Commissioner Brady to adjourn to the Call of the Chair at 5:19 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

March 8, 2022

STATE OF MINNESOTA)
)ss
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on March 8, 2022 with Commissioners Krueger, Brady, Abbe, Glynn and Gnemi present. Also present were County Attorney Dan McIntosh, IT Director Dave Purscell, County Treasurer Cathy Piepho, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order

Cathy and Amber and Gina presented information on the request to make the Public Health position full time from part-time.

Laura presented information on the VEGA-3 (Voting Equipment Grant). We have been notified we were awarded \$4,237.44. The county is required to match this amount. Total cost of software is approximately \$12,270.

Scott updated the board on the old Highway Shop Property.

Scott reviewed appointment of the Auditor and Treasurer positions and the process to date.

Commissioner Abbe suggested that we review the Remote Work policy at the next Work Session.

Meeting was adjourned at 3:48 p.m.

CHAIRMAN

ATTEST:_____
AUDITOR

SBENDORF

3/17/22

1:15PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

3/17/22 1:15PM

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			
	6032	APG Media of Southern Minnesota LLC					
1		10-301-000-0000-6242		3.00	Material supplies quotes	13097-0222	Publishing N
	6032	APG Media of Southern Minnesota LLC		3.00	1 Transactions		
	3738	Arrow Ace Hardware					
2		10-301-000-0000-6512		13.98	Water treatment for lab	268570/2	Bldg Repair & Maintenance N
	3738	Arrow Ace Hardware		13.98	1 Transactions		
	61505	Gopher State One-Call					
14		10-301-000-0000-6260		2.70	February locates	2021454	Consultants/Admin Fee N
	61505	Gopher State One-Call		2.70	1 Transactions		
	68420	Plunkett's Pest Control, Inc.					
25		10-301-000-0000-6512		98.50	Pest control	7442963	Bldg Repair & Maintenance N
	68420	Plunkett's Pest Control, Inc.		98.50	1 Transactions		
301	DEPT Total:			118.18	Administration	4 Vendors	4 Transactions
302	DEPT			Road & Bridge Maintenance Expense			
	46551	Locators & Supplies Inc					
18		10-302-000-0000-6801		599.05	Safety supplies	0298134-IN	Osha/Safety Supplies N
19		10-302-000-0000-6801		66.79	Lime t-shirts	0298157-IN	Osha/Safety Supplies N
	46551	Locators & Supplies Inc		665.84	2 Transactions		
	5010	Loken Excavating & Drainage					
20		10-302-000-0000-6523		1,786.59	Washed sand	131487	Supplies - Road Salt & Sand N
	5010	Loken Excavating & Drainage		1,786.59	1 Transactions		
	9163	Sign Solutions					
28		10-302-000-0000-6534		5,063.18	Sign inventory	400570	Supplies - Signing N
29		10-302-000-0000-6534		1,202.83	Sign inventory	400570	Supplies - Signing N
	9163	Sign Solutions		6,266.01	2 Transactions		
302	DEPT Total:			8,718.44	Road & Bridge Maintenance Expense	3 Vendors	5 Transactions
303	DEPT			Construction Expense			
	8686	Anderson/James Hurd					

SBENDORF
3/17/22 1:15PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
17	10-303-000-0000-6518		Legal fees 074-649-001	220204	State Aid Constr Right Of Way Exp	Y
8686	Anderson/James Hurd	1,190.00	1 Transactions			
22460	Erickson Engineering Co LLC					
6	10-303-000-0000-6260	51.50	Prof serv 074-599-039	14706	Consultants/Admin Fee	Y
22460	Erickson Engineering Co LLC	51.50	1 Transactions			
3764	Evergreen Land Services					
7	10-303-000-0000-6518	36,950.00	16 appraisals and rev 074-649-	00-12401	State Aid Constr Right Of Way Exp	Y
8	10-303-000-0000-6518	3,500.00	Rev 5 appraisals 074-649-001	00-12408	State Aid Constr Right Of Way Exp	Y
3764	Evergreen Land Services	40,450.00	2 Transactions			
37469	Insty Prints					
16	10-303-000-0000-6242	281.75	Postcard mailing 074-598-015	150618	Publishing	N
37469	Insty Prints	281.75	1 Transactions			
1667	SRF Consulting Group Inc					
30	10-303-000-0000-6260	1,441.43	Prof Serv 074-598-015	14282.00-12	Consultants/Admin Fee	Y
1667	SRF Consulting Group Inc	1,441.43	1 Transactions			
303	DEPT Total:	43,414.68	Construction Expense	5 Vendors	6 Transactions	
304	DEPT		Equipment Maintenance & Shops			
10150	Carquest Auto Parts					
3	10-304-000-0000-6520	108.14	Bulk hose & couplings unit#219	428260	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	108.14	1 Transactions			
3963	Clean Plus Inc - CPI Divisions					
4	10-304-000-0000-6511	311.40	Dry wyes	2203188	Maint Shop Supplies & Materials	N
3963	Clean Plus Inc - CPI Divisions	311.40	1 Transactions			
16480	Crysteel Truck Equipment Inc					
5	10-304-000-0000-6520	31.06	Mud flap bracket unit #2200	LP208850	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc	31.06	1 Transactions			
23800	Fastenal Company					
9	10-304-000-0000-6520	4.75	50 screws	OWA236389	Machinery/Vehicle Parts	N
23800	Fastenal Company	4.75	1 Transactions			

SBENDORF

3/17/22 1:15PM

10 Road & Bridge 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	
5365	Fleet Pride					
10	10-304-000-0000-6520	160.34	Valves unit #2170	93901563	Machinery/Vehicle Parts	N
5365	Fleet Pride	160.34	1 Transactions			
8288	Four Seasons Electric					
11	10-304-000-0000-6512	145.00	Fuel pump display - add cord	11101	Bldg Repair & Maintenance	N
12	10-304-000-0000-6512	180.00	Circulating pump tripping	11128	Bldg Repair & Maintenance	N
8288	Four Seasons Electric	325.00	2 Transactions			
7843	Goodyear Commercial Tire					
13	10-304-000-0000-6520	510.32	2 tires, unit #2145	1281147483	Machinery/Vehicle Parts	N
7843	Goodyear Commercial Tire	510.32	1 Transactions			
36550	IFACS					
15	10-304-000-0000-6520	58.00	Brake tubing, unit #2200	5286586	Machinery/Vehicle Parts	N
36550	IFACS	58.00	1 Transactions			
1308	Miners's Outdoor & Rec					
21	10-304-000-0000-6520	174.73	Air filters, elenent, oil unit	188776	Machinery/Vehicle Parts	N
22	10-304-000-0000-6520	3.59	Screws	189290	Machinery/Vehicle Parts	N
1308	Miners's Outdoor & Rec	178.32	2 Transactions			
4097	Nuss Truck & Equipment					
23	10-304-000-0000-6520	55.56	Oil filter unit #2216	1210986P	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	55.56	1 Transactions			
61520	Owatonna Motor Company					
24	10-304-000-0000-6520	110.60	Hose, connector & seal	154161	Machinery/Vehicle Parts	N
61520	Owatonna Motor Company	110.60	1 Transactions			
7977	Reedsburg Hardware Company					
26	10-304-000-0000-6511	490.81	Threaded swage	10124MN	Maint Shop Supplies & Materials	N
7977	Reedsburg Hardware Company	490.81	1 Transactions			
7915	Sanco Equipment LLC					
27	10-304-000-0000-6512	259.49	Filters , oil & clamp	PS2014394-1	Bldg Repair & Maintenance	N
7915	Sanco Equipment LLC	259.49	1 Transactions			
85167	Stewart Sanitation					

SBENDORF
3/17/22 1:15PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
31	10-304-000-0000-6514	109.74	February garbage	0000706340	Utility Services	N
85167	Stewart Sanitation	109.74	1 Transactions			
86520	Terminal Supply Company					
32	10-304-000-0000-6511	532.62	bolts, paint, lights	23841-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company	532.62	1 Transactions			
99500	Ziegler, Inc					
33	10-304-000-0000-6252	3,211.00	Custom labor unit #2150	I000140036	Contracted Services	N
34	10-304-000-0000-6520	6,131.89	Parts, unit #2150	I000140036	Machinery/Vehicle Parts	N
35	10-304-000-0000-6520	35.21	Latch & assembly, unit #2190	N000455188	Machinery/Vehicle Parts	N
99500	Ziegler, Inc	9,378.10	3 Transactions			
304	DEPT Total:	12,624.25	Equipment Maintenance & Shops	16 Vendors	20 Transactions	
10	Fund Total:	64,875.55	Road & Bridge Fund		35 Transactions	
	Final Total:	64,875.55	28 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	64,875.55	Road & Bridge Fund	
	All Funds	64,875.55	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
3/17/22 1:13PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5	DEPT		Board Of Commissioners			
	8393 AMC - MACA					
190	01-005-000-0000-6261	325.00	Legislative conference-Gnemi	68389	Conference & Training	N
191	01-005-000-0000-6261	325.00	Legislative conference-Krueger	68390	Conference & Training	N
	8393 AMC - MACA	650.00	2 Transactions			
	8241 Gnemi/Rick A					
203	01-005-000-0000-6331	122.62	Mileage - 1/5-3/3/2022		Mileage Reimbursement	N
202	01-005-000-0000-6330	445.46	Lodging - AMC conferernce	3/1-3/3/2022	Travel Expenses	N
	8241 Gnemi/Rick A	568.08	2 Transactions			
5	DEPT Total:	1,218.08	Board Of Commissioners	2 Vendors	4 Transactions	
13	DEPT		Law Library			
	70550 Thomson Reuters - West					
71	01-013-000-0000-6501	1,025.70	Information charges - Feb 2022	845946353	Books	N
	70550 Thomson Reuters - West	1,025.70	1 Transactions			
13	DEPT Total:	1,025.70	Law Library	1 Vendors	1 Transactions	
31	DEPT		County Administrator			
	6032 APG Media of Southern Minnesota LLC					
286	01-031-000-0000-6242	56.26	Notice of Public Hrg-Aud/Treas	02944-0222	Publishing	N
	6032 APG Media of Southern Minnesota LLC	56.26	1 Transactions			
	4879 Shred Right					
105	01-031-000-0000-6801	5.00	Shred serv order 252898-2/28	569744	General Expense	Y
	4879 Shred Right	5.00	1 Transactions			
	84035 Tri-M Graphics					
111	01-031-000-0000-6410	146.57	Envelopes - Administration	97645	Office Supplies	N
	84035 Tri-M Graphics	146.57	1 Transactions			
31	DEPT Total:	207.83	County Administrator	3 Vendors	3 Transactions	
32	DEPT		Human Resources			
	8310 FSSolutions					
95	01-032-000-0000-6801	118.76	Pre employment drug screens	FL00500644	General Expense	N

SBENDORF

3/17/22 1:13PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	8310 FSSolutions		118.76	1 Transactions			
	37025 Innovative Office Solutions LLC						
211	01-032-000-0000-6410		43.95	Paper	3703553	Office Supplies	N
	37025 Innovative Office Solutions LLC		43.95	1 Transactions			
	4879 Shred Right						
106	01-032-000-0000-6801		5.00	Shred serv order 252898-2/28	569744	General Expense	Y
	4879 Shred Right		5.00	1 Transactions			
	84035 Tri-M Graphics						
112	01-032-000-0000-6410		157.37	Envelopes - HR return add	97646	Office Supplies	N
	84035 Tri-M Graphics		157.37	1 Transactions			
32	DEPT Total:		325.08	Human Resources	4 Vendors	4 Transactions	
41	DEPT			Auditor			
	1883 MACATFO						
99	01-041-000-0000-6261		50.00	Reg - regional meeting - Ihrke		Conference & Training	N
100	01-041-000-0000-6261		50.00	Reg - regional meeting - Blood		Conference & Training	N
	1883 MACATFO		100.00	2 Transactions			
41	DEPT Total:		100.00	Auditor	1 Vendors	2 Transactions	
61	DEPT			Information Technology			
	18450 Office of MN IT Services						
229	01-061-000-0000-6212		1,100.44	Monthly internet fees	DV22020400	M-Net Expenses	N
	18450 Office of MN IT Services		1,100.44	1 Transactions			
	83500 Steele County Highway Dept						
254	01-061-000-0000-6540		23.88	Monthly fuel bill	1919	Gas & Oil	N
	83500 Steele County Highway Dept		23.88	1 Transactions			
61	DEPT Total:		1,124.32	Information Technology	2 Vendors	2 Transactions	
62	DEPT			Central Services			
	8499 Counties Providing Technology						
86	01-062-000-0000-6301		4,344.00	Gen tech assist/support-March		Equip/Software Maint	Y

SBENDORF

3/17/22 1:13PM

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	
8499	Counties Providing Technology		4,344.00	1 Transactions		
16282	Crosstown Cartage Inc					
89	01-062-000-0000-6801		297.00	Contracted mail services	03/04/2022	General Expense N
90	01-062-000-0000-6802		40.00	Additional mail services	03/04/2022	Internal Chargeback N
16282	Crosstown Cartage Inc		337.00	2 Transactions		
3778	SHI International Corp					
104	01-062-000-0000-6301		507.20	Microsoft SA renewal	B14859452	Equip/Software Maint N
3778	SHI International Corp		507.20	1 Transactions		
62	DEPT Total:		5,188.20	Central Services	3 Vendors	4 Transactions
91	DEPT			County Attorney		
37025	Innovative Office Solutions LLC					
214	01-091-000-0000-6410		156.11	Copy paper,pens,envelopes	IN3705347	Office Supplies N
37025	Innovative Office Solutions LLC		156.11	1 Transactions		
70550	Thomson Reuters - West					
271	01-091-000-0000-6410		80.27	Library charge	826026198	Office Supplies N
270	01-091-000-0000-6410		1,195.92	Westlaw - February 2022	845939284	Office Supplies N
70550	Thomson Reuters - West		1,276.19	2 Transactions		
97402	Xerox Corporation					
275	01-091-000-0000-6410		195.04	1/22-2/21/2022 charges	015634255	Office Supplies N
97402	Xerox Corporation		195.04	1 Transactions		
91	DEPT Total:		1,627.34	County Attorney	3 Vendors	4 Transactions
101	DEPT			County Recorder		
4602	Hullopeter/Lesa					
96	01-101-000-0000-6261		263.04	MACO Conf Lodging 2/15-2/17/22	1067805A	Conference & Training N
4602	Hullopeter/Lesa		263.04	1 Transactions		
8975	Minnesota Counties Computer Coop					
226	01-101-000-9306-6410		910.00	Legal descr trng-Land records	2203049	Office Supplies - Compliance Fund N
8975	Minnesota Counties Computer Coop		910.00	1 Transactions		

SBENDORF

3/17/22 1:13PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
228	8013 Northstar Computer Forms Inc						
	01-101-000-0000-6410		768.10	Security vital record paper	50330404	Office Supplies	N
	8013 Northstar Computer Forms Inc		768.10	1 Transactions			
101	DEPT Total:		1,941.14	County Recorder	3 Vendors	3 Transactions	
105	DEPT			Planning & Zoning			
	6032 APG Media of Southern Minnesota LLC						
184	01-105-000-0000-6242		4.84	Notice-Adopt Amendment-Meriden	16085-0222	Publishing	N
	6032 APG Media of Southern Minnesota LLC		4.84	1 Transactions			
	13000 City Of Blooming Prairie						
197	01-105-000-0000-6805		178.44	Reimb building permit - Feb		Bl Pr Reimb-Bldg Permit	N
	13000 City Of Blooming Prairie		178.44	1 Transactions			
	51300 Metro Sales Inc						
224	01-105-000-0000-6410		230.48	Copier contract	INV2001370	Office Supplies	N
	51300 Metro Sales Inc		230.48	1 Transactions			
	83500 Steele County Highway Dept						
259	01-105-000-0000-6540		70.17	Fuel	1908	Gas & Oil	N
	83500 Steele County Highway Dept		70.17	1 Transactions			
105	DEPT Total:		483.93	Planning & Zoning	4 Vendors	4 Transactions	
111	DEPT			Buildings & Grounds			
	6032 APG Media of Southern Minnesota LLC						
186	01-111-000-0000-6801		20.00	Advertise for custodian	10086-0122	General Expense	N
185	01-111-000-0000-6801		232.78	Advertise for custodian	10086-0222	General Expense	N
	6032 APG Media of Southern Minnesota LLC		252.78	2 Transactions			
	3738 Arrow Ace Hardware						
189	01-111-041-0000-6300		11.99	Wash machine hose - AX	268470	Bldg Repairs & Maintenance	N
	3738 Arrow Ace Hardware		11.99	1 Transactions			
	604 General Parts LLC						
201	01-111-044-0000-6300		1,601.33	Steamer repair - DC	6324602	Bldg Repairs & Maintenance	Y

SBENDORF

3/17/22 1:13PM

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
604 General Parts LLC		1,601.33	1 Transactions		
32300 Honeywell Inc					
208 01-111-040-0000-6300		3,513.65	Controls contract - Admin	5258993107	Bldg Repairs & Maintenance N
209 01-111-041-0000-6300		3,513.64	Controls contract - Annex	5258993107	Bldg Repairs & Maintenance N
207 01-111-042-0000-6300		7,027.29	Controls contract - CH	5258993107	Bldg Repairs & Maintenance N
32300 Honeywell Inc		14,054.58	3 Transactions		
52550 MEI Total Elevator Solutions					
223 01-111-040-0000-6300		189.90	Elevator serv contract - SCAC	952903	Bldg Repairs & Maintenance N
222 01-111-042-0000-6300		182.63	Elevator service contract - CH	952904	Bldg Repairs & Maintenance N
52550 MEI Total Elevator Solutions		372.53	2 Transactions		
9113 RSBS Management Inc					
237 01-111-040-0000-6386		152.00	Snow plowing - Admin	164119	Parking Lot Maintenance N
238 01-111-041-0000-6386		76.00	Snow plowing - Annex	164120	Parking Lot Maintenance N
239 01-111-044-0000-6386		152.00	Snow plowing - DC	164121	Parking Lot Maintenance N
240 01-111-042-0000-6386		76.00	Snow plowing - CH	164123	Parking Lot Maintenance N
241 01-111-043-0000-6386		76.00	Snow plowing - COB	164124	Parking Lot Maintenance N
243 01-111-047-0000-6386		152.00	Snow plowing - Gymnastics	164126	Parking Lot Maintenance N
9113 RSBS Management Inc		684.00	6 Transactions		
8995 Southern Lock & Glass					
247 01-111-042-0000-6300		728.28	Repair windows - CH	13870	Bldg Repairs & Maintenance N
8995 Southern Lock & Glass		728.28	1 Transactions		
83500 Steele County Highway Dept					
249 01-111-047-0000-6386		818.01	Snow removal - Gymnasitics	1910	Parking Lot Maintenance N
253 01-111-041-0000-6386		490.10	Snow removal - Annex	1911	Parking Lot Maintenance N
248 01-111-000-0000-6562		284.45	Fuel	1913	Fuel And Gas N
250 01-111-040-0000-6386		490.10	Snow removal - Admin	1914	Parking Lot Maintenance N
252 01-111-043-0000-6386		711.13	Snow removal - COB	1915	Parking Lot Maintenance N
83500 Steele County Highway Dept		2,793.79	5 Transactions		
85167 Stewart Sanitation					
267 01-111-040-0000-6300		191.78	Trash/recycling - Admin	705702	Bldg Repairs & Maintenance N
264 01-111-041-0000-6300		83.30	Trash/recycling - Annex	706338	Bldg Repairs & Maintenance N
266 01-111-042-0000-6300		76.19	Trash/recycling - CH	706341	Bldg Repairs & Maintenance N
265 01-111-043-0000-6300		52.99	Trash/recycling - COB	706341	Bldg Repairs & Maintenance N

SBENDORF

3/17/22 1:13PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 7

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
85167 Stewart Sanitation		404.26	4 Transactions		
111 DEPT Total:		20,903.54	Buildings & Grounds	9 Vendors	25 Transactions
121 DEPT			Veteran Service		
83500 Steele County Highway Dept					
255 01-121-000-0000-6540		244.05	January gas 2022	1909	Gas & Oil
83500 Steele County Highway Dept		244.05	1 Transactions		N
121 DEPT Total:		244.05	Veteran Service	1 Vendors	1 Transactions
201 DEPT			Sheriff		
9075 Access Tonna Lock Service					
1 01-201-000-0000-6801		80.00	Keys - 20 count	1889	Misc Expense
9075 Access Tonna Lock Service		80.00	1 Transactions		Y
9292 Faul Psychological					
200 01-201-000-0000-6801		650.00	Pre-employment - C. Martins	1071	Misc Expense
9292 Faul Psychological		650.00	1 Transactions		N
37025 Innovative Office Solutions LLC					
213 01-201-000-0000-6410		17.27	Stapler	IN3705818	Office Supplies
37025 Innovative Office Solutions LLC		17.27	1 Transactions		N
4710 Interstate Power Systems Inc					
215 01-201-297-0000-6301		1,998.70	New battery charger installed	R0001183024:02	T BI Pr-Equipment Repairs
216 01-201-296-0000-6301		504.48	Replace batteries	R001183448:01	T#9 Equipment Repairs
4710 Interstate Power Systems Inc		2,503.18	2 Transactions		N
4877 L & L Street Rods & Sport Trucks					
220 01-201-000-0000-6480		7,897.36	New squad equipment-7409	3408	Non-Capitalized Inventory
219 01-201-000-0000-6480		202.21	MIC clip-7405,7409,7418,7421,&	3436	Non-Capitalized Inventory
4877 L & L Street Rods & Sport Trucks		8,099.57	2 Transactions		N
5487 LexisNexis Risk Data Management					
221 01-201-000-0000-6425		150.00	Searches & reports - Feb 2022	1035910-0228	Investigation Expense
5487 LexisNexis Risk Data Management		150.00	1 Transactions		N

SBENDORF

3/17/22 1:13PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
257	83500	Steele County Highway Dept							
		01-201-000-0000-6562			5,954.04	Squad fuel - January 2022	1918	Gas & Oil Squads	N
	83500	Steele County Highway Dept			5,954.04	1 Transactions			
68	21215	Strohschein Properties LLC							
		01-201-000-0000-6346			800.00	Rent - March 2022	03032022	Eds Rent Account	Y
69		01-201-000-0000-6346			39.27	Utilities - February 2022	732571	Eds Rent Account	Y
	21215	Strohschein Properties LLC			839.27	2 Transactions			
76	5594	Water Systems Company							
		01-201-000-0000-6410			8.95	Monthly fee - March 2022	338592	Office Supplies	N
	5594	Water Systems Company			8.95	1 Transactions			
201	DEPT Total:				18,302.28	Sheriff	9 Vendors	12 Transactions	
208	DEPT					Coroner			
	4229	Moore Md/Kellyanna J							
227		01-208-000-0000-6801			3,642.42	Coroner services - February		General Expense	Y
	4229	Moore Md/Kellyanna J			3,642.42	1 Transactions			
208	DEPT Total:				3,642.42	Coroner	1 Vendors	1 Transactions	
251	DEPT					Jail			
	4346	Advanced Correctional Healthcare Inc							
83		01-251-000-0000-6432			4.64	Pharmacy - Dodge	115036	Medical Payments	Y
81		01-251-000-0000-6269			1,660.24	Onsite mental health services	115241	Site Mental Health Services	Y
80		01-251-000-0000-6270			8,136.45	Onsite medical services	115241	Medical Services	Y
82		01-251-000-0000-6432			51.31	Inmate covid test at hospital	115813	Medical Payments	Y
	4346	Advanced Correctional Healthcare Inc			9,852.64	4 Transactions			
6	5750	Bob Barker Company Inc							
		01-251-000-0000-6418			114.08	Inmate thermal tops	1738328	Lock-Up Supplies	N
	5750	Bob Barker Company Inc			114.08	1 Transactions			
7	8954	Data Works Plus LLC							
		01-251-000-0000-6451			68.00	Livescan cleaning kit	22-348	Operating Supplies	Y
	8954	Data Works Plus LLC			68.00	1 Transactions			

SBENDORF

3/17/22 1:13PM

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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
22	37025 Innovative Office Solutions LLC						
	01-251-000-0000-6410		228.43	Copy paper & office supplies	3701885	Office Supplies	N
	37025 Innovative Office Solutions LLC		228.43	1 Transactions			
98	9291 Le Seuer County Sheriff's Office						
	01-251-000-0000-6439		1,495.00	Inmate boarding 2/2022	185	Prisoner Board	N
	9291 Le Seuer County Sheriff's Office		1,495.00	1 Transactions			
23	8422 Mayo Clinic						
	01-251-000-0000-6196		157.00	Pre employment exam-Benson	2/22/2022	Employee Phys And Exams	Y
	8422 Mayo Clinic		157.00	1 Transactions			
230	18450 Office of MN IT Services						
	01-251-000-0000-6211		42.50	Fiber Management fees	DV22020400	Radio - Computers - Cameras	N
	18450 Office of MN IT Services		42.50	1 Transactions			
232	3248 Personnel Evaluation, Inc						
	01-251-000-0000-6196		20.00	Personnel eval profile-1	43411	Employee Phys And Exams	N
	3248 Personnel Evaluation, Inc		20.00	1 Transactions			
246	4879 Shred Right						
	01-251-000-0000-6304		20.00	Document shredding	570573	Contract Serv./Bldg Maint	Y
	4879 Shred Right		20.00	1 Transactions			
260	83500 Steele County Highway Dept						
	01-251-000-0000-6562		418.72	SCDC fuel - 1/1-1/31/22	1921	Gas & Oil	N
	83500 Steele County Highway Dept		418.72	1 Transactions			
66	85167 Stewart Sanitation						
	01-251-000-0000-6254		262.86	Waste pick up - 3/1-3/31/22	805699	Garbage Disposal	N
	85167 Stewart Sanitation		262.86	1 Transactions			
109	85300 Streichers Inc						
	01-251-000-0000-6192		74.99	Employee uniform - Summer	L1553779	Uniform Allowance	N
	85300 Streichers Inc		74.99	1 Transactions			
110	8247 Summit Food Services LLC						
	01-251-000-0000-6441		3,024.36	Inmate meals 2/19-2/25/2022	INV2000136293	Prisoner Meals	N
70	01-251-000-0000-6441		3,051.46	Inmate meals 2/26-3/4/2022	INV2000136850	Prisoner Meals	N

SBENDORF
3/17/22 1:13PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
269	01-251-000-0000-6441		Inmate meals - 3/5-3/11/2022	INV2000137447	Prisoner Meals	N
8247	Summit Food Services LLC		3 Transactions			
84035	Tri-M Graphics					
72	01-251-000-0000-6410	134.56	Phone card forms	97533	Office Supplies	N
84035	Tri-M Graphics	134.56	1 Transactions			
618	Turnkey Corrections					
75	01-251-000-0000-6418	10.28	Indigent fees	10030752	Lock-Up Supplies	N
618	Turnkey Corrections	10.28	1 Transactions			
8070	U N X Inc					
272	01-251-000-0000-6560	307.48	Laundry detergents	2022-71431-00	Janitorial Supplies	N
8070	U N X Inc	307.48	1 Transactions			
251	DEPT Total:	22,501.84	Jail	16 Vendors	21 Transactions	
252	DEPT		Community Corrections			
4064	Alcohol Monitoring System Inc					
2	01-252-000-0000-6274	927.80	SCRAM Monitoring Fee	245472	Scram Monitoring	N
4064	Alcohol Monitoring System Inc	927.80	1 Transactions			
8393	AMC - MACA					
192	01-252-775-0000-6261	150.00	Agent Training Conf-Schammel	67774	Conference & Training - CCA Subsidy	N
193	01-252-775-0000-6261	150.00	MACCAC conference-Zeman	68504	Conference & Training - CCA Subsidy	N
8393	AMC - MACA	300.00	2 Transactions			
8002	Bromley/William					
84	01-252-775-0000-6331	76.05	Mileage-MACCAC Conf- St. Cloud		Mileage Reimbursement - CCA Subsidy	N
85	01-252-775-0000-6331	76.05	Mileage-MACCAC Conf -St. Cloud		Mileage Reimbursement - CCA Subsidy	N
8002	Bromley/William	152.10	2 Transactions			
8263	CRK Properties LLC					
87	01-252-000-0000-6341	5,794.00	Rent - April		Office Rent	Y
8263	CRK Properties LLC	5,794.00	1 Transactions			
6279	Diercks/Kristi					
91	01-252-775-0000-6331	76.05	MACCAC Conference to St. Cloud		Mileage Reimbursement - CCA Subsidy	N
92	01-252-775-0000-6331	76.05	MACCAC Conference to Owatonna		Mileage Reimbursement - CCA Subsidy	N

SBENDORF

3/17/22 1:13PM

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	
6279	Diercks/Kristi		152.10	2 Transactions		
8540	Ernste/Travis					
93	01-252-775-0000-6331		76.05	Mileage-MACCAC Conf-St. Cloud	Mileage Reimbursement - CCA Subsidiary	N
94	01-252-775-0000-6331		76.05	Mileage-MACCAC Conf-St Cloud	Mileage Reimbursement - CCA Subsidiary	N
8540	Ernste/Travis		152.10	2 Transactions		
33550	Hillyard-Hutchinson					
206	01-252-000-0000-6410	1	131.55-	Duplicate payment - towels	604570041	Office Supplies N
33550	Hillyard-Hutchinson		131.55-	1 Transactions		
37025	Innovative Office Solutions LLC					
210	01-252-000-0000-6410		26.92	Labels & post-its	IN3703859	Office Supplies N
37025	Innovative Office Solutions LLC		26.92	1 Transactions		
8063	Koch/Matt					
88	01-252-000-0000-6341		1,069.23	Utilities	1083	Office Rent N
8063	Koch/Matt		1,069.23	1 Transactions		
6884	Language Line Services Inc					
97	01-252-000-0000-6284		46.02	Translator services	10465768	Interpreter Services Y
6884	Language Line Services Inc		46.02	1 Transactions		
51300	Metro Sales Inc					
225	01-252-000-0000-6410		137.67	Copier	INV2001378	Office Supplies N
51300	Metro Sales Inc		137.67	1 Transactions		
5830	Midwest Monitoring & Surveillance					
101	01-252-000-0000-6270		185.00	Lab services - February 2022	DT 0222144	Chemical Testing Y
5830	Midwest Monitoring & Surveillance		185.00	1 Transactions		
1031	Schammel/Tim					
102	01-252-775-0000-6331		76.05	Mileage-MACCAC Conf-St Cloud	Mileage Reimbursement - CCA Subsidiary	N
103	01-252-775-0000-6331		76.05	Mileage-MACCAC Conf-St Cloud	Mileage Reimbursement - CCA Subsidiary	N
1031	Schammel/Tim		152.10	2 Transactions		
8522	Sirek/Kendra					
107	01-252-775-0000-6331		60.84	Mileage-MACCAC Conf-St Cloud	Mileage Reimbursement - CCA Subsidiary	N
108	01-252-775-0000-6331		60.84	Mileage-MACCAC Conf-St Cloud	Mileage Reimbursement - CCA Subsidiary	N

SBENDORF

3/17/22 1:13PM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
8522	Sirek/Kendra		121.68	2 Transactions		
83500	Steele County Highway Dept					
258	01-252-000-0000-6540	32.61	Fuel - Community Corrections	1920	Gas & Oil	N
83500	Steele County Highway Dept	32.61	1 Transactions			
84035	Tri-M Graphics					
73	01-252-000-0000-6410	192.00	Window envelopes-2 boxes	97677	Office Supplies	N
84035	Tri-M Graphics	192.00	1 Transactions			
5011	Zeman/Deb					
113	01-252-775-0000-6331	76.05	Mileage-MACCAC Conf-St Cloud		Mileage Reimbursement - CCA Subsi	N
114	01-252-775-0000-6331	76.05	Mileage-MACCAC Conf-St Cloud		Mileage Reimbursement - CCA Subsi	N
5011	Zeman/Deb	152.10	2 Transactions			
252	DEPT Total:	9,461.88	Community Corrections	17 Vendors	24 Transactions	
253	DEPT		Law Enforcement Center			
3738	Arrow Ace Hardware					
188	01-253-000-0000-6300	11.98	Toilet flush lever - LEC	268449	Bldg Repairs & Maintenance	N
3738	Arrow Ace Hardware	11.98	1 Transactions			
33550	Hillyard-Hutchinson					
205	01-253-000-0000-6560	1,218.53	Towels,tissue,liners.cleaner,	604665339	Janitorial Supplies	N
33550	Hillyard-Hutchinson	1,218.53	1 Transactions			
37600	Intoximeters Inc					
217	01-253-000-0000-6451	182.00	500 mouthpieces	702278	Operating Supplies	N
37600	Intoximeters Inc	182.00	1 Transactions			
52550	MEI Total Elevator Solutions					
24	01-253-000-0000-6304	399.58	March 2022 - monthly service	952697	Contract Services/Bldg Mtce	N
52550	MEI Total Elevator Solutions	399.58	1 Transactions			
9113	RSBS Management Inc					
30	01-253-000-0000-6304	160.00	Sand/salt mix 2/21/2022	164065	Contract Services/Bldg Mtce	N
31	01-253-000-0000-6304	114.00	4X4 with v-plow 2/22/2022	164065	Contract Services/Bldg Mtce	N
32	01-253-000-0000-6304	97.50	Loader with blade 2/22/2022	164065	Contract Services/Bldg Mtce	N
33	01-253-000-0000-6304	141.00	Loader with pusher 2/22/2022	164065	Contract Services/Bldg Mtce	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	
34	01-253-000-0000-6304		Sand/salt mix 2/23/2022	164065	Contract Services/Bldg Mtce	N
35	01-253-000-0000-6304		4X4 with v-plow 2/25/2022	164065	Contract Services/Bldg Mtce	N
36	01-253-000-0000-6304		Loader with pusher 2/25/2022	164065	Contract Services/Bldg Mtce	N
37	01-253-000-0000-6304		Sand/salt mix 2/25/2022	164065	Contract Services/Bldg Mtce	N
38	01-253-000-0000-6304		Contract discount	164065	Contract Services/Bldg Mtce	N
78	01-253-000-0000-6304		4X4 with v-plow 2/24/2022	164065	Contract Services/Bldg Mtce	N
79	01-253-000-0000-6304		Loader with pusher 2/24/2022	164065	Contract Services/Bldg Mtce	N
235	01-253-000-0000-6304		Sand/salt mix 3/6/2022	164122	Contract Services/Bldg Mtce	N
236	01-253-000-0000-6304		Contract discount	164122	Contract Services/Bldg Mtce	N
9113	RSBS Management Inc	1,073.02	13 Transactions			
4879	Shred Right					
39	01-253-000-0000-6254	40.50	Paper shredding	569776	Garbage Disposal	Y
4879	Shred Right	40.50	1 Transactions			
83500	Steele County Highway Dept					
256	01-253-000-0000-6304	763.64	Snow removal - 1/28/2022	1912	Contract Services/Bldg Mtce	N
83500	Steele County Highway Dept	763.64	1 Transactions			
85167	Stewart Sanitation					
67	01-253-000-0000-6254	83.24	Garbage pick up	0000705701	Garbage Disposal	N
85167	Stewart Sanitation	83.24	1 Transactions			
4368	Waste Management Of Southern Mn					
274	01-253-000-0000-6304	32.18	Recycle - March 2022	7243301-0491-5	Contract Services/Bldg Mtce	N
4368	Waste Management Of Southern Mn	32.18	1 Transactions			
253	DEPT Total:	3,804.67	Law Enforcement Center	9 Vendors	21 Transactions	
391	DEPT		Environmental Services			
9293	Routeware					
233	01-391-000-0000-6361	1 3,866.00	Online recycling system	INV-007391	Recycling Education	N
234	01-391-000-0000-6361	1 173.97	Late fee-online recycling	INV-007391	Recycling Education	N
9293	Routeware	4,039.97	2 Transactions			
4368	Waste Management Of Southern Mn					
273	01-391-000-0000-6548	51,470.59	Recycling contract	7241428-0419-8	Recycling	N
4368	Waste Management Of Southern Mn	51,470.59	1 Transactions			

SBENDORF
3/17/22 1:13PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

	<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>	
391	DEPT Total:		55,510.56	Environmental Services	2 Vendors	3 Transactions	
481	DEPT			Public Health Nursing			
3	6032 APG Media of Southern Minnesota LLC						
	01-481-460-6011-6243		200.00	CTC: Web page- run of site	13052-0222	Advertising,Marketing & Promotional	N
	6032 APG Media of Southern Minnesota LLC		200.00		1 Transactions		
5	8783 Availity LLC						
	01-481-460-6009-6383		20.00	QA: Medicare billing charges	INV00768824	Contract Services	N
	8783 Availity LLC		20.00		1 Transactions		
194	4212 Bussler Publishing Inc						
	01-481-464-6061-6243		500.00	COVID19-Service ad	32718	Advertising,Marketing & Promotional	N
	4212 Bussler Publishing Inc		500.00		1 Transactions		
196	10084 Cardinal Health 110 LLC						
	01-481-462-6045-5565		29.14-	CID - Credit	7183381703	Tuberculin Skin Test	Y
195	01-481-462-6045-5565		84.18	CID - Tuberculin skin test	7190478791	Tuberculin Skin Test	Y
	10084 Cardinal Health 110 LLC		55.04		2 Transactions		
198	8789 Dahle/Teya F						
	01-481-461-6034-6261		75.00	TANF - Reflective consultation	1346	Conference & Training	Y
199	01-481-461-6059-6261		75.00	SEMNFHV - Reflective consult	1346	Conference & Training	Y
	8789 Dahle/Teya F		150.00		2 Transactions		
8	7951 Genoa Healthcare Company						
	01-481-461-6025-6434		11.58	HCB: Prenatal vitamins	F22021295	Medical Supplies	N
	7951 Genoa Healthcare Company		11.58		1 Transactions		
9	8389 Healthcarefirst						
	01-481-460-6009-6383		104.74	QA: HHCAHPS fee March 2022	INV5271246	Contract Services	N
	8389 Healthcarefirst		104.74		1 Transactions		
10	5109 Houck Transit Advertising						
	01-481-460-6011-6243		280.00	CTC: Bus advertising transit	107926	Advertising,Marketing & Promotional	N
	5109 Houck Transit Advertising		280.00		1 Transactions		
11	37025 Innovative Office Solutions LLC						
	01-481-460-6009-6410		61.00	Office supplies	3699968	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	
12	01-481-460-6011-6410		Office supplies	3699968	Office Supplies	N
13	01-481-461-6025-6410		Office supplies	3699968	Office Supplies	N
14	01-481-461-6030-6410		Office supplies	3699968	Office Supplies	N
15	01-481-461-6032-6410		Office supplies	3699968	Office Supplies	N
16	01-481-461-6034-6410		Office supplies	3699968	Office Supplies	N
17	01-481-461-6040-6410		Office supplies	3699968	Office Supplies	N
18	01-481-461-6059-6410		Office supplies	3699968	Office Supplies	N
19	01-481-462-6047-6410		Office supplies	3699968	Office Supplies	N
20	01-481-464-6061-6410		Office supplies	3699968	Office Supplies	N
21	01-481-465-6057-6410		Office supplies	3699968	Office Supplies	N
37025	Innovative Office Solutions LLC	124.77				
			11 Transactions			
41040	KOWZ-KRUE Radio					
218	01-481-460-6011-6243	180.00	CTC - Radio air time Feb 22	7878-2	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	180.00		1 Transactions		
7944	Red Oxygen					
28	01-481-460-6011-6210	14.66	Texting services	559986	Telephone	N
29	01-481-461-6040-6210	14.66	Texting services	559986	Telephone	N
7944	Red Oxygen	29.32		2 Transactions		
9122	SAND CREEK EAP LLC					
245	01-481-465-6064-6383	2,695.00	CDC Grant - staff assistance	SDC2765-IN	Contract Services	N
9122	SAND CREEK EAP LLC	2,695.00		1 Transactions		
4879	Shred Right					
40	01-481-460-6009-6322	3.51	Shredding service	569745	Service Agreements	Y
41	01-481-460-6011-6322	0.20	Shredding service	569745	Service Agreements	Y
42	01-481-461-6025-6322	0.34	Shredding service	569745	Service Agreements	Y
43	01-481-461-6030-6322	0.20	Shredding service	569745	Service Agreements	Y
44	01-481-461-6032-6322	0.20	Shredding service	569745	Service Agreements	Y
45	01-481-461-6034-6322	0.14	Shredding service	569745	Service Agreements	Y
46	01-481-461-6040-6322	0.61	Shredding service	569745	Service Agreements	Y
47	01-481-461-6059-6322	0.20	Shredding service	569745	Service Agreements	Y
48	01-481-462-6047-6322	0.20	Shredding service	569745	Service Agreements	Y
49	01-481-464-6052-6322	0.07	Shredding service	569745	Service Agreements	Y
50	01-481-465-6057-6322	1.08	Shredding service	569745	Service Agreements	Y
4879	Shred Right	6.75		11 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
81597	Spee Dee Delivery Service Inc					
51	01-481-463-6049-6322	105.07	Water well sample	531383	Well Water Service Agreements	N
81597	Spee Dee Delivery Service Inc	105.07	1 Transactions			
75500	Steele County Treasurer					
65	01-481-460-6009-6171	746.84	Workers Comp - March 22		Workers Comp	N
53	01-481-460-6009-6350	402.26	Property-liability March 22		Property & Liability Insurance	N
52	01-481-460-6009-6381	639.66	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-460-6011-6171	53.35	Workers Comp - March 22		Workers Comp	N
64	01-481-460-6011-6341	74.98	Rent - March 22		Office Rent	N
54	01-481-460-6011-6350	28.73	Property-liability March 22		Property & Liability Insurance	N
52	01-481-460-6011-6381	45.69	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-461-6025-6171	106.70	Workers Comp - March 22		Workers Comp	N
55	01-481-461-6025-6350	57.47	Property-liability March 22		Property & Liability Insurance	N
52	01-481-461-6025-6381	91.38	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-461-6030-6171	35.57	Workers Comp - March 22		Workers Comp	N
64	01-481-461-6030-6341	50.00	Rent - March 22		Office Rent	N
56	01-481-461-6030-6350	19.16	Property-liability March 22		Property & Liability Insurance	N
52	01-481-461-6030-6381	30.46	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-461-6032-6171	71.13	Workers Comp - March 22		Workers Comp	N
64	01-481-461-6032-6341	99.99	Rent - March 22		Office Rent	N
57	01-481-461-6032-6350	38.31	Property-liability March 22		Property & Liability Insurance	N
52	01-481-461-6032-6381	60.92	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-461-6034-6171	35.57	Workers Comp - March 22		Workers Comp	N
64	01-481-461-6034-6341	50.00	Rent - March 22		Office Rent	N
58	01-481-461-6034-6350	19.16	Property-liability March 22		Property & Liability Insurance	N
52	01-481-461-6034-6381	30.46	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-461-6040-6171	142.26	Workers Comp - March 22		Workers Comp	N
64	01-481-461-6040-6341	349.97	Rent - March 22		Office Rent	N
59	01-481-461-6040-6350	76.62	Property-liability March 22		Property & Liability Insurance	N
52	01-481-461-6040-6381	121.84	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-461-6059-6171	53.35	Workers Comp - March 22		Workers Comp Ins	N
64	01-481-461-6059-6341	74.99	Rent - March 22		Office Rent	N
60	01-481-461-6059-6350	28.73	Property-liability March 22		Property & Liability Insurance	N
52	01-481-461-6059-6381	45.69	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-462-6047-6171	17.78	Workers Comp - March 22		Workers Comp	N
61	01-481-462-6047-6350	9.58	Property-liability March 22		Property & Liability Insurance	N
52	01-481-462-6047-6381	15.23	CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-464-6061-6171	320.09	Workers Comp - March 22		Workers Comp Ins	N

SBENDORF
3/17/22 1:13PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
64	01-481-464-6061-6341		Rent - March 22		Office Rent	N
62	01-481-464-6061-6350		Property-liability March 22		Property & Liability Insurance	N
52	01-481-464-6061-6381		CPU & Network support March 22		Cpu Usage & Network Support	N
65	01-481-465-6057-6171		Workers Comp - March 22		Workers Comp	N
64	01-481-465-6057-6341		Rent - March 22		Office Rent	N
63	01-481-465-6057-6350		Property-liability March 22		Property & Liability Insurance	N
52	01-481-465-6057-6381		CPU & Network support March 22		Cpu Usage & Network Support	N
75500	Steele County Treasurer		41 Transactions			
85147	Stericycle Inc					
262	01-481-460-6009-6322		Hazardous waste	4010814802	Service Agreements	N
261	01-481-462-6047-6322		Hazardous waste	4010814802	Service Agreements	N
263	01-481-464-6061-6322		Hazardous waste	4010814802	Service Agreements	N
85147	Stericycle Inc		3 Transactions			
84035	Tri-M Graphics					
74	01-481-460-6011-6464		Window envelopes-#10 pink	97589	General Supplies & Outreach	N
84035	Tri-M Graphics		1 Transactions			
481	DEPT Total:	11,840.83	Public Health Nursing	17 Vendors	82 Transactions	
502	DEPT		Steele Co Community Ctr			
585	Olympic Fire Protection Corp					
282	01-502-000-0000-6300		Temp compressor - Comm Center	25439833	Bldg Repairs & Maintenance	N
281	01-502-000-0000-6300		Replace compressor	70077	Bldg Repairs & Maintenance	N
585	Olympic Fire Protection Corp		2 Transactions			
83500	Steele County Highway Dept					
251	01-502-000-0000-6380		Snow removal - Comm Center	1916	Grounds Maintenance	N
83500	Steele County Highway Dept		1 Transactions			
85167	Stewart Sanitation					
268	01-502-000-0000-6300		Trash/recycling - Comm Center	706339	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		1 Transactions			
502	DEPT Total:	3,214.51	Steele Co Community Ctr	3 Vendors	4 Transactions	
521	DEPT		Park And Recreation			

SBENDORF

3/17/22 1:13PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 18

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
26699	Four Seasons Centre					
277	01-521-000-0000-6831	1,006.25	March open ice	4310-1	Ice Rental Pymts	N
26699	Four Seasons Centre	1,006.25	1 Transactions			
521	DEPT Total:	1,006.25	Park And Recreation	1 Vendors	1 Transactions	
550	DEPT		Four Seasons			
1960	Amerigas - Owatonna Mn					
183	01-550-000-0000-6258	455.82	Propane for Zamboni	805314459	LP Gas	N
1960	Amerigas - Owatonna Mn	455.82	1 Transactions			
3738	Arrow Ace Hardware					
4	01-550-000-0000-6410	15.77	Oil-grease	268559	Operating Supplies - Contracts	N
187	01-550-000-0000-6410	26.17	Paint, bleach, adhesive	268621	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware	41.94	2 Transactions			
8424	Cintas					
77	01-550-000-0000-6420	159.21	Monthly linens	4112708973	Linen Service	Y
8424	Cintas	159.21	1 Transactions			
23800	Fastenal Company					
276	01-550-000-0000-6410	47.85	Eye ware, cable ties	MNOWA236269	Operating Supplies - Contracts	N
23800	Fastenal Company	47.85	1 Transactions			
33550	Hillyard-Hutchinson					
204	01-550-000-0000-6410	961.08	Janitorial supplies	604665338	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson	961.08	1 Transactions			
5136	Metro Janitorial Supply Inc					
278	01-550-000-0000-6410	321.38	Janitorial supplies	11015723	Operating Supplies - Contracts	N
5136	Metro Janitorial Supply Inc	321.38	1 Transactions			
7860	Metropolitan Mechanical Contractors Inc					
25	01-550-000-0000-6410	938.71	Replace heat exchange	910007192	Operating Supplies - Contracts	N
7860	Metropolitan Mechanical Contractors Inc	938.71	1 Transactions			
56125	NAPA Auto Parts					
26	01-550-000-0000-6410	105.45	Exhaust-belts, furnace belts	928815	Operating Supplies - Contracts	N

SBENDORF
3/17/22 1:13PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
56125	NAPA Auto Parts					
		105.45	1 Transactions			
58850	Northland Farm Systems					
27	01-550-000-0000-6410	42.00	Manitou rental	44020	Operating Supplies - Contracts	N
58850	Northland Farm Systems	42.00	1 Transactions			
8253	Owatonna Filters					
231	01-550-000-0000-6410	588.36	Dehumidifier & furnace filters	3726	Operating Supplies - Contracts	N
8253	Owatonna Filters	588.36	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc					
279	01-550-000-0000-6314	92.50	Zamboni blade sharpening	75388	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc	92.50	1 Transactions			
9113	RSBS Management Inc					
242	01-550-000-0000-6380	380.00	Snow plowing - Fairgrounds	164125	Snow Removal	N
244	01-550-000-0000-6380	152.00	Snow plowing - Fairgrounds	164127	Snow Removal	N
9113	RSBS Management Inc	532.00	2 Transactions			
91	Sheriff Of Steele County					
280	01-550-000-0000-6410	50.00	Special Deputy for Ice Jam		Operating Supplies - Contracts	N
91	Sheriff Of Steele County	50.00	1 Transactions			
550	DEPT Total:	4,336.30	Four Seasons	13 Vendors	15 Transactions	
602	DEPT		Co-Op Extension			
37025	Innovative Office Solutions LLC					
212	01-602-000-0000-6410	208.08	Calculator,paper,stapler,env	IN3703978	Office Supplies	N
37025	Innovative Office Solutions LLC	208.08	1 Transactions			
602	DEPT Total:	208.08	Co-Op Extension	1 Vendors	1 Transactions	
1	Fund Total:	168,218.83	General Revenue Fund		242 Transactions	

SBENDORF
3/17/22 1:13PM
21 County Ditch 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 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>	
631	DEPT			Judicial Ditch 1			
	52977 Minnesota Viewers Assoc						
121	21-631-000-0000-6273		3.34	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.34	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
153	21-631-000-0000-6273		6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
631	DEPT Total:		10.02	Judicial Ditch 1	2 Vendors	2 Transactions	
633	DEPT			Judicial Ditch 10			
	52977 Minnesota Viewers Assoc						
125	21-633-000-0000-6273		3.34	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.34	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
157	21-633-000-0000-6273		6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
633	DEPT Total:		10.02	Judicial Ditch 10	2 Vendors	2 Transactions	
634	DEPT			Judicial Ditch 5			
	52977 Minnesota Viewers Assoc						
122	21-634-000-0000-6273		3.34	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.34	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
154	21-634-000-0000-6273		6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
634	DEPT Total:		10.02	Judicial Ditch 5	2 Vendors	2 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
	52977 Minnesota Viewers Assoc						
123	21-635-000-0000-6273		3.34	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.34	1 Transactions			

SBENDORF
3/17/22 1:13PM
21 County Ditch 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	
73300	Rinke-Noonan Attorney at Law					
155	21-635-000-0000-6273	6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
635	DEPT Total:	10.02	Judicial Ditch 6 & Imp	2 Vendors	2 Transactions	
636	DEPT		Judicial Ditch 7			
52977	Minnesota Viewers Assoc					
124	21-636-000-0000-6273	3.34	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc	3.34	1 Transactions			
73300	Rinke-Noonan Attorney at Law					
156	21-636-000-0000-6273	6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
636	DEPT Total:	10.02	Judicial Ditch 7	2 Vendors	2 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			
52977	Minnesota Viewers Assoc					
126	21-637-000-0000-6273	3.34	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc	3.34	1 Transactions			
73300	Rinke-Noonan Attorney at Law					
158	21-637-000-0000-6273	6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
637	DEPT Total:	10.02	JD 11 (Ripley Ditch)	2 Vendors	2 Transactions	
638	DEPT		Judicial Ditch 12			
52977	Minnesota Viewers Assoc					
127	21-638-000-0000-6273	3.34	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc	3.34	1 Transactions			
73300	Rinke-Noonan Attorney at Law					
159	21-638-000-0000-6273	6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			

SBENDORF
3/17/22 1:13PM
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	
638	DEPT Total:		10.02	Judicial Ditch 12	2 Vendors	2 Transactions	
639	DEPT			Judicial Ditch 23			
	52977 Minnesota Viewers Assoc						
128	21-639-000-0000-6273		3.34	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.34	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
160	21-639-000-0000-6273		6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
639	DEPT Total:		10.02	Judicial Ditch 23	2 Vendors	2 Transactions	
640	DEPT			Judicial Ditch 24			
	52977 Minnesota Viewers Assoc						
129	21-640-000-0000-6273		3.34	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.34	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
161	21-640-000-0000-6273		6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
640	DEPT Total:		10.02	Judicial Ditch 24	2 Vendors	2 Transactions	
641	DEPT			County Ditch 1 - Orig			
	52977 Minnesota Viewers Assoc						
130	21-641-000-0000-6273		3.34	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.34	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
162	21-641-000-0000-6273		6.68	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		10.02	County Ditch 1 - Orig	2 Vendors	2 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
	52977 Minnesota Viewers Assoc						
131	21-642-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N

SBENDORF

3/17/22 1:13PM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 23

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
163	21-642-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		9.99	County Ditch 1 - Church Branch	2 Vendors	2 Transactions	
643	DEPT			County Ditch 2			
52977	Minnesota Viewers Assoc						
132	21-643-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
164	21-643-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		9.99	County Ditch 2	2 Vendors	2 Transactions	
644	DEPT			County Ditch 4			
52977	Minnesota Viewers Assoc						
133	21-644-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
165	21-644-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		9.99	County Ditch 4	2 Vendors	2 Transactions	
645	DEPT			County Ditch 5			
52977	Minnesota Viewers Assoc						
134	21-645-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
166	21-645-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y

SBENDORF
3/17/22 1:13PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 24

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66		1 Transactions		
645	DEPT Total:		9.99	County Ditch 5	2 Vendors	2 Transactions	
646	DEPT			County Ditch 19			
52977	Minnesota Viewers Assoc						
135	21-646-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
167	21-646-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		9.99	County Ditch 19	2 Vendors	2 Transactions	
647	DEPT			County Ditch 20			
52977	Minnesota Viewers Assoc						
136	21-647-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
168	21-647-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
647	DEPT Total:		9.99	County Ditch 20	2 Vendors	2 Transactions	
648	DEPT			County Ditch 21			
52977	Minnesota Viewers Assoc						
137	21-648-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
169	21-648-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		9.99	County Ditch 21	2 Vendors	2 Transactions	

SBENDORF
3/17/22 1:13PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 25

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
649	DEPT					County Ditch 22			
	52977	Minnesota Viewers Assoc							
138		21-649-000-0000-6273			3.33	2022 Membership dues		Attorney Fees	N
	52977	Minnesota Viewers Assoc			3.33	1 Transactions			
	73300	Rinke-Noonan Attorney at Law							
170		21-649-000-0000-6273			6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
649	DEPT Total:				9.99	County Ditch 22	2 Vendors	2 Transactions	
650	DEPT					County Ditch 23			
	52977	Minnesota Viewers Assoc							
139		21-650-000-0000-6273			3.33	2022 Membership dues		Attorney Fees	N
	52977	Minnesota Viewers Assoc			3.33	1 Transactions			
	73300	Rinke-Noonan Attorney at Law							
171		21-650-000-0000-6273			6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
650	DEPT Total:				9.99	County Ditch 23	2 Vendors	2 Transactions	
651	DEPT					County Ditch 24			
	52977	Minnesota Viewers Assoc							
140		21-651-000-0000-6273			3.33	2022 Membership dues		Attorney Fees	N
	52977	Minnesota Viewers Assoc			3.33	1 Transactions			
	73300	Rinke-Noonan Attorney at Law							
172		21-651-000-0000-6273			6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions			
651	DEPT Total:				9.99	County Ditch 24	2 Vendors	2 Transactions	
652	DEPT					County Ditch 25			
	52977	Minnesota Viewers Assoc							
141		21-652-000-0000-6273			3.33	2022 Membership dues		Attorney Fees	N
	52977	Minnesota Viewers Assoc			3.33	1 Transactions			

SBENDORF
3/17/22 1:13PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 26

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law						
173	21-652-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		9.99	County Ditch 25	2 Vendors	2 Transactions	
653	DEPT			County Ditch 27			
52977	Minnesota Viewers Assoc						
142	21-653-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
174	21-653-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
653	DEPT Total:		9.99	County Ditch 27	2 Vendors	2 Transactions	
654	DEPT			Public Tile Ditch 7			
52977	Minnesota Viewers Assoc						
143	21-654-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
175	21-654-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
654	DEPT Total:		9.99	Public Tile Ditch 7	2 Vendors	2 Transactions	
655	DEPT			Public Tile Ditch 8			
52977	Minnesota Viewers Assoc						
144	21-655-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
176	21-655-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

SBENDORF
3/17/22 1:13PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 27

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
655	DEPT Total:		9.99	Public Tile Ditch 8	2 Vendors	2 Transactions	
656	DEPT			Public Tile Ditch 9			
	52977 Minnesota Viewers Assoc						
145	21-656-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.33	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
177	21-656-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
656	DEPT Total:		9.99	Public Tile Ditch 9	2 Vendors	2 Transactions	
657	DEPT			Public Tile Ditch 10			
	52977 Minnesota Viewers Assoc						
146	21-657-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.33	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
178	21-657-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
657	DEPT Total:		9.99	Public Tile Ditch 10	2 Vendors	2 Transactions	
658	DEPT			Public Tile Ditch 11			
	52977 Minnesota Viewers Assoc						
147	21-658-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
	52977 Minnesota Viewers Assoc		3.33	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
179	21-658-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		9.99	Public Tile Ditch 11	2 Vendors	2 Transactions	
659	DEPT			Public Tile Ditch 17			
	52977 Minnesota Viewers Assoc						
148	21-659-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N

SBENDORF

3/17/22 1:13PM

21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 28

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
180	21-659-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		9.99	Public Tile Ditch 17	2 Vendors	2 Transactions	
660	DEPT			Public Tile Ditch 18			
52977	Minnesota Viewers Assoc						
149	21-660-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
181	21-660-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		9.99	Public Tile Ditch 18	2 Vendors	2 Transactions	
665	DEPT			JD 2 Redetermination			
52977	Minnesota Viewers Assoc						
150	21-665-000-0000-6273		3.33	2022 Membership dues		Attorney Fees	N
52977	Minnesota Viewers Assoc		3.33	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
182	21-665-000-0000-6273		6.66	Ditch Atty monthly retainer	339762	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		9.99	JD 2 Redetermination	2 Vendors	2 Transactions	
21	Fund Total:		300.00	County Ditch Fund		60 Transactions	

SBENDORF
3/17/22 1:13PM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 29

	<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>
11	DEPT			District Court Admin.		
	8756 ICS Consulting Inc					
283	38-011-000-0000-6600		2,000.00	Prof services fee - CH	8245	Capital Outlay - District Court Y
	8756 ICS Consulting Inc		2,000.00	1 Transactions		
11	DEPT Total:		2,000.00	District Court Admin.	1 Vendors	1 Transactions
251	DEPT			Jail		
	9227 Rochon Corporation Minnesota					
285	38-251-000-0000-6600		132,529.87	Security upgrades - DC	4	Capital Outlay - Detention Center Y
284	38-251-000-0000-6600		408,148.83	Security upgrades - DC	5	Capital Outlay - Detention Center Y
	9227 Rochon Corporation Minnesota		540,678.70	2 Transactions		
251	DEPT Total:		540,678.70	Jail	1 Vendors	2 Transactions
38	Fund Total:		542,678.70	Capital Outlay Fund		3 Transactions

SBENDORF
3/17/22 1:13PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 30

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
	37025 Innovative Office Solutions LLC					
115	53-398-000-0000-6410	276.54	Computer paper, paper	IN3681745	Office Supplies	N
	37025 Innovative Office Solutions LLC	276.54	1 Transactions			
	8848 Napa Auto Parts Blooming Prairie					
116	53-398-000-0000-6301	55.08	Windshield wash	76407	Equip Repairs	N
118	53-398-000-0000-6301	71.86	Oil filters	764433	Equip Repairs	N
117	53-398-000-0000-6301	8.83	Oil filter	764447	Equip Repairs	N
119	53-398-000-0000-6301	33.98	Blade	764514	Equip Repairs	N
	8848 Napa Auto Parts Blooming Prairie	169.75	4 Transactions			
	83500 Steele County Highway Dept					
151	53-398-000-0000-6301	1,329.61	Repairs to hitch shocks	1917	Equip Repairs	N
152	53-398-000-0000-6388	228.68	Highway labor hours	1917	Labor costs-Highway	N
	83500 Steele County Highway Dept	1,558.29	2 Transactions			
	85167 Stewart Sanitation					
120	53-398-000-0000-6544	851.76	Leachate treatment	706383	Leachate Treatment	N
	85167 Stewart Sanitation	851.76	1 Transactions			
398	DEPT Total:	2,856.34	Landfill	4 Vendors	8 Transactions	
53	Fund Total:	2,856.34	Landfill Fund		8 Transactions	
	Final Total:	714,053.87	191 Vendors	313 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	168,218.83	General Revenue Fund	
	21	300.00	County Ditch Fund	
	38	542,678.70	Capital Outlay Fund	
	53	2,856.34	Landfill Fund	
	All Funds	714,053.87	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Descriptor JW - 2021 AUDIT BATCH6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/21	507	01-003-000-0000-6801 General Expense	16,288.38	D	Eliminate Jail Canteen Funds				1
2	12/31/21	507	01-000-000-2510-2270 Security Deposit - Inmates	2,178.39	D	Eliminate Jail Canteen Funds				1
3	12/31/21	507	01-000-000-0000-1001 Cash	18,466.77	C	Eliminate Jail Canteen Funds				1
4	12/31/21	507	73-000-000-0000-1001 Cash	13,571.87	D	Establish Cash Balance - Jail				1
5	12/31/21	507	73-000-000-0000-2101 Contributions - Individuals	13,571.87	C	Establish Cash Balance - Jail				1
6	12/31/21	507	01-003-565-0000-5431 Federal Grants - COVID19 Relief	3,559,319.50	D	Reclass ARPA Funds to Fund 38				1
7	12/31/21	507	01-000-000-0000-1001 Cash	3,559,319.50	C	Reclass ARPA Funds to Fund 38				1
8	12/31/21	507	38-000-000-0000-1001 Cash	3,559,319.50	D	Reclass ARPA Funds to Fund 38				1
9	12/31/21	507	38-000-000-0000-5401 Federal Grants	3,559,319.50	C	Reclass ARPA Funds to Fund 38				1
Debit Total				7,150,677.64		Credit Total	7,150,677.64	Net:	0.00	

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3/9/22

3:48PM

Steele County

JOURNAL ENTRIES



Page 1

Descriptor JW - 2022 FEB - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/22	500	01-003-000-0000-6357 Bank Charges	663.76	D	Bank Charges - Magic #1				1
2	2/28/22	500	01-003-000-0000-6357 Bank Charges	19.95	D	Bank Charges - Magic #2				1
3	2/28/22	500	01-003-000-0000-6357 Bank Charges	113.42	D	Bank Charges - Payroll				1
4	2/28/22	500	01-000-000-0000-1001 Cash	797.13	C	Feb 2022 Bank Charges				1
5	2/28/22	500	01-000-000-0000-1001 Cash	53.32	D	Feb 2022 Interest				1
6	2/28/22	500	01-003-000-0000-5710 Interest From Investments	34.47	C	Feb Interest - Magic #1				1
7	2/28/22	500	01-003-000-0000-5710 Interest From Investments	18.54	C	Feb Interest - Magic #2				1
8	2/28/22	500	01-003-000-0000-5710 Interest From Investments	0.31	C	Feb Interest - Payroll				1
9	2/28/22	500	38-000-000-0000-1001 Cash	1.41	D	Feb 2022 Interest				1
10	2/28/22	500	38-251-000-0000-5710 Interest	1.41	C	Feb Bond Interest				1
11	2/28/22	500	81-000-000-0000-1001 Cash	5.34	D	Feb 2022 Interest				1
12	2/28/22	500	81-230-000-0000-5710 Interest	5.34	C	Feb Interest - E911				1
13	2/28/22	500	53-000-000-0000-1001 Cash	10.00	D	Receipt 220374 -\$10 Additional				1
14	2/28/22	500	53-398-000-0000-5520 Landfill Tipping Fees	10.00	C	Receipt 220374 -\$10 Additional				1
Debit Total				867.20		Credit Total	867.20	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - JAN 2022 C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/22	904	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	59,064.90	D	State Mortgage Tax				1
2	1/31/22	904	72-000-000-0000-1001 Cash	1,771.95	C	State Mortgage Tax				1
3	1/31/22	904	72-000-000-0000-1001 Cash	57,292.95	C	State Mortgage Tax				1
4	1/31/22	904	01-000-000-0000-1001 Cash	1,771.95	D	State Mortgage Tax				1
5	1/31/22	904	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,771.95	C	State Mortgage Tax				1
6	1/31/22	904	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	80,742.99	D	State Deed Tax				1
7	1/31/22	904	72-000-000-0000-1001 Cash	2,422.29	C	State Deed Tax				1
8	1/31/22	904	72-000-000-0000-1001 Cash	78,320.70	C	State Deed Tax				1
9	1/31/22	904	01-000-000-0000-1001 Cash	2,422.29	D	State Deed Tax				1
10	1/31/22	904	01-003-000-0000-5014 State Deed Tax Revenue	2,422.29	C	State Deed Tax				1
11	1/31/22	904	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	3,084.00	D	Sales Tax				1
12	1/31/22	904	72-000-000-0000-1001 Cash	3,084.00	C	Sales Tax				1
13	1/31/22	904	53-398-000-0000-6540 Machine Fuel	227.00	D	Usage Diesel Tax				1
14	1/31/22	904	53-000-000-0000-1001 Cash	227.00	C	Usage Diesel Tax				1
15	1/31/22	904	53-398-000-0000-6540 Machine Fuel	54.15	D	Diesel Tax				1
16	1/31/22	904	53-000-000-0000-1001 Cash	54.15	C	Diesel Tax				1
17	1/31/22	904	10-304-000-0000-6522 Diesel Fuel Tax	1,022.87	D	Diesel Tax				1
18	1/31/22	904	10-000-000-0000-1001 Cash	1,022.87	C	Diesel Tax				1
19	1/31/22	904	01-003-000-0000-6961 Visa One Card Program	14,617.68	D	BMO One Card Payment				1
20	1/31/22	904	01-000-000-0000-1001 Cash	14,617.68	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description MM - JAN 2022 C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/22	904	01-000-000-0000-1001 Cash	12,279.06	D	Jail Ending Balance				1
22	1/31/22	904	01-000-000-2510-2270 Security Deposit - Inmates	12,279.06	C	Jail Ending Balance				1
23	1/31/22	904	70-000-000-0000-2163 Unapportioned Other State Revenue	12,123.51	D	Prop Tax Final Pmnt 3rd Stl				1
24	1/31/22	904	70-000-000-0000-1001 Cash	12,123.51	C	Prop Tax Final Pmnt 3rd Stl				1
25	1/31/22	904	01-521-000-0000-6540 Gas & Oil	70.22	D	Voyager Payment Jan				1
26	1/31/22	904	01-111-000-0000-6540 Gas & Oil	51.93	D	Voyager Payment Jan				1
27	1/31/22	904	01-000-000-0000-1001 Cash	122.15	C	Voyager Payment Jan				1
28	1/31/22	904	53-398-000-0000-6801 General Expense	303.68	D	Landfill CC Fees in Dec				1
29	1/31/22	904	53-000-000-0000-1001 Cash	303.68	C	Landfill CC Fees in Dec				1
30	1/31/22	904	70-000-000-0000-2460 School District 2168	12,217.90	D	ISD #2168 for Tax Settlement				1
31	1/31/22	904	70-000-000-0000-1001 Cash	12,217.90	C	ISD #2168 for Tax Settlement				1
32	1/31/22	904	70-000-000-0000-2417 City Of Owatonna	76,616.24	D	City of Owatonna Tax Settlement				1
33	1/31/22	904	70-000-000-0000-1001 Cash	76,616.24	C	City of Owatonna Tax Settlement				1
34	1/31/22	904	01-003-000-0000-6171 Workers Comp	237,368.00	D	MCIT 2022 WC Renewal				1
35	1/31/22	904	01-003-000-0000-6893 Unallocated Insurance	325,960.00	D	MCIT 2022 PC Renewal				1
36	1/31/22	904	01-000-000-0000-1001 Cash	563,328.00	C	MCIT 2022 W/C & PC Renewal				1
37	1/31/22	904	01-003-000-0000-6353 Deferred Comp	2,311.49	D	Ihrke - HCS Payout 2022				1
38	1/31/22	904	01-003-000-0000-6353 Deferred Comp	2,946.65	D	McIntosh - HCS Payout 2022				1
39	1/31/22	904	01-003-000-0000-6353 Deferred Comp	2,956.63	D	Thiele - HCS Payout 2022				1
40	1/31/22	904	01-000-000-0000-1001 Cash	8,214.77	C	HCS Payout 2022				1

Steele County

JOURNAL ENTRIES



Description MM - JAN 2022 C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	1/31/22	904	01-003-000-0000-6191 Retiree Sick Leave Conversion	925.81	D	HCSR Payment - N Gritz				1
42	1/31/22	904	01-000-000-0000-1001 Cash	925.81	C	HCSR Payment - N Gritz				1
43	1/31/22	904	01-062-000-0000-6215 Postage	10,000.00	D	Postage Meter				1
44	1/31/22	904	01-000-000-0000-1001 Cash	10,000.00	C	Postage Meter				1
45	1/31/22	904	53-398-000-0000-6171 Workers Comp	9,410.00	D	Landfill 2022 WC Allocation				1
46	1/31/22	904	53-000-000-0000-1001 Cash	9,410.00	C	Landfill 2022 WC Allocation				1
47	1/31/22	904	01-000-000-0000-1001 Cash	9,410.00	D	Landfill 2022 WC Allocation				1
48	1/31/22	904	01-003-000-0000-6171 Workers Comp	9,410.00	C	Landfill 2022 WC Allocation				1
49	1/31/22	904	10-301-000-0000-6171 Workers Comp	2,421.00	D	Highway 2022 WC Allocation				1
50	1/31/22	904	10-302-000-0000-6171 Workers Comp	31,356.00	D	Highway 2022 WC Allocation				1
51	1/31/22	904	10-303-000-0000-6171 Workers Comp	7,220.00	D	Highway 2022 WC Allocation				1
52	1/31/22	904	10-304-000-0000-6171 Workers Comp	3,997.00	D	Highway 2022 WC Allocation				1
53	1/31/22	904	10-000-000-0000-1001 Cash	44,994.00	C	Highway 2022 WC Allocation				1
54	1/31/22	904	01-000-000-0000-1001 Cash	44,994.00	D	Highway 2022 WC Allocation				1
55	1/31/22	904	01-003-000-0000-6171 Workers Comp	44,994.00	C	Highway 2022 WC Allocation				1
56	1/31/22	904	53-398-000-0000-6350 Property & Liability Insurance	11,919.00	D	Landfill 2022 PL Allocation				1
57	1/31/22	904	53-000-000-0000-1001 Cash	11,919.00	C	Landfill 2022 PL Allocation				1
58	1/31/22	904	01-000-000-0000-1001 Cash	11,919.00	D	Landfill 2022 PL Allocation				1
59	1/31/22	904	01-003-000-0000-6893 Unallocated Insurance	11,919.00	C	Landfill 2022 PL Allocation				1
60	1/31/22	904	10-301-000-0000-6350 Property & Liability Insurance	77,074.00	D	Highway 2022 PL Allocation				1

Steele County

JOURNAL ENTRIES



Description MM - JAN 2022 C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	1/31/22	904	10-000-000-0000-1001 Cash	77,074.00	C	Highway 2022 PL Allocation				1
62	1/31/22	904	01-000-000-0000-1001 Cash	77,074.00	D	Highway 2022 PL Allocation				1
63	1/31/22	904	01-003-000-0000-6893 Unallocated Insurance	77,074.00	C	Highway 2022 PL Allocation				1
64	1/31/22	904	10-301-000-0000-6341 Office Rent	18,000.00	D	R and B 2022 Office Rent				1
65	1/31/22	904	10-000-000-0000-1001 Cash	18,000.00	C	R and B 2022 Office Rent				1
66	1/31/22	904	01-000-000-0000-1001 Cash	18,000.00	D	R and B 2022 Office Rent				1
67	1/31/22	904	01-111-000-0000-5810 Rental Revenue	18,000.00	C	R and B 2022 Office Rent				1
68	1/31/22	904	10-301-000-0000-6381 Cpu Usage & Network Support	8,056.00	D	R&B 2022 CPU Usage & Network				1
69	1/31/22	904	10-000-000-0000-1001 Cash	8,056.00	C	R&B 2022 CPU Usage & Network				1
70	1/31/22	904	01-000-000-0000-1001 Cash	8,056.00	D	R&B 2022 CPU Usage & Network				1
71	1/31/22	904	01-062-000-0000-5831 Miscellaneous	8,056.00	C	R&B 2022 CPU Usage & Network				1
72	1/31/22	904	53-398-000-0000-6301 Equip Repairs	2,500.00	D	Landfill 2022 CPU & Micro Lic				1
73	1/31/22	904	53-000-000-0000-1001 Cash	2,500.00	C	Landfill 2022 CPU & Micro Lic				1
74	1/31/22	904	01-000-000-0000-1001 Cash	2,500.00	D	Landfill 2022 CPU & Micro Lic				1
75	1/31/22	904	01-062-000-0000-5831 Miscellaneous	2,500.00	C	Landfill 2022 CPU & Micro Lic				1
76	1/31/22	904	75-000-000-0000-1001 Cash	535.79	D	Jan Missing Heirs Interest				1
77	1/31/22	904	75-870-000-0000-5710 Interest	535.79	C	Jan Missing Heirs Interest				1
Debit Total				1,203,580.74		Credit Total	1,203,580.74	Net:		0.00

Steele County

JOURNAL ENTRIES



Descriptor MM - FEB 2022 - C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/22	902	01-000-000-0000-1001 Cash	2,411.42	D	BMO One Card Allocation Feb				1
2	2/28/22	902	01-003-000-0000-6961 Visa One Card Program	19,404.42	C	BMO Charges Feb				1
3	2/28/22	902	01-041-000-0000-6261 Conference & Training	325.00	D	MACO Annual Conf registration	Minnesota Association Of			1
4	2/28/22	902	01-041-000-0000-6410 Office Supplies	6.95	D	Lysol spray	Wal-Mart Stores			1
5	2/28/22	902	01-042-000-0000-6410 Office Supplies	8.82	D	Adhesive hooks	Amazon.Com, Inc.			1
6	2/28/22	902	01-061-000-0000-6241 Membership Dues	1,193.41	D	ScreenConnect Renewal	Screenconnect Software			1
7	2/28/22	902	01-061-000-0000-6241 Membership Dues	634.80	D	PSA -Ticketing Software	Connectwise, Llc			1
8	2/28/22	902	01-061-000-0000-6241 Membership Dues	399.00	D	Performance Mgmt SW	Brightgauge Software, In			1
9	2/28/22	902	01-061-000-0000-6241 Membership Dues	189.00	D	IT Document Management	Bluesnap Inc			1
10	2/28/22	902	01-061-000-0000-6410 Office Supplies	16.99	D	Typing Gloves	Amazon.Com, Inc.			1
11	2/28/22	902	01-061-000-0000-6410 Office Supplies	49.96	D	IT Storage Containers	Lowes Companies, Inc.			1
12	2/28/22	902	01-062-000-0000-6301 Equip/Software Maint	1,056.47	D	Monthly AWS Storage	Amazon.Com, Inc.			1
13	2/28/22	902	01-104-000-0000-6410 Office Supplies	162.60	D	Plotter Ink - 301MBK	Amazon.Com, Inc.			1
14	2/28/22	902	01-111-000-0000-6304 Equipment Maintenance & Repairs	1,000.20	D	John Deere Tractor #17	Kibble Equipment Llc			1
15	2/28/22	902	01-111-000-0000-6304 Equipment Maintenance & Repairs	15.00	D	John Deere Tractor #17	Kibble Equipment Llc			1
16	2/28/22	902	01-111-000-0000-6304 Equipment Maintenance & Repairs	12.99	D	Antifreeze	Wen-Col Inc			1
17	2/28/22	902	01-111-000-0000-6480 Non-Capitalized Inventory	750.00	D	work order software - January	Intuit Payment Solutions,			1
18	2/28/22	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	72.96	D	Softener salt - Admin	Driessen Water, Inc.			1
19	2/28/22	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	85.89	C	Lobby Heater Purchase - Admin	Fleet Farm Group, Llc			1
20	2/28/22	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	79.99	D	Lobby Heater Purchase - Admin	Fleet Farm Group, Llc			1

Descriptor MM - FEB 2022 - C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/28/22	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	2.67	D	Mouse Traps- Admin	Fleet Farm Group, Llc			1
22	2/28/22	902	01-111-040-0000-6560 Janitorial Supplies	85.89	D	Lobby Heater Return - Admin	Fleet Farm Group, Llc			1
23	2/28/22	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	74.00	D	Replace Lock - CH	Intuit Payment Solutions,			1
24	2/28/22	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	184.25	D	Utilities - COB	Owatonna Public Utilitie			1
25	2/28/22	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	284.47	D	Utilities- Gym, COB, COB, Comm	Owatonna Public Utilit			1
26	2/28/22	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	694.14	D	Utilities- Gym, COB, COB, Comm	Owatonna Public Utilit			1
27	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	15.36	D	Kwik Seal Repairs - DC	Lowes Companies, Inc.			1
28	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	69.99	D	laptop desk - DC	Amazon.Com, Inc.			1
29	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	259.90	D	Ignition circuit board- DC	Amazon.Com, Inc.			1
30	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	664.62	D	Security Monitoring - DC	Stanley Black & Decker,			1
31	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	116.08	D	Thermostat sensor - DC	Amazon.Com, Inc.			1
32	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	42.91	D	ceiling repair - Admin	Lowes Companies, Inc.			1
33	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	38.07	D	blinds parts - dc	Fix My Blinds Inc.			1
34	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	1,049.00	D	Electric Dryer - DC	Lowes Companies, Inc.			1
35	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	17.14	D	tape, WD40 - DC	Lowes Companies, Inc.			1
36	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	19.06	D	Plungers - DC	Fleet Farm Group, Llc			1
37	2/28/22	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	561.50	D	Kitchen Parts - DC	Intuit Payment Solutions,			1
38	2/28/22	902	01-111-047-0000-6380 Grounds Maintenance-Gymnastics	106.14	D	Utilities- Gym, COB, COB, Comm	Owatonna Public Utilitie			1
39	2/28/22	902	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data Storage/GB Plan	Apple, Inc.			1
40	2/28/22	902	01-201-000-0000-6211 Radio-Computers-Cameras	7.99	D	Audio Cable for Radio	Amazon.Com, Inc.			1

Descriptor MM - FEB 2022 - C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	2/28/22	902	01-201-000-0000-6215 Postage	7.38	D	Postage for redemption check	United States Postal Serv			1
42	2/28/22	902	01-201-000-0000-6241 Membership Dues	25.00	D	7407-SWAT Member Dues	Special Operations Traini			1
43	2/28/22	902	01-201-000-0000-6261 Conference & Training	150.00	D	7423-Social Media Trng	Law Enforcement Risk Mana			1
44	2/28/22	902	01-201-000-0000-6285 Firearms/Ammo Training	1,347.00	D	3/Duty RDS Reflex Sights	Pay Pal Inc			1
45	2/28/22	902	01-201-000-0000-6285 Firearms/Ammo Training	260.15	D	375/Misc. targets	Targets Online			1
46	2/28/22	902	01-201-000-0000-6293 Gun Permit Expenses	96.88	D	Ink for Permit printer	Pitney Bowes Inc.			1
47	2/28/22	902	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
48	2/28/22	902	01-201-000-0000-6293 Gun Permit Expenses	7.38	D	Postage-Gun Permit Void	United States Postal Serv			1
49	2/28/22	902	01-201-000-0000-6293 Gun Permit Expenses	7.38	D	Voided Permit to Carry	United States Postal Serv			1
50	2/28/22	902	01-201-000-0000-6410 Office Supplies	12.85	D	3/8pk hooks for office	Arrow Hardware, Inc			1
51	2/28/22	902	01-201-000-0000-6410 Office Supplies	155.00	D	LEC Monitor	Hp, Inc.			1
52	2/28/22	902	01-201-000-0000-6438 K-9 Expenses	69.99	D	K9 dog food	Farmers Feed & Pet Sply			1
53	2/28/22	902	01-201-000-0000-6801 Misc Expense	124.99	C	7407/Credit-Accidental purchas	Walgreen Co			1
54	2/28/22	902	01-251-000-0000-6211 Radio - Computers - Cameras	29.99	D	Video Cable Conf Room	Amazon.Com, Inc.			1
55	2/28/22	902	01-251-000-0000-6406 Program Supplies	17.17	D	inmate educ. video	Netflix, Inc.			1
56	2/28/22	902	01-251-000-0000-6406 Program Supplies	399.95	D	Inmate Headphones	Amazon.Com, Inc.			1
57	2/28/22	902	01-251-000-0000-6410 Office Supplies	63.50	D	Kleenex for Records	Amazon.Com, Inc.			1
58	2/28/22	902	01-251-000-0000-6560 Janitorial Supplies	55.52	D	Dawn Dish Soap	Amazon.Com, Inc.			1
59	2/28/22	902	01-252-000-0000-6261 Conference & Training	28.59	D	Advisory Board	Kwik Trip Inc			1
60	2/28/22	902	01-252-000-0000-6261 Conference & Training	97.71	D	Advisory Board	Hy-Vee, Inc.			1

Steele County

JOURNAL ENTRIES



Descriptor MM - FEB 2022 - C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	2/28/22	902	01-252-000-0000-6270 Chemical Testing	776.85	D	UA Testing Gloves	Henry Schein, Inc.			1
62	2/28/22	902	01-252-000-0000-6278 Domestic Violence/SASSI Screening	255.00	D	SASSI Tests	The Sassi Institute, Inc.			1
63	2/28/22	902	01-252-000-0000-6801 General Expense	18.98	D	Antennas	Amazon.Com, Inc.			1
64	2/28/22	902	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monthly subscription	Basecamp, Llc			1
65	2/28/22	902	01-481-000-0000-6801 General Expense	199.90	D	Strength Finder Assessment	Digital River, Inc.			1
66	2/28/22	902	01-481-460-6009-6464 General Supplies & Outreach	4.98	D	Misc Supplies QA-Covid-LPHG	Wal-Mart Stores			1
67	2/28/22	902	01-481-460-6009-6465 Patient Supplies & Services	94.36	D	QA: Clients Supplies	Amazon.Com, Inc.			1
68	2/28/22	902	01-481-460-6009-6465 Patient Supplies & Services	7.66	D	QA: Clients Supplies Duct Tape	Amazon.Com, Inc.			1
69	2/28/22	902	01-481-460-6011-6464 General Supplies & Outreach	106.88	D	Covid19 gift cards-CTCoutreach	Target			1
70	2/28/22	902	01-481-461-6025-6820 Wellness Grant Expense	10.59	D	Steele Fit Supplies	Amazon.Com, Inc.			1
71	2/28/22	902	01-481-461-6025-6820 Wellness Grant Expense	119.70	D	Steele Fit Book Club 2022 Q1	Amazon.Com, Inc.			1
72	2/28/22	902	01-481-461-6025-6820 Wellness Grant Expense	119.80	D	Steele Fit Book Club 2022 Q1	Amazon.Com, Inc.			1
73	2/28/22	902	01-481-464-6061-6464 General Supplies & Outreach	61.74	D	Lunch for covid shot clinic	Brhb Inc			1
74	2/28/22	902	01-481-464-6061-6464 General Supplies & Outreach	17.97	D	Covid19-Clinic Lunch 1-12-22	Coborn's Incorporated			1
75	2/28/22	902	01-481-464-6061-6464 General Supplies & Outreach	8.98	D	Misc Supplies QA-Covid-LPHG	Wal-Mart Stores			1
76	2/28/22	902	01-481-464-6061-6464 General Supplies & Outreach	89.94	D	Covid19-Clinic Lunch 1-5-22	Coborn's Incorporated			1
77	2/28/22	902	01-481-464-6061-6464 General Supplies & Outreach	58.94	D	Covid19-Clinic Lunch 12-29-21	Coborn's Incorporated			1
78	2/28/22	902	01-481-464-6061-6464 General Supplies & Outreach	625.00	D	Covid19 gift cards-CTCoutreach	Target Corporation			1
79	2/28/22	902	01-481-465-6057-6464 General Supplies & Outreach	28.15	D	Misc Supplies QA-Covid-LPHG	Wal-Mart Stores			1
80	2/28/22	902	01-502-000-0000-6380 Grounds Maintenance	1,021.01	D	Utilities- Gym, COB, COB, Comm	Owatonna Public Utilit			1

Description MM - FEB 2022 - C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	2/28/22	902	01-521-000-0000-6540 Gas & Oil	43.56	D	Fuel Skid Loader	Hy-Vee, Inc.			1
82	2/28/22	902	01-550-000-0000-6410 Operating Supplies - Contracts	124.19	D	Misc. Hand Tools	Harbor Freight Tools Usa			1
83	2/28/22	902	01-550-000-0000-6410 Operating Supplies - Contracts	243.00	D	Software subscription	When I Work			1
84	2/28/22	902	10-000-000-0000-1001 Cash	886.91	C	BMO Charges Feb				1
85	2/28/22	902	10-302-000-0000-6261 Conference & Training	330.00	D	Atssa Training-Lindquist&Deml	Atssa-Expo			1
86	2/28/22	902	10-302-000-0000-6261 Conference & Training	200.00	D	Training - Kasper & Andrist	Minnesota State Colleges			1
87	2/28/22	902	10-302-000-0000-6534 Supplies - Signing	58.98	D	Acetone & handle	Fleet Farm Group, Llc			1
88	2/28/22	902	10-302-000-0000-6534 Supplies - Signing	53.39	D	Wood posts for mailboxes	Lowes Companies, Inc.			1
89	2/28/22	902	10-302-000-0000-6534 Supplies - Signing	40.29	D	Mailbox - CSAH 18	Fleet Farm Group, Llc			1
90	2/28/22	902	10-304-000-0000-6511 Maint Shop Supplies & Materials	84.50	D	Decals	Lexisnexis Vitalchek Netw			1
91	2/28/22	902	10-304-000-0000-6511 Maint Shop Supplies & Materials	5.58	D	Glue	Lowes Companies, Inc.			1
92	2/28/22	902	10-304-000-0000-6520 Machinery/Vehicle Parts	74.57	D	Toplink pins	Fleet Farm Group, Llc			1
93	2/28/22	902	10-304-000-0000-6540 Fuel & Lubricants	39.60	D	Gas for Cty Vehicle #2111	Casey's General Stores In			1
94	2/28/22	902	81-000-000-0000-1001 Cash	1,524.51	C	BMO Charges Feb				1
95	2/28/22	902	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training Kelsey Cook	State Of Minnesota			1
96	2/28/22	902	81-230-000-0000-6410 Office Supplies	15.96	D	Rubber Stamp Set	Amazon.Com, Inc.			1
97	2/28/22	902	81-230-000-0000-6410 Office Supplies	6.96	D	Bandaides	Wal-Mart Stores			1
98	2/28/22	902	81-230-000-0000-6410 Office Supplies	9.50	D	Whiteboard Cleaner	Amazon.Com, Inc.			1
99	2/28/22	902	81-230-000-0000-6410 Office Supplies	9.75	D	Dry Erase Markers	Amazon.Com, Inc.			1
100	2/28/22	902	81-230-000-0000-6410 Office Supplies	35.78	D	Cleaning supplies, badge cover	Amazon.Com, Inc.			1

Steele County
JOURNAL ENTRIES



Description MM - FEB 2022 - C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	2/28/22	902	81-230-000-0000-6480 Non-Capitalized Inventory	1,396.56	D	Computer Mount Arms	Amazon.Com, Inc.			1
Debit Total				22,026.72		Credit Total	22,026.72	Net:	0.00	

Descriptor MM - FEB 2022 - C1 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/22	900	01-031-000-0000-6215 Postage	1.06	D	Postage - Admin				1
2	2/28/22	900	01-103-000-0000-6215 Postage	47.44	D	Postage - Assessor				1
3	2/28/22	900	01-041-000-0000-6215 Postage	243.95	D	Postage - Auditor				1
4	2/28/22	900	01-063-000-0000-6215 Postage	16.86	D	Postage - Auditor Elections				1
5	2/28/22	900	01-251-000-0000-6215 Postage	29.83	D	Postage - Detention Center				1
6	2/28/22	900	01-602-000-0000-6215 Postage	174.62	D	Postage - Extension				1
7	2/28/22	900	01-550-000-0000-6215 Postage	2.65	D	Postage - Four Seasons				1
8	2/28/22	900	01-032-000-0000-6215 Postage	18.59	D	Postage - Human Resources				1
9	2/28/22	900	01-062-000-0000-6802 Internal Chargeback	73.92	D	Postage - MRCI				1
10	2/28/22	900	01-105-000-0000-6215 Postage	37.70	D	Postage - Planning and Zoning				1
11	2/28/22	900	01-252-000-0000-6215 Postage	210.33	D	Postage - CCA				1
12	2/28/22	900	01-101-000-0000-6215 Postage	605.77	D	Postage - Recorder				1
13	2/28/22	900	01-042-000-0000-6215 Postage	53.00	D	Postage - Treasurer				1
14	2/28/22	900	01-121-000-0000-6215 Postage	29.36	D	Postage - Veterans				1
15	2/28/22	900	01-481-460-6009-6215 Postage	105.70	D	Postage - QA				1
16	2/28/22	900	01-481-460-6011-6215 Postage	246.17	D	Postage - CTC				1
17	2/28/22	900	01-481-461-6030-6215 Postage	10.21	D	Postage - MCH				1
18	2/28/22	900	01-481-461-6025-6215 Postage	9.95	D	Postage - FAP/HCB/FC				1
19	2/28/22	900	01-481-462-6047-6215 Postage	0.53	D	Postage - CID				1
20	2/28/22	900	01-481-464-6061-6215 Postage	25.79	D	Postage - COVID				1

Steele County

JOURNAL ENTRIES



Description MM - FEB 2022 - C1 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/28/22	900	01-062-000-0000-6215 Postage	1,943.43	C	GF Postage Allocation				1
22	2/28/22	900	10-301-000-0000-6215 Postage	5.24	D	Highway Postage				1
23	2/28/22	900	10-000-000-0000-1001 Cash	5.24	C	Highway Postage				1
24	2/28/22	900	01-000-000-0000-1001 Cash	5.24	D	Highway Postage				1
25	2/28/22	900	01-062-000-0000-5831 Miscellaneous	5.24	C	Highway Postage				1
26	2/28/22	900	53-398-000-0000-6215 Postage	15.95	D	Landfill Postage				1
27	2/28/22	900	53-000-000-0000-1001 Cash	15.95	C	Landfill Postage				1
28	2/28/22	900	01-000-000-0000-1001 Cash	15.95	D	Landfill Postage				1
29	2/28/22	900	01-062-000-0000-5831 Miscellaneous	15.95	C	Landfill Postage				1
Debit Total				1,985.81		Credit Total	1,985.81	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - FEB 2022 - C4 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/22	903	01-111-000-0000-6320 Fleet Vehicle Maintenance	369.64	D	Enterprise Full Maint Fee				1
2	2/28/22	903	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee				1
3	2/28/22	903	01-000-000-0000-1001 Cash	797.13	C	Admin-DC Enterprise Feb 2022				1
4	2/28/22	903	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	17,600.69	D	Fleet Lease Payments - Feb 22				1
5	2/28/22	903	38-000-000-0000-1001 Cash	17,600.69	C	Fleet Lease Payments - Feb 22				1
6	2/28/22	903	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
7	2/28/22	903	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
8	2/28/22	903	01-201-000-0103-6320 Squad 7410 Maintenance	2,052.97	D	Bearings,DriveBelt,Align,Brake				1
9	2/28/22	903	01-201-000-0103-6320 Squad 7410 Maintenance	96.70	D	Cabin Air Filter & Oil Change				1
10	2/28/22	903	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	2/28/22	903	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maint - 23M7Z6				1
12	2/28/22	903	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maint - 22VH6K				1
13	2/28/22	903	01-201-000-0105-6320 Squad 7408 Maintenance	495.34	D	BrakeRotor,BrakePad,Stabilizer				1
14	2/28/22	903	01-201-000-0105-6320 Squad 7408 Maintenance	60.46	D	Oil Change				1
15	2/28/22	903	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	2/28/22	903	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	2/28/22	903	01-201-000-0107-6320 Squad 7407 Maintenance	46.17	D	Oil Change				1
18	2/28/22	903	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	2/28/22	903	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	2/28/22	903	01-201-000-0109-6320 Squad 7416 Maintenance	41.09	D	Oil Change				1

Steele County

JOURNAL ENTRIES



Description MM - FEB 2022 - C4 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/28/22	903	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	2/28/22	903	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	2/28/22	903	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	2/28/22	903	01-201-000-0112-6320 Squad 7406 Maintenance	41.12	D	Oil Change				1
25	2/28/22	903	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	2/28/22	903	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	2/28/22	903	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maint - 22VH55				1
28	2/28/22	903	01-201-000-0115-6320 Squad 7405 Maintenance	154.31	D	Battery & Flat tire repair				1
29	2/28/22	903	01-201-000-0115-6320 Squad 7405 Maintenance	46.70	D	Oil Change				1
30	2/28/22	903	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maint - 22VH58				1
31	2/28/22	903	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	2/28/22	903	01-201-000-0117-6320 Squad 7420 Maintenance	2,345.16	D	Drive Chain, Water Pump & Labor				1
33	2/28/22	903	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	2/28/22	903	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
35	2/28/22	903	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
36	2/28/22	903	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
37	2/28/22	903	01-201-000-0123-6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
38	2/28/22	903	01-000-000-0000-1001 Cash	5,490.02	C	Sheriff Enterprise - Feb 22				1
Debit Total				23,887.84		Credit Total	23,887.84	Net:		0.00

Steele County

JOURNAL ENTRIES



Description MM - FEB 2022 - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/28/22	901	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	57,168.70	D	State Mortgage Tax				1
2	2/28/22	901	72-000-000-0000-1001 Cash	1,715.06	C	State Mortgage Tax				1
3	2/28/22	901	72-000-000-0000-1001 Cash	55,453.64	C	State Mortgage Tax				1
4	2/28/22	901	01-000-000-0000-1001 Cash	1,715.06	D	State Mortgage Tax				1
5	2/28/22	901	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,715.06	C	State Mortgage Tax				1
6	2/28/22	901	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	68,197.37	D	State Deed Tax				1
7	2/28/22	901	72-000-000-0000-1001 Cash	2,045.92	C	State Deed Tax				1
8	2/28/22	901	72-000-000-0000-1001 Cash	66,151.45	C	State Deed Tax				1
9	2/28/22	901	01-000-000-0000-1001 Cash	2,045.92	D	State Deed Tax				1
10	2/28/22	901	01-003-000-0000-5014 State Deed Tax Revenue	2,045.92	C	State Deed Tax				1
11	2/28/22	901	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	1,799.00	D	Sales Tax				1
12	2/28/22	901	72-000-000-0000-1001 Cash	1,799.00	C	Sales Tax				1
13	2/28/22	901	53-398-000-0000-6540 Machine Fuel	186.00	D	Usage Diesel Tax				1
14	2/28/22	901	53-000-000-0000-1001 Cash	186.00	C	Usage Diesel Tax				1
15	2/28/22	901	53-398-000-0000-6540 Machine Fuel	25.36	D	Diesel Tax				1
16	2/28/22	901	53-000-000-0000-1001 Cash	25.36	C	Diesel Tax				1
17	2/28/22	901	10-304-000-0000-6522 Diesel Fuel Tax	1,132.02	D	Diesel Tax				1
18	2/28/22	901	10-000-000-0000-1001 Cash	1,132.02	C	Diesel Tax				1
19	2/28/22	901	01-003-000-0000-6961 Visa One Card Program	19,404.42	D	BMO One Card Payment				1
20	2/28/22	901	01-000-000-0000-1001 Cash	19,404.42	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description MM - FEB 2022 - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/28/22	901	01-000-000-0000-1001 Cash	12,558.89	C	Jail Ending Balance				1
22	2/28/22	901	01-000-000-2510-2270 Security Deposit - Inmates	12,558.89	D	Jail Ending Balance				1
23	2/28/22	901	23-609-000-0000-6700 Bond And Interest	78.47	D	MPFA Bixby Loan Payment				1
24	2/28/22	901	23-609-000-0000-6701 Loan Principal Disb	3,894.53	D	MPFA Bixby Loan Payment				1
25	2/28/22	901	23-000-000-0000-1001 Cash	3,973.00	C	MPFA Bixby Loan Payment				1
26	2/28/22	901	01-111-000-0000-6540 Gas & Oil	6.89	D	Voyager Payment Feb				1
27	2/28/22	901	01-000-000-0000-1001 Cash	6.89	C	Voyager Payment Feb				1
28	2/28/22	901	53-398-000-0000-6801 General Expense	245.99	D	Landfill CC Fees in Feb				1
29	2/28/22	901	53-000-000-0000-1001 Cash	245.99	C	Landfill CC Fees in Feb				1
30	2/28/22	901	01-521-000-0000-6540 Gas & Oil	13.33	D	WEX NASPO Payment Feb				1
31	2/28/22	901	01-111-000-0000-6540 Gas & Oil	78.71	D	WEX NASPO Payment Feb				1
32	2/28/22	901	01-000-000-0000-1001 Cash	92.04	C	WEX NASPO Payment Feb				1
33	2/28/22	901	01-251-000-0000-6562 Gas & Oil	32.15	D	WEX Enterprise Payment Feb				1
34	2/28/22	901	01-103-000-0000-6540 Gas & Oil	23.91	D	WEX Enterprise Payment Feb				1
35	2/28/22	901	01-000-000-0000-1001 Cash	56.06	C	WEX Enterprise Payment Feb				1
36	2/28/22	901	01-481-464-6061-6383 Contract Services	14.07	D	Optum Invoice #P22020100008357				1
37	2/28/22	901	01-000-000-0000-1001 Cash	14.07	C	Optum Invoice #P22020100008357				1
Debit Total				168,620.79		Credit Total	168,620.79	Net:	0.00	

PERSONNEL REPORT
March 22, 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>
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Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
William Effertz (retirement)	County Assessor	Assessor's Office	05/27/22

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
County Assessor	Assessor's Office	Backfill Bill Effertz

STAFFING STATUS (Information Only – No Action Required)
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Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (2)	Det. Center/Sheriff's Office	Recruiting
Adult Health Lead	Public Health	Offer Pending
Nurse	Detention Center	Recruiting Again
Nurse/Family Support Educator	Public Health	Offer Declined
Landfill Supervisor	Environmental Services	Recruiting Again
Custodian (3)	Facilities	Offers Pending
Working Foreperson	Highway	Recruiting
Property Appraiser	Assessor	Interviewing
Asst. County Attorney I or II	Attorney	Offer Pending
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



Steele County Agenda Item

Subject: County Assessor Backfill

Department: Administrator's Office

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

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Recommendation:

Begin recruitment for the County Assessor position

Background (*Including Budget Impact*):

Current County Assessor, Bill Effertz, has submitted his resignation letter, effective May 27, 2022. MN Statute 273.052 empowers and authorizes counties to appoint an Assessor to provide for assessment of all taxable property in the county. The Assessor's office has seen significant turnover with experienced staff recently. Since we're already up against a short timeline, the recruitment process must begin immediately. Additionally, the Administrator and HR are exploring resources and opportunities to ensure a successful transition in the Assessor's office.

Attachments:



Steele County Agenda Item

Subject: 2022 Help America Vote (HAVA) Grants Program to Minnesota Counties

Department: Auditor's Office

Committee Meeting Date: March 15, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Approve the Resolution and authorize the Auditor to apply for the 2022 Help America Vote Act (HAVA) Grant.

Recommendation:

Approve the Resolution and authorize the Auditor to apply for the 2022 Help America Vote Act (HAVA) Grant.

Background (*Including Budget Impact*):

The funds for the 2022 HAVA Grant through the Secretary of State 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:

Resolution

**RESOLUTION APPROVING STEELE COUNTY'S
APPLICATION FOR FUNDING FROM THE HELP AMERICA VOTE
ACT (HAVA) GRANTS PROGRAM TO MINNESOTA COUNTIES**

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment, including improvements or enhancements to accessibility or security of elections; and

WHEREAS, to receive funding from the Help America Vote Act (HAVA) Grants Program to Minnesota Counties, counties must submit an application to the Minnesota Secretary of State; now, therefore,

BE IT RESOLVED, Steele County approves the application for funding from the Help America Vote Act (HAVA) Grants Program to Minnesota Counties; and

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the Help America Vote Act (HAVA) Grants Program to Minnesota Counties will 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 approved by the Secretary of State.

Adopted this ____ day of March, 2022

Chairman

Attest: _____
Auditor



Steele County Agenda Item

Subject: Hard Liquor License

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve the annual On-Sale and Sunday Liquor License for the Monterey Ballroom

Background (*Including Budget Impact*):

This is an annual renewal request for an On-Sale and Sunday Liquor License. All state required documents have been received.

Once approved by the County Board, the license is then sent to the State for their approval. The cost of the On-sale license is \$2,500.00 and Sunday License \$200.00

Attachments:



Steele County Agenda Item

Subject: Acceptance of Donation for Sheriff's K-9 Project

Department: Sheriff's Office

Committee Meeting Date:

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve Resolution accepting K-9 donations.

Background (*Including Budget Impact*):

Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens. The following have donated to the Sheriff's K-9 Project.

V.F.W. Post 3723	\$ 500.00
Randy Winter	\$ 100.00
Ben & Stephanie Olson	\$ 250.00

Attachments:

Resolution

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 or personal property for the benefit of its citizens;

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

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

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

V.F.W. Post 3723	\$ 500.00
Randy Winter	\$ 100.00
Ben & Stephanie Olson	\$ 250.00

Dated this 22nd day of March 2022.

STEELE COUNTY
BOARD OF COMMISSIONERS

John Glynn, Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 22nd day of March 2022.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Approve Donations to Public Health

Department: Public Health

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

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve the donations to Public Health

Background (*Including Budget Impact*):

Per State Law, all donations must be approved by the County Board of Commissioners

Attachments:

- Donations - March 2022
- Donation Acceptance Resolution March 22, 2022

STEELE COUNTY PUBLIC HEALTH

Donations

Donor & Address	Description of Items(s) donated	Quantity	Amount of Donation (\$)
Anonymous	Infant Quilts	5	
Anonymous	Adult Depends	6	

Date donation approved by Commissioners: _____

RESOLUTION

ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

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

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

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

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

- Infant Quilts (5) - Anonymous
- Adult Depends (6) - Anonymous

Dated this 22nd of March 2022.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 22nd day of March 2022.

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: ACH Contract Amendment

Department: Sheriff's Office

Committee Meeting Date: 3/9/2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the ACH Contract Amendment

Recommendation:

Recommending the practice of collecting confinement fees (Pay for Stay) is discontinued.

Background (*Including Budget Impact*):

Annual increase in contract pricing congruent with CPI.

Increase has been budgeted for through 2022.

Attachments:

Contract Amendment



January 20, 2022

VIA EMAIL ONLY TO LON.THIELE@CO.STEELE.MN.US

Sheriff Lon Theile
Steele County Detention Center, MN

Sheriff Lon Theile:

I hope you are doing well. Our contract is scheduled to renew on March 1, 2022. We request a renewal increase to cover wages, medical malpractice and civil rights insurance. The new rates are as follows:

Description	Increase
Percentage	3%
Annual Contract Price	\$117,560.26
Monthly Contract Price	\$9,796.69
Per Diem (County/Non-County)	\$0.58

Please let me know if you would like to schedule a time to discuss. If you agree to these terms, please sign below and return this letter to me or to Contracts@Advancedch.com.

Thank you for your service. Please know that I am available to you and your team 24/7/365. We look forward to continuing our partnership.

RENEWAL AGREED TO:

Sheriff Lon Theile

Respectfully,

David Tedrow

David Tedrow
Program Consultant
M: 612-747-7056
E: David.Tedrow@Advancedch.com

CC: ANTHONY.BUTTERA@CO.STEELE.MN.US

720 Cool Springs Blvd., Suite 100
Franklin, TN 37067
309.692.8100



Steele County Agenda Item

Subject: SFY 2022 Annual Plan Agreement (Independent Contract Agreement – Educational Tobacco Compliance Checks)

Department: Community Corrections

Committee Meeting Date: March 9, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

.Committee recommends approving the SFY 2022 Annual Plan Agreement

Recommendation:

Approved Steele County Director to sign SFY Annual Plan Agreement.

Background (*Including Budget Impact*):

The attached document is the “SFY 2022 Annual Plan Agreement” The MN Department of Human Services (DHS) Behavioral Health Division, in partnership with the Association for Nonsmokers-MN (ANSR), is offering an educational tobacco compliance check opportunity, Congratulate and Educate. This is an opportunity to conduct one-on-one education on local, state, and federal laws around youth access with our local tobacco retailers. The goal is to educate retailers about the important role they play in keeping young people tobacco-free.

Through the attached agreement, the vendor agrees to perform the following work under the terms and conditions listed in the agreement. Steele County Community Corrections is listed as the independent contractor. It has been cleared through the State of Minnesota/Behavioral Health Division that Steele County Community Corrections may subcontract with the United Way of Steele County to complete the duties outlined in the agreement and thus pass-through funds for the work completed.

Attachments:

SFY 2022 Annual Plan Agreement T#22A/Contract Number 193648 STATE OF MINNESOTA, DEPARTMENT OF HUMAN SERVICES

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000090025
EIOR Number 245313	Originator Name Vicki Berg	Division Behavioral Health Division	

SFY 2022 ANNUAL PLAN AGREEMENT
T# 22A55/ Contract Number 193648
STATE OF MINNESOTA, DEPARTMENT OF HUMAN SERVICES

A. VENDOR INFORMATION

1. Legal Name: Steele County Community Corrections-Probation
2. Address: 631 N. Cedar Ave. Suite 100, Owatonna, MN 55060
3. E-Mail Address: timothy.schammel@co.steele.mn.us
4. Phone: 507-444-7725

B. AGREEMENT INFORMATION

1. Dates of Service **February 7, 2022 to June 30, 2022**
(SFY22 ends June 30, 2022)
2. Compensation: \$ 1750 = _35_ checks@ \$50 per compliance check
3. Expenses*: \$ 0
4. Total to Encumber: \$ 1750.00
(*See <http://www.mmd.admin.state.mn.us/commissionersplan.htm> for allowable rates)

This Annual Plan Agreement ("Agreement") is between the State of Minnesota, acting through its Department of Human Services **Behavioral Health Division**, ("STATE"), and **Steele County Community Corrections-Probation, 631 N. Cedar Ave. Suite 100, Owatonna, MN 55060** an independent contractor, and not an employee of the State of Minnesota ("VENDOR").

By signing the Agreement, VENDOR agrees to perform the following work under the terms and conditions listed below:

1. **Terms of Agreement.** The effective date of the Agreement is **February 7, 2022**, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2,

The expiration date of this Agreement is **June 30, 2022**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
2. **Vendor's Duties.** VENDOR, which is not a STATE employee, agrees to perform the following work and services under the terms and conditions listed below:

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000090025
EIOR Number 245313	Originator Name Vicki Berg	Division Behavioral Health Division	

VENDOR will conduct educational tobacco compliance checks. All compliance checks are educational in purpose, and these tobacco compliance checks do NOT fulfill the requirements of MN Statute 461.12, subd. 5, that a licensing authority shall conduct unannounced compliance checks at least once each calendar year. These compliance checks do not meet the requirement of MN Statute 461.12 because these checks are educationally based and do NOT include a penalty. Vendor Will:

- a.) Complete **thirty-five (35)** educational tobacco compliance checks by June 30, 2022 (no exceptions). Compliance checks will be reimbursed at \$50 per occurrence.
 - b.) Ensure that no penalty is levied on the clerk or the business owner from the county or city as a result of these educational tobacco compliance checks.
 - c.) Provide clerks who fail the educational tobacco compliance check an educational publication which will be reviewed with them by the individual who conducted the compliance check.
 - d.) Provide clerks who pass the educational tobacco compliance check a certificate of appreciation signed by the organization conducting the checks.
 - e.) Provide the owner of the establishment a publication including the date the tobacco check was conducted and the results of the inspection (pass or fail).
 - f.) Complete a short survey online and email the completed vendor invoice form to vicki.berg@state.mn.us for payment by July 08, 2022.
 - g.) Ensure that compliance checks involve persons at least 17 years of age, but under the age of 21, who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products under the direct supervision of a law informant officer or an employee of the VENDOR's licensing authority.
3. **Scope of Agreement.** VENDOR must not perform any work under this Agreement until STATE has signed this document and STATE's Authorized Representative notifies VENDOR to begin work.
 4. **Conditions of Payment.** All services that VENDOR provides pursuant to this Agreement must be performed to STATE's satisfaction, as STATE determines in its sole discretion. STATE will not pay VENDOR for any work that STATE considers unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule, regulation, or policy. Under Minnesota Statutes, section 16C.08, subdivision 2(10), STATE will not pay more than 90 percent (90%) of the amount due under this Agreement until STATE's agency head reviews and approves the final product that VENDOR delivers under this Agreement. Accordingly, the STATE will withhold ten percent (10%) of the total obligation amount in the manner checked below.
 - ☐ Withholding ten percent (10%) of the total amount of each invoice submitted by VENDOR for payment.
 - ☐ Withholding payment on invoices at the beginning of the Agreement until the withheld amount equals ten percent (10%) of the total obligation amount.

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000090025
EIOR Number 245313	Originator Name Vicki Berg	Division Behavioral Health Division	

- ☒ Paying in full invoice amounts equal to ninety percent (90%) of the total obligation, and then withholding the remaining ten percent (10%).

5. Consideration and Terms of Payment. STATE will pay for all services that VENDOR performs under this Agreement as follows:

- A. Invoices.** STATE will pay VENDOR promptly after VENDOR's presentation of invoices for services performed if STATE's Authorized Representative accepts the invoices and services as satisfactory.
- B. Compensation.** STATE will pay VENDOR for services satisfactorily performed (as stated in section 3) according to the rate and expense amount specified on Page 1 of this Agreement.
- C. Travel and Subsistence Expense.** STATE will reimburse VENDOR for travel and subsistence expenses in the same manner and in no greater amount than is provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget, which is incorporated by reference.¹ STATE will not reimburse VENDOR for travel and subsistence expense incurred outside the State of Minnesota unless STATE has given VENDOR prior written approval for such out-of-State travel. Minnesota will be considered the home state for determining whether travel is out of state.
- D. Withholding.** STATE will deduct and withhold compensation payable under this Agreement that is subject to withholding under state or federal law.
- E. Total Obligation.** The total obligation of STATE for all compensation and reimbursements to VENDOR shall not exceed **one thousand seven hundred fifty dollars (\$1750.00)**.
- F. Federal funds.** Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to VENDOR. In the event of such termination, VENDOR shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. STATE has determined that VENDOR is a "contractor" pursuant to 2 C.F.R section 200.331.

6. Termination. STATE or the Commissioner of the State Department of Administration may terminate this Agreement at any time, with or without cause, after providing 30 days' written notice of the termination to VENDOR. In the event of such a termination, VENDOR will be entitled to payment, determined on a pro rata basis, for the work or services satisfactorily performed.

7. Authorized Representatives and Responsible Authority.

- A. State.** STATE'S authorized representative is **Vicki Berg, Project Manager, vicki.berg@state.mn.us** or successor, who has the responsibility to monitor VENDOR'S performance and the authority to accept the services provided under this contract. If the

¹ <https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/commissioners-plan-accessible.pdf>.

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000090025
EIOR Number 245313	Originator Name Vicki Berg	Division Behavioral Health Division	

services are satisfactory, STATE'S Authorized Representative will certify acceptance on each invoice submitted for payment.

B. Vendor. VENDOR'S Authorized Representative is **Tim Schammel, Steele County Community Corrections Director**, timothy.schammel@co.steele.mn.us or successor. If the VENDOR'S Authorized Representative changes at any time during this contract, VENDOR must immediately notify STATE.

8. Indemnification. In the performance of this Agreement by VENDOR (which for the purposes of this clause is defined to include VENDOR'S agents and employees), VENDOR must indemnify, save, and hold harmless STATE, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by STATE, to the extent caused by VENDOR'S:

- A.** Intentional, willful, or negligent acts or omissions
- B.** Actions that give rise to strict liability, or
- C.** Breach of contract or breach of warranty

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of STATE'S sole negligence. This clause will not be construed to bar any legal remedies VENDOR may have for STATE'S failure to fulfill its obligation under this Agreement.

9. State Audit. Under Minnesota Statutes, 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of VENDOR and its employees, agents, subcontractors, or representatives, relevant to this Agreement must be made available and subject to examination by STATE, including the contracting Agency/Division, Legislative Auditor, and State Auditor, for a minimum of six years from the end date of this agreement.

10. Information Privacy and Security.

- A.** It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Data Practices Act"), as "not public data" on individuals to VENDOR under this Agreement. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law, or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- B.** It is expressly agreed that VENDOR will not create, receive, maintain, or transmit "protected health information," as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. § 160 or 164. Accordingly, VENDOR is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this Agreement. Therefore, VENDOR is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this Agreement. If VENDOR has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this Agreement, VENDOR will be responsible for its own compliance.

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000090025
EIOR Number 245313	Originator Name Vicki Berg	Division Behavioral Health Division	

- C. Notwithstanding paragraphs A and B, in its capacity as VENDOR under this Agreement, VENDOR must comply with the provisions of the Data Practices Act as if it were a governmental entity as defined by the Data Practices Act, to the extent that VENDOR will be performing functions of a government entity under Minn. Stat. § 13.05, subd. 11. Any data created, collected, received, stored, used, maintained or disseminated by VENDOR in performing its duties under this Agreement is subject to the protections of the Data Practices Act. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data governed by the Data Practices Act, Minnesota Statutes, Chapter 13, by either VENDOR or STATE.
- D. If VENDOR receives a request to release data created, collected, received, stored, used, maintained or disseminated by VENDOR in performing its duties under this Agreement, VENDOR must immediately notify and consult with STATE's Authorized Representative as to how VENDOR should respond to the request.
- E. Under this Agreement, VENDOR will be performing the functions of a government entity including, but not limited to, responding appropriately pursuant to Minn. Stat. §§ 13.03 and 13.04 to requests for data created, collected, received, stored, used, maintained, or disseminated by VENDOR in performing its duties under this Agreement.
- 11. Intellectual Property Rights.** Except in the case of intellectual property rights previously acquired by VENDOR, STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the *Works created and paid for under this Agreement*. The Works will be the exclusive property of STATE and VENDOR must immediately return all such Works to STATE upon completion or cancellation of this Agreement. "Works," means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by VENDOR, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Agreement. "Works," includes "Documents." "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, that VENDOR, its employees, agents, or subcontractors, prepares in the performance of this Agreement.
- 12. Data Disclosure.** Under Minn. Stat. § 270B.09, Minn. Stat. § 270C.66, and other applicable law, VENDOR consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, already provided to STATE, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring VENDOR to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities. STATE will not approve this Agreement unless VENDOR provides these numbers.

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000090025
EIOR Number 245313	Originator Name Vicki Berg	Division Behavioral Health Division	

- 13. Governing Law, Jurisdiction and Venue.** This Agreement is governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach thereof, will be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14. Survival of Terms.** The following clauses survive cancellation of this Agreement: 8. Indemnification; 9. State Audit; 10. Information Privacy and Security; 11. Intellectual Property Rights, and; 13. Governing Law, Jurisdiction and Venue.
- 15. Prohibition on Weapons.** VENDOR agrees that none of its employees or agents will carry or possess a weapon wherever and whenever they perform services within the scope of this Agreement, including in their personal vehicles when they are using the vehicles to perform work under this Agreement. Any violations of this policy by VENDOR or VENDOR's employees may be grounds for immediate suspension or termination of the agreement.— **Currently Licensed Peace Officers are exempt from clause 15. If Police or Sheriff Departments utilize officers who carry or possess weapons, as defined in Minnesota Statutes, section 626.05, subdivision 2, for performing services within the scope of this agreement, then these Departments shall utilize only its active and currently licensed peace officers.**
- 16. Criminal Background Check Required.** Before it begins any work under this Agreement, VENDOR and employees of VENDOR working on site at STATE's Central Office and accessing "not-public" data or protected health information as referenced in Section 10 of this Agreement, "Information Privacy and Security," or having direct contact with STATE's program beneficiaries, must submit to or provide evidence of a computerized criminal history system background check (hereinafter "CCH Background Check") performed within the last 12 months. "CCH Background Check" is defined as a background check including search of the computerized criminal history system of the Minnesota Department of Public Safety's Bureau of Criminal Apprehension.
- 17. Assignment.** VENDOR may neither assign nor transfer any rights or obligations under this Agreement without STATE's prior written consent and a fully executed Assignment Agreement, approved by the same parties who executed and approved this Agreement, including authorized representatives.
- 18. Amendments.** Any amendment to this Agreement must be written and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, including authorized representatives.
- 19. Waiver.** If STATE fails to enforce any provision of this Agreement, that failure does not waive the provision or STATE'S right to enforce it.
- 20. Severability.** If any provision of this Agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.
- 21. Debarment by State, its Departments, Commissions, Agencies or Political Subdivisions.** VENDOR

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000090025
EIOR Number 245313	Originator Name Vicki Berg	Division Behavioral Health Division	

Certifies that neither it nor its principles is presently debarred or suspended by the STATE, or any of its departments, commissions, agencies, or political subdivisions. VENDOR's certification is a material representation upon which the contract award was based. VENDOR shall provide immediate written notice to the STATE'S authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

22. Vaccination/Testing Requirements

- A. **Applicability.** This section applies to VENDOR's employees or subcontractors who are performing contracted work in the following areas of project settings: indoors with regular in-person contact with State agency employees or members of the public; and outdoors with substantial and/or regular in-person, non-socially distanced contact with State agency employees or members of the public ("Covered Individuals")
- B. **Requirements.** In accordance with [HR/LR Policy #1446](#), Covered Individuals must be fully vaccinated against COVID-19 as defined in the policy or submit to testing at least once a week.
- C. **Compliance.** VENDOR is responsible for the following:
 1. Tracking and maintaining proof of vaccination status for vaccinated Covered Individuals;
 2. Ensuring Covered Individuals who are not vaccinated are tested on a weekly basis;
 3. Monitoring test results and ensuring that Covered Individuals with positive test results do not access the State workplace to perform contractual services until the Covered individual has been medically cleared; and
 4. Ensuring its Covered Individuals do not access the location where the contracted work is occurring if the Covered Individual is not in compliance with the requirements stated in item B Requirements, above.
- D. **Reporting.** Upon request, VENDOR shall provide the State with documentation demonstrating compliance with these requirements. VENDOR shall maintain documentation for a minimum of thirty (30) days past the end date of the contract.

23. **Entire Agreement.** This Agreement contains all negotiations and agreements between STATE and VENDOR. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.

SIGNATURE PAGE FOLLOWS.

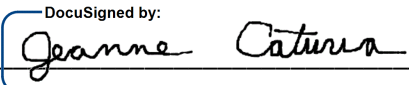
DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000090025
EIOR Number 245313	Originator Name Vicki Berg	Division Behavioral Health Division	

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

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.

By: 
6CC4A2AECE47467...

Date: 2/25/2022

Purchase Order No: 3000090025

3. STATE AGENCY

By: _____
 (with delegated authority)

Title: _____

Date: _____

2. VENDOR

Vendor certifies it is not a State employee, and is an independent contractor. Signatory certifies that VENDOR'S articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the VENDOR to the terms of this Agreement. VENDOR and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: Community Corrections Director

Date: _____

Distribution (fully executed contract to each):

Contracts & Legal Compliance Division

Vendor

Agency



Steele County Agenda Item

Subject: Community Corrections Updated Lease Agreement

Department: Community Corrections

Committee Meeting Date: March 9, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving Community Corrections updated Lease Agreement

Recommendation:

Approve Community Corrections Director to sign and approve of update Lease Agreement with CRK Properties.

Background (*Including Budget Impact*):

The current lease agreement and renewal term is in place for a term of 5/1/22 – 4/30/2023. Subsequently our current lease renewal agreement with CRK Properties requires us to notify landlord 12 months in advance of intent to extend occupancy or vacate the premises prior to new end date of 4/3/2023. With the possible Community Corrections Building Construction taking place during the year 2023, the attached ‘Second Amendment to the Lease Agreement’ with a new term of (5/1/23 – 10/31/23) with no rate PSF increase has been proposed.

Attachments:

SECOND AMENDMENT TO THE LEASE AGREEMENT, Between CRK PROPERTIES, LLC – LANDLORD AND STEELE COUNTY – TENANT

SECOND AMENDMENT TO THE LEASE AGREEMENT

Between

CRK PROPERTIES, LLC - LANDLORD

AND

STEELE COUNTY – TENANT

This Second Amendment is made for the purpose of amending the lease agreement effective May 1, 2017, by and between CRK Properties, LLC a Minnesota Limited Liability Company, ("LANDLORD"), and Steele County, ("TENANT").

In Mutual consideration of the undertakings set forth in the Original Lease, the First amendment and this Second amendment, the parties agree to the following:

1. LEASE TERM:

Lease extension is for 6 (Six) Months.

Renewal term is May 1, 2023 – October 31, 2023

2. LEASE TERM BASE MONTHLY RENT AMOUNT:

	Term	Rate PSF	Annual	Monthly
Current	5/1/17 – 4/30/22	\$11.25	\$69,528	\$5,794.00
First Amendment	5/1/22 – 4/30/23	\$11.50	\$71,067	\$5,922.00
Renewal Term	5/1/23 – 10/31/23	\$11.50	\$71,067	\$5,922.00

3. Renewal option language in original lease and First Amendment remains in effect as amendment by this agreement. Tenant will notify Landlord 9 months in advance of intent to extend occupancy or vacate the premises prior to new end date, notice on or before 1/31/2023.

Except as otherwise set forth in this Second Amendment, all of the terms and conditions of the lease and First Amendment shall remain in full force and effect.

Both parties hereby agree to this renewal and extension by their signatures dated this ____ day of _____, 2022.

Christine Rotthoff, President
CRK Properties, LLC

By: _____
Steele County



Steele County Agenda Item

Subject: Out of State Travel Request – ESRI Conference

Department: GIS

Committee Meeting Date: March 15, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving out of state travel

Recommendation:

Approve Out of State Travel for GIS Coordinator and IT Director to attend the 2022 ESRI User Conference in San Diego in July.

Background (*Including Budget Impact*):

ESRI (Environmental Systems Research Institute) is the vendor who provides our GIS software. Each year they host a User Conference to share skills and knowledge related to effectively and efficiently using GIS to benefit the communities we serve. This year's ESRI User Conference is July 11-15 at San Diego Convention Center. We would like to send two individuals to this year's conference.

- Nick Flatgard -- GIS Coordinator)
- Dave Purscell -- IT Director (also responsible for GIS)

Cost of the conference (including most meals) is included with our enterprise license agreement. Registration includes all conference sessions, including the plenary session, technical workshops, user presentations, and special interest group meetings.

Costs for transportation and lodging are included in the 2022 budget. We are asking for the travel authorization now to secure discounted transportation and lodging.

Attachments:



Steele County Agenda Item

Subject: Out of State Travel Requests – NACo and MS-ISAC Conferences

Department: Information Technology

Committee Meeting Date: March 15, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving out of state travel

Recommendation:

Approve Out of State Travel for IT Director to attend the 2022 NACo Conference in Aurora, CO in July and the MS-ISAC Conference in Baltimore, MD in August.

Background (*Including Budget Impact*):

One of our primary goals for this year is improving our Cyber Security. The past few weeks and months have seen a dramatic increase in attacks specifically targeting SLTT (State, Local, Tribal, and Territorial) as well as critical infrastructure. We have seen those attempts against our own firewall and email as well. Continuing to improve our cyber hygiene is an essential response. Towards that end, we have selected two conferences which include a strong focus in that area.

The first is the 2022 NACo Annual Conference in Aurora, CO (July 21-24). While the conference will undoubtedly cover a great number of topics, cyber security is a major focus. I have requested scholarship funding from MNCITLA. They have yet to review the request. Even without it, the conference (including transportation and lodging) is within our IT budget.

The second is the MS-ISAC (Multi-State Information Sharing and Analysis Center) Annual Meeting in Baltimore, MD (Aug 7-10). Steele County participates in both MS-ISAC and EI-ISAC (Elections Infrastructure Information Sharing and Analysis Center). This meeting is exclusively about cyber security.

I have applied for grant funding for this event. If approved, it would cover the entire cost of the event including travel, lodging, and conference (including most meals). In the event we don't receive the grant funding, we will reevaluate the cost vs remaining budget to determine whether we can still cover the cost.

We are asking for the travel authorization now to secure discounted transportation and lodging.

Attachments:



Steele County Agenda Item

Subject: Out of State travel **Department:** Recorder's

Office Committee Meeting Date: March 15, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approval of out of state travel

Recommendation:

Approve out of State travel to Davenport Iowa for the annual Fidlär Technology Educational Symposium for County Recorder and 1 Deputy.

Background (*Including Budget Impact*):

Prior to Covid the County Recorder and 1 Deputy would attend the annual Fidlär educational symposium. There is great value in meeting directly with the company and developers in an open educational forum. The cost to the County will be 2 nights lodging for 2 people. No transportation cost as that is paid for by Fidlär Technologies.

Attachments:

List each of the attachments to be included with the agenda item. If no attachments, list "N/A"



Steele County Agenda Item

Subject: Contract Award – Traffic Signal Maintenance and Repairs SAP 074-030-011

Department: Highway

Committee Meeting Date: March 10, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Award contract including all alternates for Traffic Signal Maintenance and Repairs, SAP 074-030-011, to low bidder River City Electric Co. in the amount \$269,438.00.

Background (*Including Budget Impact*):

This project is a maintenance contract to provide deferred maintenance and repair for traffic signals throughout the City. This project is in the 2022 budget for \$300,000. It was advertised for bids, which were opened on Thursday, March 1st. One bid was received:

Bidder	Amount	% Over/Under Estimate
Engineer's Estimate	\$334,000.00	-
River City Electric Co.	\$269,438.00	19% (Under)

River City Electric co. is a responsible contractor capable of performing the work. The Public Works Committee agreed that despite receiving only one bid it was unlikely we would get more competition or better pricing by re-bidding the project.

Attachments:

N/A



Steele County Agenda Item

Subject: Approve Cooperative Agreement with City of Owatonna for Traffic Signal Maintenance and Repairs.

Department: Highway

Committee Meeting Date: March 10, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent

Recommendation:

Approve entering into a Cooperative Agreement with the City of Owatonna for traffic signal maintenance and repairs and authorize the Chair and Administrator to execute the Agreement.

Background (*Including Budget Impact*):

The County and City have previously cooperated on a project to evaluate all the maintenance and repair needs of the traffic signals throughout the City. Plans and specifications were prepared to address many of the issues with the signals and bids were let and opened on Tuesday, March 1st

The 2022 Highway budget includes \$300,000 for traffic signal maintenance and repair for signals throughout the City, which was estimated at \$150,000 County and \$150,000 City. Actual bid prices, including all alternates came in at \$112,186 County, and \$157,252 City. Both the County and the City are recommending award of all of the alternate bid items.

The attached Cooperative Agreement lays out each parties' responsibilities with respect to the project.

Attachments:

Cooperative Agreement

**COOPERATIVE AGREEMENT
BETWEEN
STEELE COUNTY AND THE CITY OF OWATONNA
FOR
TRAFFIC SIGNAL MAINTENANCE AND REPAIRS**

THIS AGREEMENT, made and entered into by, and between, and among the City of Owatonna, a municipal corporation, organized under the laws of the State of Minnesota (City), hereinafter referred to as "City", and the County of Steele, Minnesota, a political subdivision under the laws of the State of Minnesota (County), hereinafter referred to as "County", collectively referred to herein as "party" or "parties":

WITNESSETH:

WHEREAS, the County and the City have previously cooperated on a project to evaluate all the traffic signal systems in the City, and

WHEREAS, the results of said evaluation identified numerous items in need of maintenance and repair, and

WHEREAS, the County has had plans and specifications to address these items prepared and let bids, and

WHEREAS, the total cost of the work is estimated at \$269,438, by reason of the lowest bidder, as outlined in Exhibit A, and

WHEREAS, project development fees were \$31,700, and

WHEREAS, construction observation costs have not yet been determined but are estimated to be 8% of construction costs, and

WHEREAS, project development fees, contract costs, and construction observation costs are State-Aid eligible, and

WHEREAS, it is the desire of both parties to enter into a written agreement regarding the traffic signal maintenance, repair, and improvements throughout the City.

NOW THEREFORE, pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the City and the County as follows:

- A. That this agreement shall apply only to the traffic signal maintenance and repair throughout the City.
- B. Prosecution of work will be performed on the following basis. The County will:

- 1) Act as the contracting agency for the project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.
 - 2) Provide the necessary field observation and construction inspection engineering services for the project or contract with a consultant to provide such services.
 - 4) Obtain all permits and approvals required from other governmental agencies.
 - 5) Supervise the construction of all aspects of the project. Said supervision shall include keeping adequate records to document the quality of work and the substantiation of all pay quantities.
 - 6) Maintain the project open to inspection by the City or their duly authorized representatives.
 - 7) Address public concerns with the project.
 - 8) Be responsible for and liable for costs it incurs in performing its obligations under this Agreement.
- C. The City will:
- 1) Assist the County in addressing concerns of the public relating to the County traffic signal maintenance and repair project.
 - 2) The City shall be responsible for and liable for all costs it incurs in performing its obligations under this Agreement.
- D. The County agrees to do all things necessary for the work of said project except as set forth in this agreement. Said project is to be performed, consistent with current City and County State Aid Highway Standards.
- E. The method of financing the project shall be the prerogative of Steele County and the City of Owatonna. Funding of the project is subject to the following provisions:
- 1) PROJECT DEVELOPMENT COSTS shall be apportioned to each party in proportion to their construction costs.
 - 2) CONSTRUCTION COSTS shall be apportioned in accordance with Exhibit A.
 - 3) CONSTRUCTION OBSERVATION COSTS shall be apportioned to each party in proportion to their construction costs.
- F. After contract award and upon receipt of an invoice, the City shall reimburse the County for its share of Project Development costs and 90% of the estimated Construction costs.

Upon completion and final acceptance, the County will invoice the City for the remainder of their construction and construction observation costs or reimburse the City if appropriate.

- G. To the fullest extent permitted by law, City shall defend, indemnify, and hold harmless the County, their officers, employees, and agents from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professions, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of the City or its officers, employees, or agents in the performance of this Agreement.

To the fullest extent permitted by law, County shall defend, indemnify, and hold harmless the City, their officers, employees, and agents from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professions, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of the County or its employees or agents in the performance of this Agreement.

To the fullest extent permitted by law, each party's total liability to the other party or any non-parties caused by the negligence of a party and in part by another party or parties or any other negligent non-party, shall not exceed the percentage share of a party's negligence bears to the total negligence of all parties or other non-party.

It is hereby understood and agreed that for the purpose of the Parties' performance hereunder, neither Party's employees shall be deemed employees of the other Party for any purpose and any and all claims made by third parties as a consequence of any act or omission on the part of a Party's employee(s) while engaged in the performance of any of the provisions of services hereunder shall in no way be the obligation or responsibility of the other Party.

- H. Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.
- I. Pursuant to Minnesota Statute 16C.05, Subd. 5, each party agrees that the other party and the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of such party and involve transactions relating to this Agreement.

Each party agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- J. During the performance of this Agreement, each party agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

- K. Each party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.

- L. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

IN TESTIMONY WHEREOF, The parties hereto have caused these presents to be executed.

City of Owatonna, Minnesota

Steele County, Minnesota

Mayor, City of Owatonna

John Glynn, Steele County Board Chair

Date: _____

Date: _____

Attest:

Kris Busse, City Administrator

Scott Golberg, County Administrator

Date: _____

Date: _____

Exhibit A

Estimated & Award Costs and Quantities
Traffic Signal Maintenance (11 Signals)
Steele County (City of Owatonna)

BASE BID									County				City					
									SAP 074-030-011 Quantity	SAP 074-030-011 Cost	Local County Funds Quantity	Local County Funds Cost	SAP 153-030-003 Quantity	SAP 153-030-003 Cost	Local City Funds Quantity	Local City Funds Cost		
Item No.	Item		Unit	Estimated Quantity	Estimated Unit Cost	Estimated Total Cost	River City Unit Cost	River City Total Cost										
2565.616	Revise Signal System A	Hoffman Drive (CSAH 2) & 24th Ave. NW	System	1	\$31,000	\$31,000	\$32,258.00	\$32,258		\$0		\$0	0.5	\$16,129	0.5	\$16,129		
2565.616	Revise Signal System B	Hoffman Drive (CSAH 2) & 21st Ave. NW	System	1	\$31,000	\$31,000	\$28,264.00	\$28,264	0.5	\$14,132	0.5	\$14,132		\$0		\$0		
2565.616	Revise Signal System C	21st Avenue NW and Frontage Road	System	1	\$14,000	\$14,000	\$13,590.00	\$13,590		\$0	0.25	\$3,398		\$0	0.75	\$10,193		
2565.616	Revise Signal System D	Hoffman Drive (CSAH 2) & State Ave (CSAH 45)	System	1	\$15,500	\$15,500	\$9,034.00	\$9,034	0.75	\$6,776		\$0	0.25	\$2,259		\$0		
2565.616	Revise Signal System E	Hoffman Drive (CSAH 45) & W. North St.	System	1	\$18,000	\$18,000	\$11,524.00	\$11,524	0.5	\$5,762		\$0	0.5	\$5,762		\$0		
2565.616	Revise Signal System F	Hoffman Drive (CSAH 45) & W. Rose St. (CSAH 19)	System	1	\$13,000	\$13,000	\$7,750.00	\$7,750	0.75	\$5,813		\$0	0.25	\$1,938		\$0		
2565.616	Revise Signal System G	W. Bridge St., Allan, & Florence Ave.	System	1	\$17,500	\$17,500	\$7,955.00	\$7,955		\$0		\$0	1	\$7,955		\$0		
2565.616	Revise Signal System H	W. Bridge St. & State Ave.	System	1	\$17,000	\$17,000	\$12,918.00	\$12,918		\$0		\$0	1	\$12,918		\$0		
2565.616	Revise Signal System J	S. Oak Avenue (CSAH 45 & W. Main St.	System	1	\$27,500	\$27,500	\$15,681.00	\$15,681	0.75	\$11,761		\$0	0.25	\$3,920		\$0		
2565.616	Revise Signal System K	S. Cedar Avenue (CSAH 45) & HyVee Entrance	System	1	\$9,500	\$9,500	\$4,977.00	\$4,977		\$0		\$0		\$0	1	\$4,977		
2565.616	Revise Signal System L	S. Cedar Avenue (CSAH 45) & 18th St.	System	1	\$55,000	\$55,000	\$37,838.00	\$37,838	0.5	\$18,919		\$0	0.5	\$18,919		\$0		
Total Estimated Construction Costs-Base Bid						\$249,000		\$181,789		\$63,162		\$17,530		\$69,799		\$31,299		
ALTERNATE BID ITEMS																		
2565.502	APS Push Button & Sign (System A)	Hoffman Drive (CSAH 2) & 24th Ave. NW	Each	4	\$1,000	\$4,000	\$1,322.00	\$5,288		\$0		\$0	2	\$2,644	2	\$2,644		
2565.502	APS Push Button & Sign (System B)	Hoffman Drive (CSAH 2) & 21st Ave. NW	Each	8	\$1,000	\$8,000	\$926.00	\$7,408	4	\$3,704	4	\$3,704		\$0		\$0		
2565.601	Paint Signal System B	Hoffman Drive (CSAH 2) & 21st Ave. NW	Lump Sum	1	\$10,000	\$10,000	\$13,764.00	\$13,764	0.5	\$6,882	0.5	\$6,882		\$0		\$0		
2565.601	Paint Signal System D	Hoffman Drive (CSAH 2) & State Ave (CSAH 45)	Lump Sum	1	\$10,000	\$10,000	\$13,764.00	\$13,764	0.75	\$10,323		\$0	0.25	\$3,441		\$0		
2565.601	Paint Signal System G	W. Bridge St., Allan, & Florence Ave.	Lump Sum	1	\$10,000	\$10,000	\$7,221.00	\$7,221		\$0		\$0	1	\$7,221		\$0		
2565.601	Paint Signal System H	W. Bridge St. & State Ave.	Lump Sum	1	\$8,000	\$8,000	\$11,326.00	\$11,326		\$0		\$0	1	\$11,326		\$0		
2565.616	Video Detector System H	W. Bridge St. & State Ave.	System	1	\$35,000	\$35,000	\$28,878.00	\$28,878		\$0		\$0	1	\$28,878		\$0		
Total Estimated Construction Costs-Alternate Bid						\$85,000		\$87,649		\$20,909		\$10,586		\$53,510		\$2,644		
Total Estimated Base-Alternate Bid Costs						\$334,000		\$269,438		\$84,071		\$28,116		\$123,309		\$33,943		
											Total County	\$112,186					Total City	\$157,252
											Total Contract						\$269,438	



Steele County Agenda Item

Subject: Amendment to CUP #348 (Keven Christianson)

Department: Planning & Zoning

Committee Meeting Date: March 7, 2022

Board Meeting Date: March 22, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 6 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Kevin Christianson to amend conditional use permit #348 to allow the construction of an additional storage building for his marine accessory assembly business located in the NE ¼, NE ¼ of the SE ¼, Section 26, Blooming Prairie, Township. The property address is 15342 84th Ave. SE., Blooming Prairie.

Attachments:

Findings of Fact

Location Map

Site Map

Building Renderings

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
AMENDMENT to CONDITIONAL USE PERMIT #348

Applicant:

Kevin Christianson

Land Owner(s):

Kevin Christianson

Project Description:

Amend Conditional Use Permit #348 to allow the construction of an additional 40' x 64' cold storage structure. The applicant received a CUP in 2007 to construct a structure for the storage of mini vans used to bus children. In 2016 he amended this CUP to allow for the light assembly of primarily boat seat suspension systems.

Zoning District(s):

Agricultural

Ordinance Section:

Condition #3 requires the permit to be amended if additional buildings are constructed.

Property Address:

15342 84th Ave. SE
Blooming Prairie, MN 55917

Project Site Legal Description:

All that part of the NE ¼, SE ¼, Section 26-T105N-R19W, Steele County, Minnesota; described as follows:
Commencing at the northeast corner of the SE 1/4 of said Section 26; thence S 00°00'00" W a distance of 250.00 feet, on an assumed bearing on the east line of said SE 1/4, to the point of beginning;
thence S 89°36'47" W a distance of 200.00 feet, on a line parallel with the north line of said SE 1/4;
thence N 00°00'00" E a distance of 250.00 feet, on a line parallel with the east line of said SE 1/4, to a point on the north line of said SE 1/4;
thence S 89°36'47" W a distance of 223.00 feet, on the north line of said SE1/4;
thence S 00°00'00" W a distance of 315.74 feet, on a line parallel with the east line of said SE1/4, to a point on a line drawn perpendicular to the east line of said SE 1/4 from a point on said east line which is 318.60 feet south of the northeast corner of said SE1/4;
thence N 90°00'00" E a distance of 423.00 feet, to the east line of said SE1/4;
thence N 00°00'00" E a distance of 68.60 feet, on the east line of said SE1/4, to the point of beginning.

General Criteria for considering a Conditional Use Permit:

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

The planning commission finds the proposal will not affect parks or schools. Electrical service is already provided to the site. The storage building will not require water or sewer.

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

The planning commission finds the property has agricultural land on the north and west, an existing rural residence to the south, and the owner's residence to the east. The proposal should not have any effect on the Agricultural land and the residence to the south is screened by a grove of trees.

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

The planning commission finds the appearance of the new building will be similar to other buildings onsite. The biggest potential impact to neighboring properties would be from unsightly outside storage. Outside storage is already limited or screened by conditions of the permit.

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

The planning commission finds the existing site is a 1.9 acre parcel containing two buildings. A 6,528 sq. ft. building with 4,800 sq. ft. of open assemble / storage space and 1,728 sq. ft. of office space. And a second 2,500 sq. ft. storage building. The requested building would be similar in size and appearance as the second storage building. The applicant also owns an adjoining 1.15 acres parcel containing a house. The proposed use would be compatible with the existing land use.

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

Zoning Ordinance:

The planning commission finds the property is assessed as commercial even though the underlying zoning is still agricultural. The amendment would be consistent with the existing use as allowed under CUP #348.

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

The planning commission find the additional storage building will not cause traffic hazards or congestions.

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

The planning commission finds the nearest businesses are all located in the City of Blooming Prairie. This project should not have any negative effects on them.

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

The planning commission finds:

- **Access:** The existing access shall be used.
- **Drainage:** The drainage should not change as the area where the building is to be placed is already gravel surfaced.
- **Water:** The storage structure will not have water.
- **Sewage:** The storage structure will not require sewer.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #348 with the following conditions.

1. This permit allows the storage of minivans and the light assembly of marine and motorized vehicle parts. Any other additional commercial use of the buildings must be approved by the County before the use begins.
2. The owner or an employee must live on site.
3. This permit must be amended if there is expansion to this building or construction of additional buildings.
4. The outside storage of equipment or materials shall be screened from neighboring residential properties.
5. Operator will provide a lot area large enough for employees, vendors, or customers to turn around within the site. At no time shall vehicles be allowed to park on the county road, back up from the county road into the site, or back from the site onto the county road.
6. A stop sign shall be placed on the access as it enters onto the County Road.

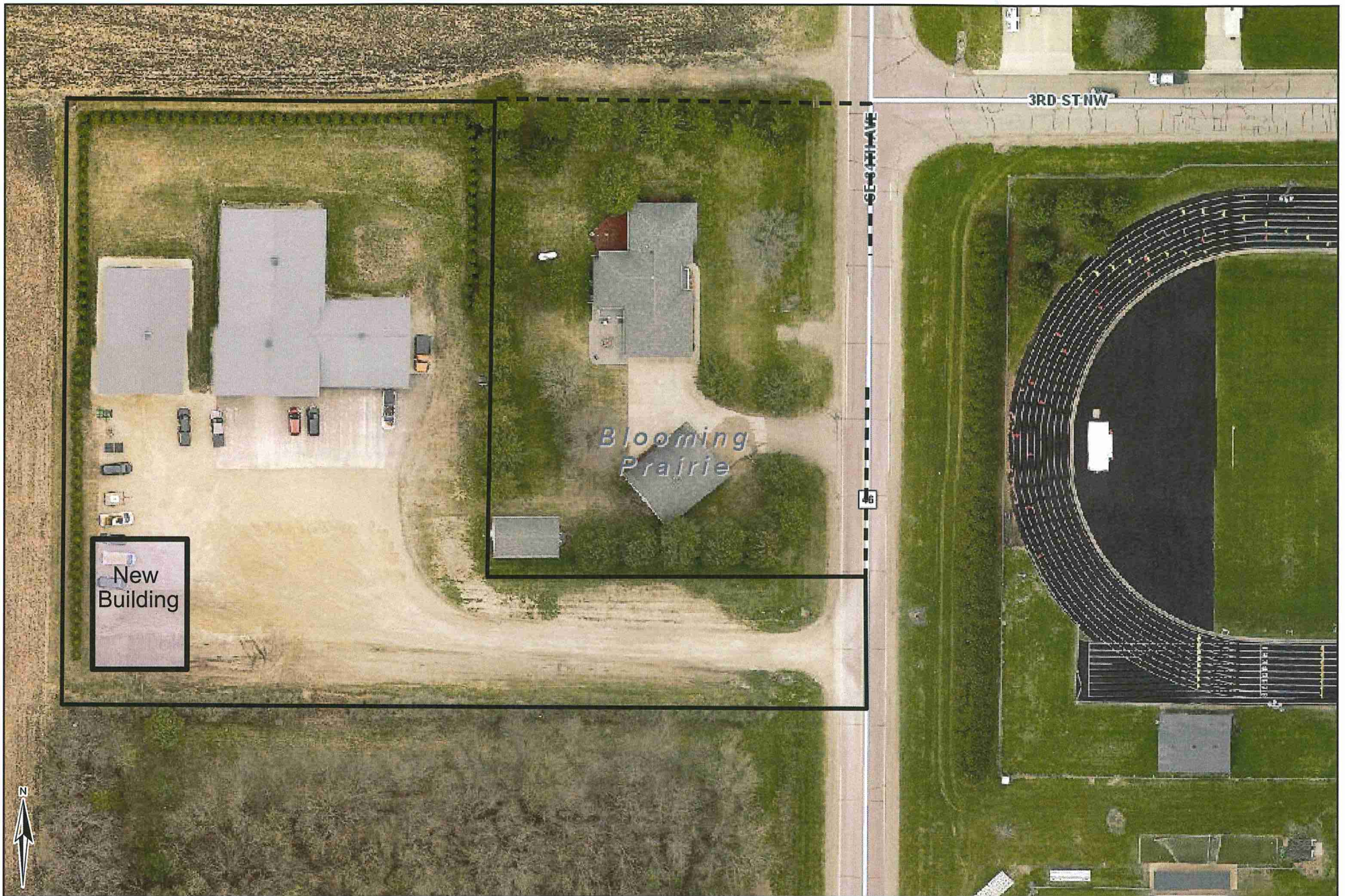
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See Pages 6 & 7

Dodge Co.

Freeborn Co.

102 of 114



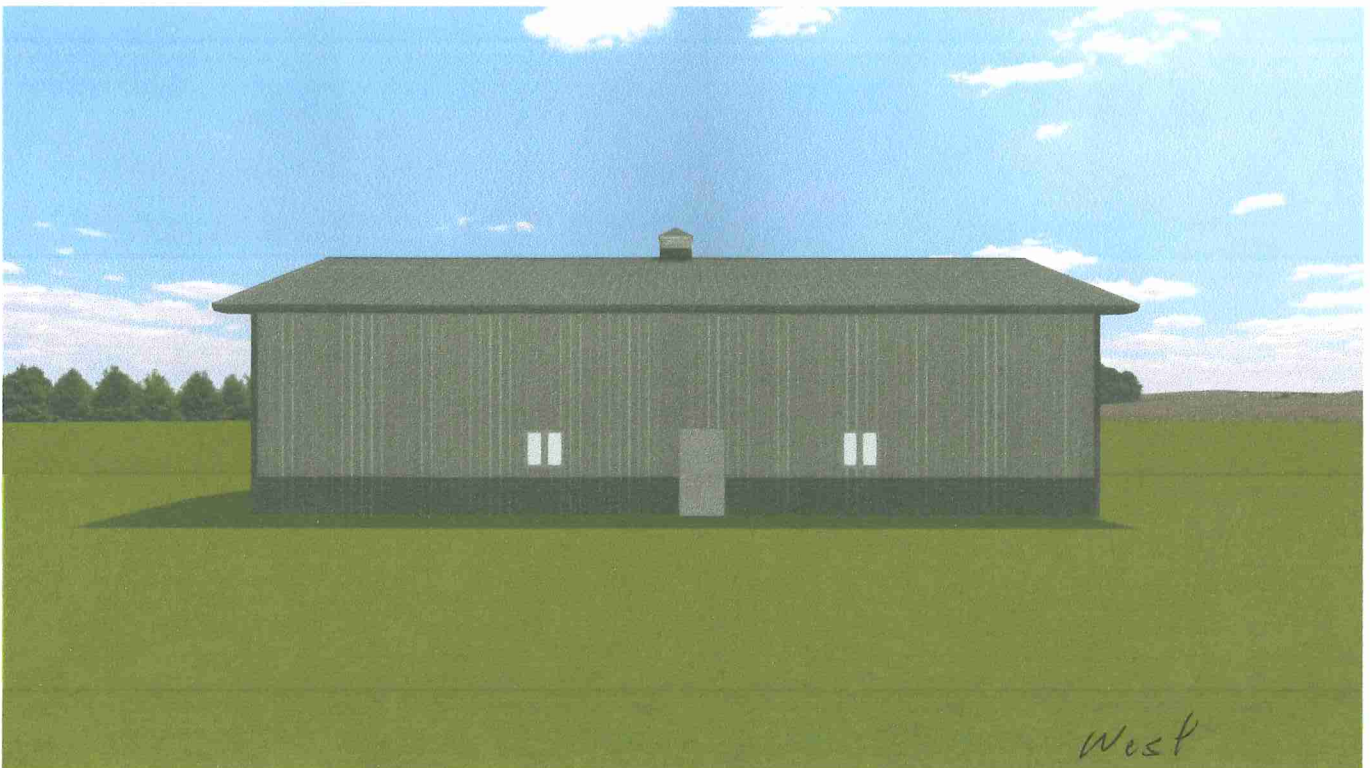
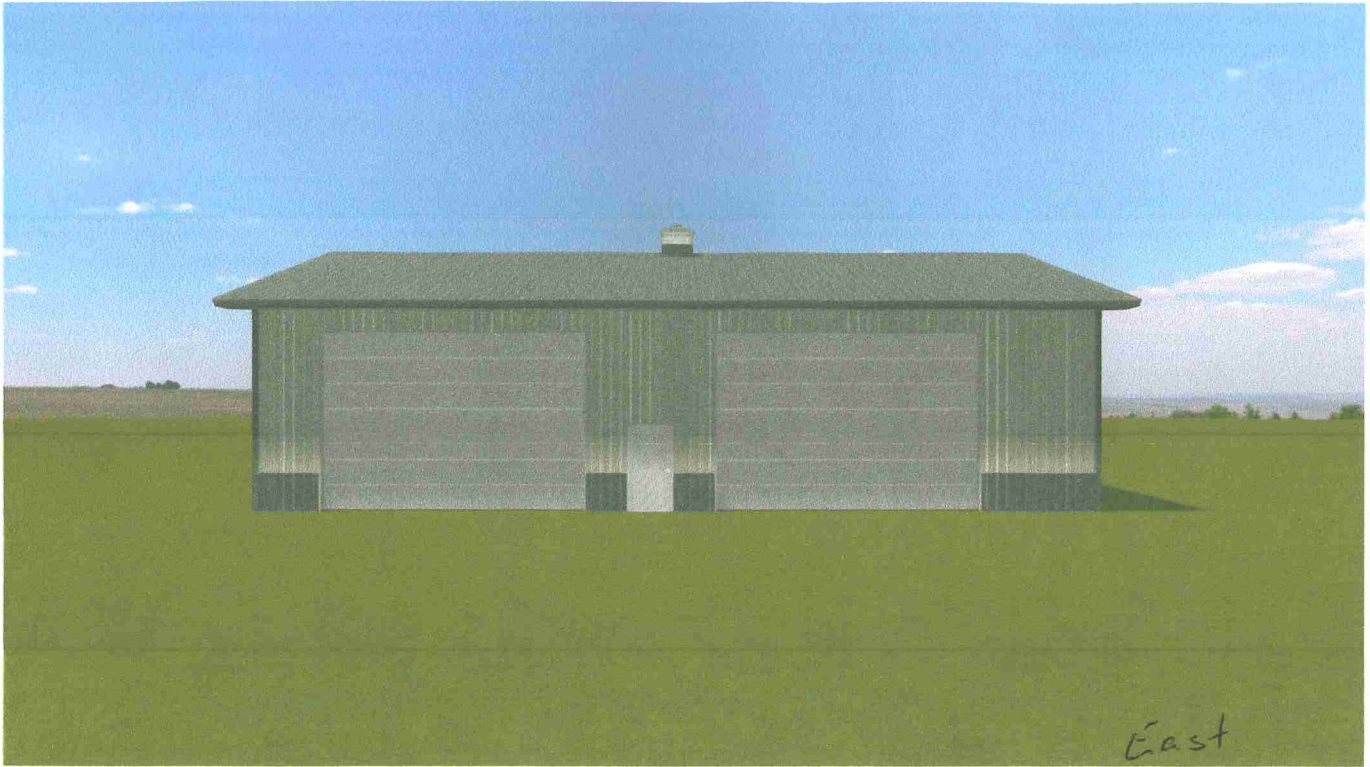
Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or reuse of the data provided herein, regardless of the format or the means of transmission. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION ABOUT THE ACCURACY, CURRENCY,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

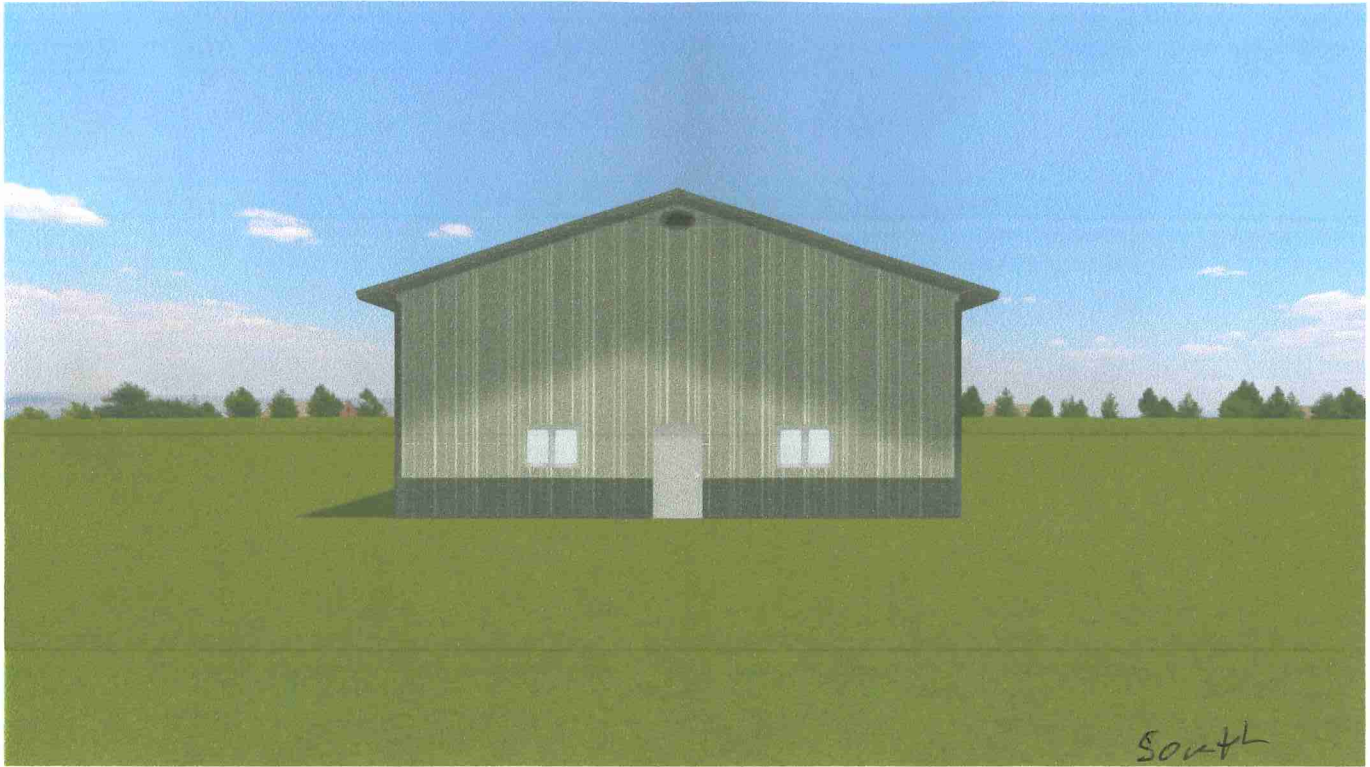
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Christianson

February 25, 2022







CONDITIONAL USE PERMIT**PERMIT#** *Amend*
348

PARCEL #:	01-026-2103	HEARING DATE:	03/07/22
DISTRICT:	Agricultural	DECISION DATE:	03/22/22
APPLICANT:	Kevin Christianson	LANDOWNER:	Same
ADDRESS:	15320 84th Ave. SE	ADDRESS:	
	Blooming Prairie, MN 55917		

PROPERTY ADDRESS:

15342 84th Ave. SE
Blooming Prairie, MN 55917

LEGAL DESCRIPTION OF PROPERTY:

All that part of the NE 1/4, SE 1/4, Section 26, T 105 N, R 19 W, Steele County, Minnesota;
described as follows:

Commencing at the northeast corner of the SE 1/4 of said Section 26; thence S 00°00'00" W a distance of 250.00 feet, on an assumed bearing on the east line of said SE 1/4, to the point of beginning;

thence S 89°36'47" W a distance of 200.00 feet, on a line parallel with the north line of said SE 1/4;

thence N 00°00'00" E a distance of 250.00 feet, on a line parallel with the east line of said SE 1/4, to a point on the north line of said SE 1/4;

thence S 89°36'47" W a distance of 223.00 feet, on the north line of said SE1/4;

thence S 00°00'00" W a distance of 315.74 feet, on a line parallel with the east line of said SE1/4, to a point on a line drawn perpendicular to the east line of said SE 1/4 from a point on said east line which is 318.60 feet south of the northeast corner of said SE1/4;

thence N 90°00'00" E a distance of 423.00 feet, to the east line of said SE1/4;

thence N 00°00'00" E a distance of 68.60 feet, on the east line of said SE1/4, to the point of beginning.

REFERENCE ORDINANCE FOR CUP:

Section 504.02 of the Steele County Zoning Ordinance requires an amended Conditinal Use Permit for any change involving structural alterations, enlargement, or intensification of use.

CONDITIONAL USE PERMIT

PERMIT# *Amend*
348

PROPOSED USE(S):

Storage of mini-vans used to bus children
Assembly of marine and automotive products.

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 6 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 This permit allows the storage of minivans and the light assembly of marine and motorized vehicle parts. Any other additional commercial use of the buildings must be approved by the County before the use begins.
- 2 The owner or an employee must live on site.
- 3 This permit must be amended if there is expansion to this building or construction of additional buildings.
- 4 The outside storage of equipment or materials shall be screened from neighboring residential properties.
- 5 Operator will provide a lot area large enough for employees, vendors, or customers to turn around within the site. At no time shall vehicles be allowed to park on the county road, back up from the county road into the site, or back from the site onto the county road.
- 6 A stop sign shall be placed on the access as it enters onto the County Road.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2022.

Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date

Staff Report
for
Amendment to Conditional Use Permit # 348
Kevin Christianson

Applicant:

Kevin Christianson

Property Owner(s):

Kevin Christianson

Property Address:

15342 84th Ave. SE
Blooming Prairie, MN 55917

Property Legal Description:

All that part of the NE ¼, SE ¼, Section 26-T105N-R19W, Steele County, Minnesota; described as follows:
Commencing at the northeast corner of the SE 1/4 of said Section 26; thence S 00°00'00" W a distance of 250.00 feet, on an assumed bearing on the east line of said SE 1/4, to the point of beginning;
thence S 89°36'47" W a distance of 200.00 feet, on a line parallel with the north line of said SE 1/4;
thence N 00°00'00" E a distance of 250.00 feet, on a line parallel with the east line of said SE 1/4, to a point on the north line of said SE 1/4;
thence S 89°36'47" W a distance of 223.00 feet, on the north line of said SE1/4;
thence S 00°00'00" W a distance of 315.74 feet, on a line parallel with the east line of said SE1/4, to a point on a line drawn perpendicular to the east line of said SE 1/4 from a point on said east line which is 318.60 feet south of the northeast corner of said SE1/4;
thence N 90°00'00" E a distance of 423.00 feet, to the east line of said SE1/4;
thence N 00°00'00" E a distance of 68.60 feet, on the east line of said SE1/4, to the point of beginning.

Project Description:

The applicant received a CUP in 2007 to construct a structure for the storage of mini vans used to bus children. In 2016 he amended this CUP to allow for the light assembly of primarily boat seat suspension. This business has grown so they are looking to again amend CUP #348 to allow for the construction of a 40' x 64' cold storage structure.

Zoning District: Agricultural

Permitted Uses: Storage of mini-vans used to bus children
Assembly of marine and automotive products.

Permit History: 2007 - CUP 348 issued for the operation of commercial van storage facility.
2016 - CUP 348 amended to allow for assembly of marine and automotive products.

Conditions:

1. This permit allows the storage of minivans and the light assembly of marine and motorized vehicle parts. Any other additional commercial use of the buildings must be approved by the County before the use begins.
2. The owner or an employee must live on site.
3. This permit must be amended if there is expansion to this building or construction of additional buildings.
4. The outside storage of equipment or materials shall be screened from neighboring residential properties.

5. Operator will provide a lot area large enough for employees, vendors, or customers to turn around within the site. At no time shall vehicles be allowed to park on the county road, back up from the county road into the site, or back from the site onto the county road.
6. A stop sign shall be placed on the access as it enters onto the County Road.

Reason for Conditional Use Permit Application:

Condition #3 requires the permit to be amended if additional buildings are constructed.

General Criteria to consider for a Conditional Use Permit:

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

The proposal will not affect parks or schools. Electrical service is already provided to the site. The storage building will not require water or sewer.

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

The property has agricultural land on the north and west, an existing rural residence to the south, and the owner's residence to the east. The Blooming Prairie School is also across the road to the east and a residential neighborhood is to the northeast. The proposal should not have any effect on the Agricultural land. The residence to the south is screened by a grove of trees. The school does not have access from SE 84th Ave. and there is a row of trees screening the school from this property. The residential neighborhood is approximately 400 feet away from the back of the building and is partially separated by the owner's house and grove.

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

The appearance of the site will be similar to other buildings onsite. The biggest impact to neighboring properties would be from unsightly storage and outside storage is already limited or screened by conditions of the permit.

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

The existing land use is a 1.9 acre site with a 6528 sq. ft. building containing 4800 Sq. ft. of open assemble / storage space and 1728 sq. ft. area as an office. A second building is 2560 sq. ft. of storage space. The requested building would be similar in size and appearance as this. The applicant also owns an adjoining 1.15 acres containing a house.

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

The property is assessed as commercial even though the underlying zoning is still agricultural. When the existing CUP was granted the findings indicate the proximity to the City of Blooming Prairie and the school were enough to allow the conditional use. This hearing is only to consider the allowance of an additional storage building.

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

When the original CUP was granted traffic was estimated to be between 20 to 30 trips per day and the delivery vans and another 3 to 4 trips per day for the light assembly. The addition of another storage building is not expected to increase the amount of traffic. Steele County has not heard of any issues regarding traffic from this site.

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

The nearest businesses are all located in the City of Blooming Prairie. This project should not have any negative effects on them.

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

Access: The existing access shall be used.

Drainage: The drainage should not change. The area where the building is to be put is already gravel surfaces.

Water: The storage structure will not have water.

Sewage: The storage structure will not require sewer.

Staff Comments:

If the planning commission recommends approval of this permit, they may want to consider the following conditions.

Staff has no recommendations for additional conditions.



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

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

Wednesday, March 9, 2022 at 8:00 a.m. – Board Room

Attendees: Commissioner Abbe, Commissioner Brady, EM&S Director Kristen Sailer, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Amber Aaseth, Finance Director Cathy Piepho and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the ACH Contract Amendment
2. Committee recommends approving the SFY 2022 Annual Plan Agreement
3. Committee recommends approving Community Corrections updated Lease Agreement

Information

Jail boarding agreement meeting request with Dodge County was discussed. The Dodge County Commissioners have agreed that all discussion should occur with the Sheriff. We are currently housing inmates from Dodge County with no other inmates from any other counties or from the state. The committee recommends bringing this item back to the full board for discussion at a work session.

Department Head Reports

Community Corrections: At the recent Minnesota Association of CCA Counties Deb Zeman received the Best Supporting agent Award and Travis Ernste received the Outstanding Agent award. Discussion how changes have been made since the department went Community Corrections.

Detention Center: Update was given on the status of the integrator project which should be completed in May. The Chamber of Commerce brought through a group of people on tour. Abbe received a call regarding how informational the tour was.

Emergency Management: MCIT annual reporting is in process and OSHA reporting has been submitted. Emergency building plans is being conducted. CPR & AED Training along with Tornado & Fire drills are being scheduled. Starting to review the COOP information. Hazard mitigation plan is due in 2023. Will be submitting a grant application.

Public Health: Steele County moved into medium level for COVID cases. Currently there are no COVID patients in our local hospital.

Finance: Budgeting and Fund Balance discussions will start soon.

Administration: Discussion regarding Public Health and how there are many agencies they work with, the overseeing of all the information and grants and how the Administrator is thankful for their support as the CHS director. Public Health is doing great things.



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

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

Thursday, March 10, 2022 at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Gnemi, Commissioner Abbe, Engineer Greg Ilkka, Four Seasons Director Steve Schroht, Assistant Engineer Paul Sponholz and Administrator Scott Golberg.

Consent:

1. Committee recommends approval of Traffic Signal Maintenance and Repairs Contract.
2. Committee recommends approval of Cooperative Agreement with City of Owatonna for Traffic Signal Maintenance and Repairs.

Information:

Commissioner Abbe would like to review the equipment replacement schedule used at the Highway Department at the next Committee meeting.

Next committee meeting will be held on April 20th at 8:00 a.m. at the Public Works facility.

Department Head Reports

Four Seasons: West rink is out. The following events are coming up; Figure Skating show, Farm show and then the home show. Discussion on the temperature difference between the west in east rink was discussed. Differences include bigger events in the east rink with more attendance and the running of ambient heating within the guidelines to keep the ice within temperature tolerance for safety.

Shared discussion between the Highway Department and Park & Recreation/Four Seasons department regarding the open house for HWY 28 and the Beaver Lake Park Improvement project. The meeting went well. Comments were gathered from those in attendance. Next steps include waiting for the draft report including costs and checking for funding sources. This project can be completed in phases.

Landfill: Thank you to Kevin Lindquist for assisting with the landfill operations till the open supervisor position is filled. Interviews have started.

Highway: Review, discussions and/or updates on the following items:

- Current information about the Roundabout design at the new high school location was shared along with possible timeframes for construction and completion. Nothing has been finalized.
- Update and discussion on the Open House meeting for the main street project in Owatonna.
- CSAH 49 (Medford Township) update and discussion took place.
- Asphalt projects may see a cost increase this year.
- Review of information about the public questions on roadside maintenance. Highway department is following all governing rules on road safety and state laws as related to the mowing of ditches.
- Scheduling an Open House/Public Information meeting for the low clearance bridges on Mineral Springs Rd. and CR180.



STEELE COUNTY
LAND USE & RECORDS COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

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

Tuesday, March 15, 2022 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Brady, Commissioner Gnemi, County Recorder Rick Kvien, Treasurer Cathy Piepho, Auditor Laura Ihrke, GIS Coordinator Nick Flatgard, IT Director Dave Purscell, and Administrator Scott Golberg.

Consent:

1. Committee recommends approving out of state travel request for ESRI conference
2. Committee recommends approving out of state travel request for NACo and MS-ISAC conferences
3. Committee recommends approving out of state travel request for Fidler Technology Educational Symposium
4. Committee recommends adopting Resolution for HAVA – Grant.

Department Head Reports

Recorder: Dave Einhaus is retiring and is staying on as Steele County Examiner of Titles for a few years to assist Jason Jacovino, Deputy Steele County Examiner of Titles, from the Henefield and Jacovino Law Office in Blooming Prairie.

Auditor: Submitted file for property taxes. There will be an election on May 24th.

GIS: Redistricting is going to the city council tonight with no changes to the original draft as shared with the board.

Treasurer: As soon as the property statements are mailed, the Treasurer's office will be busy.

Information Technology: Making progress at the Detention Center on the Integrator project.

Administrator: Bill Effertz is retiring on May 27th.