



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, AUGUST 9, 2022 at 4:00 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 July 26, 2022 Board Minutes (pg. 3)
5. Approve July 26, 2022 Board Work Session Minutes (pg. 5)
6. Approve Bills (pg. 6)

7. Approve Personnel Report (pg. 32)
8. Approve Sale of Salvage Pickup (pg. 33)
9. Approve 2023 Appropriation Requests (pg. 34)

General

10. August Anniversary Report (pg. 128)
11. Set Time for PTD #8 Public Hearing for Partial Abandonment

County Board Work Session – Tuesday, August 9, 2022

12. Action Items

Information Items

13. Internal Central Services Committee Meeting Minutes – Tuesday, August 2, 2022 (pg.129)
14. Property & Maintenance Committee Meeting Minutes – Tuesday, August 2, 2022 (pg.131)

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee - **Wednesday, August 10th at 8 a.m. in the Boardroom**

Public Works Committee – **Thursday, August 11th at 7:30 a.m., Public Works Facility**

Land Use & Records – **Tuesday, August 16th at 8 a.m. in the Boardroom**

Internal Central Services – **Thursday, August 18th at 8 a.m. in the Boardroom** (Tentative)

Work Session – **Tuesday, August 23rd at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, August 23rd 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

July 26, 2022

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on July 26, 2022 with Commissioner's Glynn, Krueger, Gnemi and Brady present. Commissioner Abbe absent Also present were County Attorney Dan McIntosh, IT Director Dave Purscell, Human Resources Director Julie Johnson, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

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

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

- A. Approve the minutes of July 12, 2022
- B. Approve the minutes of July 12, 2022 Board Work Session
- C. Approve Bills and Journal Entries
- D. Approve the DOC Work Release Contract renewal reinstating our contracted agreement to house work release inmates for the DOC
- E. Approve the Turnkey Corrections Service Agreement for phone service and the addition of handheld devices
- F. Approve MNDH (Minnesota Department of Health) Grant Agreement in the amount of \$27,387.70 for the detection, prevention and mitigation of COVID-19
- G. Approve the Landfill Fee of \$50 per unit for each mattress or box spring not recycled
- H. Approve Personnel Report

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Katelyn Tollefson	Correctional Officer	Detention Center	07/29/22
Lori Meyer	Office Support Specialist	Public Health	07/29/22
Kortney Miller	Payroll Specialist	Finance	08/03/22

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve supporting Alternate 2B base plan option in the CSAH 28 and Beaver Lake Park Improvement Feasibility Study. Ayes all.

Cathy Piepho, County Treasurer, gave a Budget Update for 2023 and reviewed appropriations requests.

Commissioner Reports:

Commissioner Abbe – no report.

Commissioner Brady reported on his attendance at Soil & Water Conservation District meeting, Ellendale meeting with Railroad and Steele County Human Relations Center meeting.

Commissioner Gnemi reported on his attendance at Drug Court meetings, Soil & Water Conservation District meeting, Public Works meeting, Historical Society meeting, Land Use & Records meeting, South Central Human Relations Center meeting and Employee Appreciation Breakfast at the Administration Center.

Commissioner Krueger reported on his attendance at MnPrairie meetings, Open House East Corridor Project meeting, Employee Appreciation Breakfast at the Administration Center, South County Health Alliance Event and a Work Session.

Commissioner Glynn reported on his attendance at Ellendale for Somerset Township regarding Tornado Siren, Work Session and Employee Appreciation Breakfast at the Administration Center.

LISTING OF BILLS
7/26/2022

Anderson/James Hurd	3,265.00
Ban-Koe Companies	14,867.78
Central Farm Services	19,865.00
Counties Providing Technology	4,344.00
CRK Properties LLC	6,574.11
Election Systems & Software Inc	3,727.20
Evergreen Land Services	11,000.00
Fidlar Technologies Inc	2,331.49
I & S Group Inc	4,600.00
ICS Consulting Inc	3,671.80
JJD Companies Inc	4,990.41
Jones Haugh & Smith Inc	5,012.80
Kronos Incorporated	3,612.88
Le Seuer County Sheriff's Office	3,220.00
Midstates Equipment Supply	6,400.00
Minnesota Counties Computer Coop	5,694.24
Moore Md/Kellyanna J	3,642.42
One Point Partitions	2,478.00
RCM Specialties Inc	3,109.60
Short Elliott Hendrickson Inc	19,896.58
SRF Consulting Group Inc	2,446.70
Steele County Treasurer	6,758.75
Summit Food Services LLC	5,980.15
Thomson Reuters – West	2,558.57
WSB & Associates Inc	6,228.50
Ziegler, Inc	8,437.79
86 Payments less than 2,000	<u>37,336.20</u>
Total:	202,049.97

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

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

July 26, 2022

STATE OF MINNESOTA)
)ss
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 3:30 p.m. on July 26, 2022 with Commissioners Gnemi, Glynn, Krueger and Brady present. Commissioner Abbe absent. Also present were County Attorney Dan McIntosh, GIS Coordinator Nick Flatgard, 4 Season/Park& Rec Director Steve Schroht, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, IT Director Dave Purscell, Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order.

CSAH 28/Beaver Lake Feasibility Study Discussion. Greg introduced Project Manager Brandon Theobald, Project Engineer Brandyn Chezick and Landscape Architect Sarah Evenson. Brandon gave an overview of the project. Sarah reviewed the 4 different options. Discussed funding opportunities.

Nick and Dave gave an overview of the ESRI Conference they attended and highlighted some of the sessions they attended such as ArcGIS Solutions, Special Event Permitting & Operations and networking. Also brought forward a request for an additional new staff member.

Dan presented his Background & Summary of Personnel Budget Request for 2023 and his request for compensation.

Meeting was adjourned at 5:00 p.m.

CHAIRMAN

ATTEST:_____
AUDITOR

SBENDORF

8/4/22

1:13PM

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

8/4/22 1:13PM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT			Administration			
	8867 Bently Systems Inc.						
3	10-301-000-0000-6301		878.40	OpenRoads SignCAD Select Subsc	48318334	Equip/Software Maint	N
	8867 Bently Systems Inc.		878.40	1 Transactions			
	6980 Block Plumbing & Heating Inc						
4	10-301-000-0000-6512		190.00	Annual testing of backflow	62215	Bldg Repair & Maintenance	N
	6980 Block Plumbing & Heating Inc		190.00	1 Transactions			
	16860 Custom Communications Inc						
8	10-301-000-0000-6512		96.39	Fire alarm monitoring	523952	Bldg Repair & Maintenance	N
9	10-301-000-0000-6512		78.03	Custom connect monitoring	523952	Bldg Repair & Maintenance	N
	16860 Custom Communications Inc		174.42	2 Transactions			
	61505 Gopher State One-Call						
14	10-301-000-0000-6260		39.15	July locates	2071458	Consultants/Admin Fee	N
	61505 Gopher State One-Call		39.15	1 Transactions			
	9430 Kath Overhead Door LLC						
15	10-301-000-0000-6512		726.50	Overhead door repair	495001	Bldg Repair & Maintenance	N
	9430 Kath Overhead Door LLC		726.50	1 Transactions			
	52550 MEI Total Elevator Solutions						
20	10-301-000-0000-6512		948.00	Elevator service labor call	972651	Bldg Repair & Maintenance	N
21	10-301-000-0000-6512		210.91	Aug-Oct qtrly service for elev	976058	Bldg Repair & Maintenance	N
	52550 MEI Total Elevator Solutions		1,158.91	2 Transactions			
	4247 RT Vision Inc						
32	10-301-000-0000-6301		500.00	Annual OneGov & Official Pymts	2022101871	Equip/Software Maint	N
	4247 RT Vision Inc		500.00	1 Transactions			
	4879 Shred Right						
38	10-301-000-0000-6410		40.00	Qtrly shred service	579900	Office Supplies	Y
	4879 Shred Right		40.00	1 Transactions			
301	DEPT Total:		3,707.38	Administration	8 Vendors	10 Transactions	

302 DEPT
8711 Minnesota Paving & Materials

Road & Bridge Maintenance Expense

SBENDORF

8/4/22 1:13PM

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	
23	10-302-000-0000-6525		23.78 ton random rip rap	1722325	CSAH Supplies - Aggregate/Asphalt	N
24	10-302-000-0000-6525		160.94 ton random rip rap	1722327	CSAH Supplies - Aggregate/Asphalt	N
25	10-302-000-0000-6525		183.82 ton of random rip rap	1722642	CSAH Supplies - Aggregate/Asphalt	N
8711	Minnesota Paving & Materials		3 Transactions			
6077	RCM Specialties Inc					
28	10-302-000-0000-6525		Emulsion CSAH 38	8577	CSAH Supplies - Aggregate/Asphalt	Y
29	10-302-000-0000-6525		Emulsion CSAH 48	8577	CSAH Supplies - Aggregate/Asphalt	Y
27	10-302-000-0000-6529		Emulsion CSAH 14	8577	Co Rd Supplies	N
30	10-302-000-0000-6529		Emulsion CSAH 28	8577	Co Rd Supplies	Y
6077	RCM Specialties Inc		4 Transactions			
74005	Sherwin-Williams Company					
34	10-302-000-0000-6534		Traffic paint - CSAH 48	6014-8	Supplies - Signing	N
35	10-302-000-0000-6534		Traffic paint - CSAH 2	6014-8	Supplies - Signing	N
36	10-302-000-0000-6534		Traffic paint - CSAH 19	6014-8	Supplies - Signing	N
37	10-302-000-0000-6534		Traffic paint - CSAH 45	6014-8	Supplies - Signing	N
74005	Sherwin-Williams Company		4 Transactions			
302	DEPT Total:	12,452.77	Road & Bridge Maintenance Expense	3 Vendors	11 Transactions	
304	DEPT		Equipment Maintenance & Shops			
3275	Anhorns Gas And Tire					
2	10-304-000-0000-6252		Custom labor for mounting tire	44288	Contracted Services	N
1	10-304-000-0000-6520		4 tires for unit #2163	44288	Machinery/Vehicle Parts	N
3275	Anhorns Gas And Tire		2 Transactions			
10150	Carquest Auto Parts					
5	10-304-000-0000-6513		Snap ring pliers	437425	Tools	N
6	10-304-000-0000-6520		Vapor canister purge valve	438325	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520		4 oil filters	438854	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		3 Transactions			
524	Kecks Repair Inc					
16	10-304-000-0000-6252		4 wheel alignment #2120	299384	Contracted Services	N
524	Kecks Repair Inc		1 Transactions			
49625	Matejcek Implement Co					
17	10-304-000-0000-6520		4 cases hydraulic oil	IB26033	Machinery/Vehicle Parts	N

SBENDORF

8/4/22 1:13PM

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	
49625	Matejcek Implement Co		268.00	1 Transactions		
50510	McNeilus Steel Inc					
18	10-304-000-0000-6520		10.40	Scrap metal	01846030	Machinery/Vehicle Parts N
19	10-304-000-0000-6520		25.00	Hot metal scrap #2	01848598	Machinery/Vehicle Parts N
50510	McNeilus Steel Inc		35.40	2 Transactions		
51630	Mike's Repair					
22	10-304-000-0000-6252		923.40	Tires & custom labor unit#2150	097659	Contracted Services Y
51630	Mike's Repair		923.40	1 Transactions		
56125	NAPA Auto Parts					
26	10-304-000-0000-6520		23.99	Exhaust pipe reducer	944390	Machinery/Vehicle Parts N
56125	NAPA Auto Parts		23.99	1 Transactions		
3314	Ronco Engineering Sales					
31	10-304-000-0000-6520		44.93	5" t-bolt clamp	3293413	Machinery/Vehicle Parts N
3314	Ronco Engineering Sales		44.93	1 Transactions		
74005	Sherwin-Williams Company					
33	10-304-000-0000-6520		64.19	Hose for paint sprayer	4808-1	Machinery/Vehicle Parts N
74005	Sherwin-Williams Company		64.19	1 Transactions		
9376	Trueman Welters Inc					
39	10-304-000-0000-6520		15.26	Clutch adjustment gauge	IE20253	Machinery/Vehicle Parts N
40	10-304-000-0000-6520		15.26	Clutch adjustment gauge	IE20253	Machinery/Vehicle Parts N
9376	Trueman Welters Inc		30.52	2 Transactions		
304	DEPT Total:		2,328.48	Equipment Maintenance & Shops	10 Vendors	15 Transactions
310	DEPT			Capital Construction		
9131	Doma Insurance Agency of MN Inc					
10	10-310-000-0000-6517		100.00	O & E Christopher Hanke	06664-MN	Sales Tax Right of Way N
11	10-310-000-0000-6517		100.00	O & E Christopher Hanke	06665-MN	Sales Tax Right of Way N
12	10-310-000-0000-6517		100.00	O & E St Marc Materials, LLC	06666-MN	Sales Tax Right of Way N
13	10-310-000-0000-6517		100.00	O & E Medford Properties II	06668-MN	Sales Tax Right of Way N
9131	Doma Insurance Agency of MN Inc		400.00	4 Transactions		

SBENDORF
8/4/22 1:13PM
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	
310	DEPT Total:		400.00	Capital Construction	1 Vendors	4 Transactions
10	Fund Total:		18,888.63	Road & Bridge Fund		40 Transactions
	Final Total:		18,888.63	22 Vendors	40 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
10	18,888.63	Road & Bridge Fund
All Funds	18,888.63	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
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Explode Dist. Formulas Y

Paid on Behalf Of Name
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Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

SBENDORF

8/4/22 2:49PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	8190 Hansen/Daniel M						
25	01-003-000-0000-6194		330.00	Lemond cemetery mowing-6x		Personnel Policy	Y
	8190 Hansen/Daniel M		330.00	1 Transactions			
3	DEPT Total:		330.00	County Wide	1 Vendors	1 Transactions	
61	DEPT			Information Technology			
	3778 SHI International Corp						
102	01-061-000-0000-6413		11.78	Visio license - IT	B15608186	Computer Supplies	N
	3778 SHI International Corp		11.78	1 Transactions			
	83500 Steele County Highway Dept						
56	01-061-000-0000-6540		40.00	Fuel - June	1984	Gas & Oil	N
	83500 Steele County Highway Dept		40.00	1 Transactions			
61	DEPT Total:		51.78	Information Technology	2 Vendors	2 Transactions	
62	DEPT			Central Services			
	8919 ArchKey Technologies						
86	01-062-000-0000-6801		1,643.03	Door repairs - SCAC	80771322911	General Expense	Y
1	01-062-000-0000-6801		2,420.00	Access control upgrade	80802122351	General Expense	Y
	8919 ArchKey Technologies		4,063.03	2 Transactions			
	16282 Crosstown Cartage Inc						
13	01-062-000-0000-6801		324.00	Contracted mail services	07/22/2022	General Expense	N
14	01-062-000-0000-6802		85.00	Additional mail services	07/22/2022	Internal Chargeback	N
	16282 Crosstown Cartage Inc		409.00	2 Transactions			
	5655 High Point Networks						
26	01-062-000-0000-6301		6,820.00	Veeam backup annual renewal	207904	Equip/Software Maint	N
	5655 High Point Networks		6,820.00	1 Transactions			
	572 Kronos Incorporated						
37	01-062-000-0000-6301		2,000.00	Steele Dispatch WEX scripts	11938041	Equip/Software Maint	N
	572 Kronos Incorporated		2,000.00	1 Transactions			
	4419 Matrix Communications Inc						

SBENDORF
8/4/22 2:49PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
					Service Dates	Paid On Bhf #	On Behalf of Name	
99	01-062-000-0000-6210			753.46	Monthly phone system maint	M005657	Telephone	N
4419	Matrix Communications Inc			753.46	1 Transactions			
8859	Quadient Leasing USA Inc							
149	01-062-000-0000-6215			886.41	Coverage - 8/28 - 11/27	N9516912	Postage	N
8859	Quadient Leasing USA Inc			886.41	1 Transactions			
62	DEPT Total:			14,931.90	Central Services	6 Vendors	8 Transactions	
63	DEPT				Auditor Elections			
4480	DS Solutions Inc							
87	01-063-000-0000-6410			709.80	Premarked test deck - Primary	13103	Office Supplies	N
4480	DS Solutions Inc			709.80	1 Transactions			
37025	Innovative Office Solutions LLC							
28	01-063-000-0000-6410			15.54	Foam board for maps	3877394	Office Supplies	N
37025	Innovative Office Solutions LLC			15.54	1 Transactions			
63	DEPT Total:			725.34	Auditor Elections	2 Vendors	2 Transactions	
91	DEPT				County Attorney			
37025	Innovative Office Solutions LLC							
33	01-091-000-0000-6410			150.25	Disc, copy paper	3868147	Office Supplies	N
34	01-091-000-0000-6410			40.78-	Credit memo	SCN-114832	Office Supplies	N
37025	Innovative Office Solutions LLC			109.47	2 Transactions			
91	DEPT Total:			109.47	County Attorney	1 Vendors	2 Transactions	
101	DEPT				County Recorder			
10018	CDW Goverment Inc							
10	01-101-000-9305-6480			200.69	Headsets for recorders	BM19835	Non-Capitalized Inv-Technology Fun	N
10018	CDW Goverment Inc			200.69	1 Transactions			
2673	MACO							
38	01-101-000-9305-6480			1,500.00	2022 MOMS maintenance fee		Non-Capitalized Inv-Technology Fun	N
2673	MACO			1,500.00	1 Transactions			
1237	Pakor Inc							

SBENDORF
8/4/22 2:49PM
1 General Revenue Fund

Steele County



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
100	01-101-000-0000-6410		Camfi Fast ID	0651472	Office Supplies	N
1237	Pakor Inc		1 Transactions			
101	DEPT Total:	1,873.98	County Recorder	3 Vendors	3 Transactions	
103	DEPT		Assessor			
83500	Steele County Highway Dept					
60	01-103-000-0000-6540	182.05	Fuel - June	1986	Gas & Oil	N
83500	Steele County Highway Dept	182.05	1 Transactions			
84035	Tri-M Graphics					
64	01-103-000-0000-6401	192.00	Envelopes - 1000 count	98501	Forms/Copies/Stationary	N
65	01-103-000-0000-6401	423.67	Envelopes - 1500 count	98502	Forms/Copies/Stationary	N
84035	Tri-M Graphics	615.67	2 Transactions			
103	DEPT Total:	797.72	Assessor	2 Vendors	3 Transactions	
104	DEPT		GIS			
83500	Steele County Highway Dept					
106	01-104-000-0000-6540	18.79	Fuel - June	1985	Gas & Oil	N
83500	Steele County Highway Dept	18.79	1 Transactions			
104	DEPT Total:	18.79	GIS	1 Vendors	1 Transactions	
105	DEPT		Planning & Zoning			
13000	City Of Blooming Prairie					
104	01-105-000-0000-6805	3,357.94	Bldg permit reimb - July		Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie	3,357.94	1 Transactions			
83500	Steele County Highway Dept					
105	01-105-000-0000-6540	340.60	Fuel - June	1992	Gas & Oil	N
83500	Steele County Highway Dept	340.60	1 Transactions			
84035	Tri-M Graphics					
107	01-105-000-0000-6410	82.39	Business cards	98775 -ABrooks	Office Supplies	N
84035	Tri-M Graphics	82.39	1 Transactions			

SBENDORF
8/4/22 2:49PM
1 General Revenue Fund

Steele County



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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
105	DEPT Total:		3,780.93	Planning & Zoning	3 Vendors	3 Transactions	
111	DEPT			Buildings & Grounds			
	6980 Block Plumbing & Heating Inc						
7	01-111-042-0000-6300		130.00	Annual test & maintenance	62201	Bldg Repairs & Maintenance	N
5	01-111-040-0000-6300		190.00	Annual test & maintenance	62202	Bldg Repairs & Maintenance	N
6	01-111-041-0000-6300		130.00	Annual test & maintenance	62203	Bldg Repairs & Maintenance	N
4	01-111-045-0000-6300		210.00	Annual test & maintenance	62214	Bldg Repairs & Maintenance	N
	6980 Block Plumbing & Heating Inc		660.00	4 Transactions			
	52550 MEI Total Elevator Solutions						
40	01-111-040-0000-6300		316.00	Elevator repairs - SCAC	973549	Bldg Repairs & Maintenance	N
	52550 MEI Total Elevator Solutions		316.00	1 Transactions			
	83500 Steele County Highway Dept						
52	01-111-000-0000-6304		97.57	AC belt repair	1989	Equipment Maintenance & Repairs	N
51	01-111-000-0000-6562		167.24	Fuel	1989	Fuel And Gas	N
	83500 Steele County Highway Dept		264.81	2 Transactions			
111	DEPT Total:		1,240.81	Buildings & Grounds	3 Vendors	7 Transactions	
121	DEPT			Veteran Service			
	6032 APG Media of Southern Minnesota LLC						
85	01-121-000-0000-6242		114.00	Memorial flags - July	13469-0722	Publishing	N
	6032 APG Media of Southern Minnesota LLC		114.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
29	01-121-000-0000-6410		96.18	Copy paper, pads, pens	3877433	Office Supplies	N
	37025 Innovative Office Solutions LLC		96.18	1 Transactions			
	83500 Steele County Highway Dept						
58	01-121-000-0000-6540		258.27	Fuel - June	1990	Gas & Oil	N
	83500 Steele County Highway Dept		258.27	1 Transactions			
121	DEPT Total:		468.45	Veteran Service	3 Vendors	3 Transactions	
201	DEPT			Sheriff			
	8458 American Tower Corporation						

SBENDORF

8/4/22 2:49PM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
84	01-201-297-0000-6347		BP tower rent - August	409693591	T-BI Pr Lease Payments	N
8458	American Tower Corporation		1 Transactions			
16860	Custom Communications Inc					
15	01-201-296-0000-6421		Tower 9-CC monitor 8/1-10/31	523949	T#9 Maintenance Operating Exp-Fuel	N
16	01-201-296-0000-6421		Twr 9 intrusion/fire 8/1-10/31	523949	T#9 Maintenance Operating Exp-Fuel	N
17	01-201-297-0000-6421		BP twr intr/fire 8/1-10/31	523950	T-BI Pr-Maintenance Operating Exp-	N
18	01-201-297-0000-6421		BP twr-cell-gsm 08/01-10/31	523950	T-BI Pr-Maintenance Operating Exp-	N
16860	Custom Communications Inc		4 Transactions			
4877	L & L Street Rods & Sport Trucks					
91	01-201-000-0000-6480		Undercover antenna - #7423	3556	Non-Capitalized Inventory	N
92	01-201-000-0000-6480		Undercover antenna - #7405	3556	Non-Capitalized Inventory	N
95	01-201-000-0000-6480		Tail light harness - #7405	3559	Non-Capitalized Inventory	N
96	01-201-000-0000-6480		Tail light harness - #7418	3559	Non-Capitalized Inventory	N
97	01-201-000-0000-6480		Tail light harness - #7420	3559	Non-Capitalized Inventory	N
98	01-201-000-0000-6480		Tail light harness - #7421	3559	Non-Capitalized Inventory	N
94	01-201-000-0000-6480		Remove equipment - #7423	3560	Non-Capitalized Inventory	N
93	01-201-000-0000-6480		Shipping antenna - #7423 & 7405	3561	Non-Capitalized Inventory	N
4877	L & L Street Rods & Sport Trucks		8 Transactions			
18450	Office of MN IT Services					
44	01-201-000-0000-6210		Sheriff telecom - June 2022	W22060512	Telephone	N
18450	Office of MN IT Services		1 Transactions			
63510	Owatonna Police Dept					
48	01-201-000-0000-6260		2nd qtr - SCDIU Agent Martin	07152022	South Central Drug Investigator	N
63510	Owatonna Police Dept		1 Transactions			
9074	Randall's License Bureau					
49	01-201-000-0000-6320		Renewal tabs - Unit 7401		Vehicle Maintenance	N
9074	Randall's License Bureau		1 Transactions			
83500	Steele County Highway Dept					
59	01-201-000-0000-6562		Fuel - June	1987	Gas & Oil Squads	N
83500	Steele County Highway Dept		1 Transactions			
201	DEPT Total:		Sheriff	7 Vendors	17 Transactions	

SBENDORF

8/4/22 2:49PM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
138	01-251-000-0000-6270	39.45	Pharmacy fee - Le Seuer Co	119575	Medical Services	Y
139	01-251-000-0000-6270	1,915.92-	Billing reconciliation	119984	Medical Services	Y
137	01-251-000-0000-6269	1,660.24	Onsite mental health services	119994	Site Mental Health Services	Y
136	01-251-000-0000-6270	8,136.45	Onsite medical services	119994	Medical Services	Y
4346	Advanced Correctional Healthcare Inc	7,920.22	4 Transactions			
5750	Bob Barker Company Inc					
8	01-251-000-0000-6418	366.22	Towels, tumblers	1789385	Lock-Up Supplies	N
141	01-251-000-0000-6418	372.26	Socks, washclothes, towels	1793003	Lock-Up Supplies	N
5750	Bob Barker Company Inc	738.48	2 Transactions			
9435	CARR/ROBERT					
143	01-251-000-0000-6330	25.00	Parking fees for training	7/2022	Travel Expenses	N
9435	CARR/ROBERT	25.00	1 Transactions			
3134	Dash Medical Gloves					
20	01-251-000-0000-6451	664.30	Latex gloves	1267596	Operating Supplies	N
3134	Dash Medical Gloves	664.30	1 Transactions			
3629	Kent/Leah					
36	01-251-000-0000-6330	51.00	Meal reimb for conference	7/13-7/14	Travel Expenses	N
3629	Kent/Leah	51.00	1 Transactions			
9271	Mayo Clinic Ambulance					
39	01-251-000-0000-6432	468.99	Ambulance-jail to hospital	22-68329	Medical Payments	N
9271	Mayo Clinic Ambulance	468.99	1 Transactions			
18450	Office of MN IT Services					
46	01-251-000-0000-6410	91.01	Jail telecom - June 2022	W22060512	Office Supplies	N
18450	Office of MN IT Services	91.01	1 Transactions			
60961	Olmsted County					
47	01-251-000-0000-6261	70.00	CPR training - 2 employees	7/20/22	Conference & Training	N
60961	Olmsted County	70.00	1 Transactions			
4879	Shred Right					
150	01-251-000-0000-6304	40.00	Document shredding	579876	Contract Serv./Bldg Maint	Y

SBENDORF

8/4/22 2:49PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4879	Shred Right		40.00	1 Transactions		
57	83500 Steele County Highway Dept					
	01-251-000-0000-6562	688.86	Fuel - June	1981	Gas & Oil	N
	83500 Steele County Highway Dept	688.86	1 Transactions			
156	85167 Stewart Sanitation					
	01-251-000-0000-6254	262.86	Waste pick up - 8/1 - 8/31	734546	Garbage Disposal	N
	85167 Stewart Sanitation	262.86	1 Transactions			
61	85300 Streichers Inc					
	01-251-000-0000-6192	90.00	Employee uniforms	L1579314 Carr	Uniform Allowance	N
	85300 Streichers Inc	90.00	1 Transactions			
62	8247 Summit Food Services LLC					
	01-251-000-0000-6441	3,197.80	Inmate meals - 7/9-7/15	INV2000148115	Prisoner Meals	N
63	01-251-000-0000-6441	3,105.54	Inmate meals - 7/16-7/22	INV2000148667	Prisoner Meals	N
157	01-251-000-0000-6441	3,122.36	Inmate meals - 7/23-7/29	INV2000149620	Prisoner Meals	N
158	01-251-000-0000-6451	194.35	Kitchen supplies	INV2000149620	Operating Supplies	N
	8247 Summit Food Services LLC	9,620.05	4 Transactions			
251	DEPT Total:	20,730.77	Jail	13 Vendors	20 Transactions	
252	DEPT		Community Corrections			
30	37025 Innovative Office Solutions LLC					
	01-252-000-0000-6410	19.54	Note pads, sticky notes	3872009	Office Supplies	N
	37025 Innovative Office Solutions LLC	19.54	1 Transactions			
43	8996 Nicole Ranae Consulting LLC					
	01-252-775-0000-6261	98.00	Trauma Informed Theories		Conference & Training - CCA Subsidy	Y
	8996 Nicole Ranae Consulting LLC	98.00	1 Transactions			
53	83500 Steele County Highway Dept					
	01-252-000-0000-6540	103.76	Fuel - June	1982	Gas & Oil	N
	83500 Steele County Highway Dept	103.76	1 Transactions			
252	DEPT Total:	221.30	Community Corrections	3 Vendors	3 Transactions	

SBENDORF
8/4/22 2:49PM
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	
253	DEPT			Law Enforcement Center			
	18450 Office of MN IT Services						
45	01-253-000-0000-6211		77.91	LEC telecom - June 2022	W22060512	Radio And Telephone	N
	18450 Office of MN IT Services		77.91	1 Transactions			
	4879 Shred Right						
50	01-253-000-0000-6254		40.50	Paper shredding	579585	Garbage Disposal	Y
	4879 Shred Right		40.50	1 Transactions			
253	DEPT Total:		118.41	Law Enforcement Center	2 Vendors	2 Transactions	
281	DEPT			Emergency Management			
	9431 DTN LLC						
22	01-281-000-0000-6251		678.89	Weather DTM reg radar system	6162255	Other Administrative Costs	Y
	9431 DTN LLC		678.89	1 Transactions			
	9259 T-MOBILE						
103	01-281-000-0000-6251		31.15	Monthly mobile simcard - July	982187246	Other Administrative Costs	N
	9259 T-MOBILE		31.15	1 Transactions			
281	DEPT Total:		710.04	Emergency Management	2 Vendors	2 Transactions	
391	DEPT			Environmental Services			
	9433 JEREMY & JAMIE GARE						
23	01-391-292-0000-6820		700.00	Well sealing cost program #1		Grant Expense	N
24	01-391-292-0000-6820		650.00	Well sealing cost program #2		Grant Expense	N
	9433 JEREMY & JAMIE GARE		1,350.00	2 Transactions			
	4955 Waste Management Of Wi-Mn						
108	01-391-000-0000-6548		50,562.21	Recycling contract - July	726032-0491-3	Recycling	N
	4955 Waste Management Of Wi-Mn		50,562.21	1 Transactions			
391	DEPT Total:		51,912.21	Environmental Services	2 Vendors	3 Transactions	
481	DEPT			Public Health Nursing			
	115 Aaseth/Amber						
109	01-481-460-6009-6331		45.00	Mileage -July 2022		Mileage Reimbursement	N

SBENDORF

8/4/22 2:49PM

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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
115	Aaseth/Amber		45.00	1 Transactions		
3282	Aaseth/Nijole					
110	01-481-460-6009-6331		8.13	Mileage -July 2022		Mileage Reimbursement N
3282	Aaseth/Nijole		8.13	1 Transactions		
8204	Adams/Penny					
111	01-481-460-6009-6331		51.41	Mileage -July 2022		Mileage Reimbursement N
8204	Adams/Penny		51.41	1 Transactions		
6032	APG Media of Southern Minnesota LLC					
140	01-481-460-6011-6243		200.00	Entertainmt guide, pickup ads	13052-0722	Advertising,Marketing & Promotional N
6032	APG Media of Southern Minnesota LLC		200.00	1 Transactions		
2574	Archambault/Kristi					
112	01-481-460-6009-6331		103.12	Mileage -July 2022		Mileage Reimbursement N
2574	Archambault/Kristi		103.12	1 Transactions		
7	Bartsch/Christine					
113	01-481-460-6009-6331		81.88	Mileage -July 2022		Mileage Reimbursement N
7	Bartsch/Christine		81.88	1 Transactions		
8486	Baumgartner/Ann					
114	01-481-460-6009-6331		14.38	Mileage -July 2022		Mileage Reimbursement N
8486	Baumgartner/Ann		14.38	1 Transactions		
9413	Benson/Robert					
115	01-481-460-6009-6331		141.25	Mileage -July 2022		Mileage Reimbursement N
9413	Benson/Robert		141.25	1 Transactions		
6267	BRINKMAN/STACIE LYNN					
116	01-481-461-6025-6331		62.38	Mileage -July 2022		Mileage Reimbursement N
6267	BRINKMAN/STACIE LYNN		62.38	1 Transactions		
10084	Cardinal Health 110 LLC					
142	01-481-462-6045-5565		168.37	Tuberculin skin test	7223748249	Tuberculin Skin Test Y
10084	Cardinal Health 110 LLC		168.37	1 Transactions		
12590	Christenson/Yukari					

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	
117	01-481-460-6009-6331	12.50	Mileage -July 2022		Mileage Reimbursement	N
12590	Christenson/Yukari	12.50	1 Transactions			
8076	Fast/Heather					
118	01-481-460-6009-6331	13.75	Mileage -July 2022		Mileage Reimbursement	N
8076	Fast/Heather	13.75	1 Transactions			
7951	Genoa Healthcare Company					
144	01-481-461-6025-6434	11.58	Prenatal vitamins	F22071320	Medical Supplies	N
7951	Genoa Healthcare Company	11.58	1 Transactions			
5987	Hoffmann/Christine A					
119	01-481-464-6061-6331	29.38	Mileage - July 2022		Mileage Reimbursement	N
120	01-481-465-6057-6331	2.50	Mileage - July 2022		Mileage Reimbursement	N
5987	Hoffmann/Christine A	31.88	2 Transactions			
5109	Houck Transit Advertising					
145	01-481-460-6011-6243	280.00	Bus adv transit media space	107931	Advertising,Marketing & Promotional	N
5109	Houck Transit Advertising	280.00	1 Transactions			
37025	Innovative Office Solutions LLC					
146	01-481-465-6057-6410	84.57	Office supplies	3869833	Office Supplies	N
37025	Innovative Office Solutions LLC	84.57	1 Transactions			
9226	Jones/Ruthie					
121	01-481-460-6009-6331	91.25	Mileage - July 2022		Mileage Reimbursement	N
9226	Jones/Ruthie	91.25	1 Transactions			
3256	Kofstad/Melissa					
122	01-481-460-6009-6331	5.63	Mileage - July 2022		Mileage Reimbursement	N
3256	Kofstad/Melissa	5.63	1 Transactions			
5754	McMann/Katy					
123	01-481-460-6009-6331	243.75	Mileage - July 2022		Mileage Reimbursement	N
5754	McMann/Katy	243.75	1 Transactions			
8341	Mead/Kathleen					
124	01-481-460-6009-6331	13.75	Mileage - July 2022		Mileage Reimbursement	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8341	Mead/Kathleen		1 Transactions			
52975	Minnesota Valley Testing Labs					
147	01-481-463-6049-6322	50.00	Lab water testing charges	1153988-115963	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	50.00	1 Transactions			
7848	Nelson/Connie					
125	01-481-460-6009-6331	19.38	Mileage - July 2022		Mileage Reimbursement	N
7848	Nelson/Connie	19.38	1 Transactions			
8678	Olmsted Co Health, Housing & Human Se					
148	01-481-460-6011-6243	1,500.00	Media fee	CSFI-142833	Advertising,Marketing & Promotional	N
8678	Olmsted Co Health, Housing & Human Se	1,500.00	1 Transactions			
2587	Piepho/Nancy June					
127	01-481-461-6025-6331	49.50	Mileage - July 2022		Mileage Reimbursement	N
126	01-481-461-6034-6331	64.94	Mileage - July 2022		Mileage Reimbursement	N
2587	Piepho/Nancy June	114.44	2 Transactions			
5252	Probst/Angie					
128	01-481-460-6009-6331	90.00	Mileage - July 2022		Mileage Reimbursement	N
5252	Probst/Angie	90.00	1 Transactions			
4879	Shred Right					
151	01-481-465-6057-6322	40.00	Shredding service	579547	Service Agreements	Y
4879	Shred Right	40.00	1 Transactions			
75500	Steele County Treasurer					
155	01-481-460-6009-6171	746.84	Workers comp - August		Workers Comp	N
153	01-481-460-6009-6350	402.24	Property-Liability - August		Property & Liability Insurance	N
152	01-481-460-6009-6381	639.66	CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-460-6011-6171	53.35	Workers comp - August		Workers Comp	N
154	01-481-460-6011-6341	74.98	Rent - August		Office Rent	N
153	01-481-460-6011-6350	28.73	Property-Liability - August		Property & Liability Insurance	N
152	01-481-460-6011-6381	45.69	CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-461-6025-6171	106.70	Workers comp - August		Workers Comp	N
153	01-481-461-6025-6350	57.47	Property-Liability - August		Property & Liability Insurance	N
152	01-481-461-6025-6381	91.38	CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-461-6030-6171	35.57	Workers comp - August		Workers Comp	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
154	01-481-461-6030-6341		Rent - August		Office Rent	N
153	01-481-461-6030-6350		Property-Liability - August		Property & Liability Insurance	N
152	01-481-461-6030-6381		CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-461-6032-6171		Workers comp - August		Workers Comp	N
154	01-481-461-6032-6341		Rent - August		Office Rent	N
153	01-481-461-6032-6350		Property-Liability - August		Property & Liability Insurance	N
152	01-481-461-6032-6381		CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-461-6034-6171		Workers comp - August		Workers Comp	N
154	01-481-461-6034-6341		Rent - August		Office Rent	N
153	01-481-461-6034-6350		Property-Liability - August		Property & Liability Insurance	N
152	01-481-461-6034-6381		CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-461-6040-6171		Workers comp - August		Workers Comp	N
154	01-481-461-6040-6341		Rent - August		Office Rent	N
153	01-481-461-6040-6350		Property-Liability - August		Property & Liability Insurance	N
152	01-481-461-6040-6381		CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-461-6059-6171		Workers comp - August		Workers Comp Ins	N
154	01-481-461-6059-6341		Rent - August		Office Rent	N
153	01-481-461-6059-6350		Property-Liability - August		Property & Liability Insurance	N
152	01-481-461-6059-6381		CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-462-6047-6171		Workers comp - August		Workers Comp	N
153	01-481-462-6047-6350		Property-Liability - August		Property & Liability Insurance	N
152	01-481-462-6047-6381		CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-464-6061-6171		Workers comp - August		Workers Comp Ins	N
154	01-481-464-6061-6341		Rent - August		Office Rent	N
153	01-481-464-6061-6350		Property-Liability - August		Property & Liability Insurance	N
152	01-481-464-6061-6381		CPU & network support - August		Cpu Usage & Network Support	N
155	01-481-465-6057-6171		Workers comp - August		Workers Comp	N
154	01-481-465-6057-6341		Rent - August		Office Rent	N
153	01-481-465-6057-6350		Property-Liability - August		Property & Liability Insurance	N
152	01-481-465-6057-6381		CPU & network support - August		Cpu Usage & Network Support	N
75500	Steele County Treasurer		6,758.75	41 Transactions		
90609	Urch/Mary					
129	01-481-461-6032-6331		Mileage - July 2022		Mileage Reimbursement	N
130	01-481-461-6032-6331		Mileage - July 2022		Mileage Reimbursement	N
90609	Urch/Mary		80.00	2 Transactions		
8654	Waggoner/Jennifer					
131	01-481-461-6025-6331		6.25	Mileage - July 2022	Mileage Reimbursement	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8654	Waggoner/Jennifer		6.25	1 Transactions		
74928	Waypa/Lisa A					
133	01-481-461-6025-6331		1.25	Mileage - July 2022		Mileage Reimbursement N
132	01-481-461-6030-6331		5.63	Mileage - July 2022		Mileage Reimbursement N
74928	Waypa/Lisa A		6.88	2 Transactions		
4100	Wencl/Dianne Marie					
134	01-481-460-6009-6331		23.75	Mileage - July 2022		Mileage Reimbursement N
4100	Wencl/Dianne Marie		23.75	1 Transactions		
9414	Worrell/Laura					
135	01-481-460-6009-6331		28.13	Mileage - July 2022		Mileage Reimbursement N
9414	Worrell/Laura		28.13	1 Transactions		
481	DEPT Total:		10,382.16	Public Health Nursing	32 Vendors	76 Transactions
521	DEPT			Park And Recreation		
3275	Anhorns Gas And Tire					
159	01-521-000-0000-6540		706.76	Tires for F150	44287	Gas & Oil N
3275	Anhorns Gas And Tire		706.76	1 Transactions		
8251	BRN Lawn & Landscape LLC					
161	01-521-000-0000-6304		160.00	Canoe landing mowing - July	1999	Lawn Mowing Contract Y
162	01-521-000-0000-6304		380.00	Beaver Lake mowing - July	2000	Lawn Mowing Contract Y
160	01-521-000-0000-6823		120.00	Beach tilling - July	2001	Beaver Lake Y
8251	BRN Lawn & Landscape LLC		660.00	3 Transactions		
10150	Carquest Auto Parts					
9	01-521-000-0000-6540		31.49	Oil seal for truck	693188	Gas & Oil N
10150	Carquest Auto Parts		31.49	1 Transactions		
701	Dobberstein Backhoe					
21	01-521-000-0000-6823		1,537.00	Pump & alarm for septic	4505	Beaver Lake Y
701	Dobberstein Backhoe		1,537.00	1 Transactions		
26699	Four Seasons Centre					
88	01-521-000-0000-6831		9,675.00	Summer open ice	4325-1	Ice Rental Pymts N

SBENDORF

8/4/22 2:49PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 15

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
26699	Four Seasons Centre			1 Transactions		
83500	Steele County Highway Dept					
55	01-521-000-0000-6410	294.73	Fix edger	1991	Operating Supplies/Truck Repairs	N
54	01-521-000-0000-6540	476.35	Fuel - June	1991	Gas & Oil	N
83500	Steele County Highway Dept	771.08		2 Transactions		
521	DEPT Total:	13,381.33	Park And Recreation	6 Vendors	9 Transactions	
550	DEPT		Four Seasons			
3738	Arrow Ace Hardware					
2	01-550-000-0000-6410	8.29	Lock nuts	269720/2	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware	8.29		1 Transactions		
5992	Becker Arena Products Inc					
3	01-550-000-0000-6410	298.87	New nets, protectors	605514	Operating Supplies - Contracts	N
5992	Becker Arena Products Inc	298.87		1 Transactions		
5327	Cemstone Products Co Inc					
11	01-550-000-0000-6410	228.70	Salt barrier, broom, vulkem	622991	Operating Supplies - Contracts	N
5327	Cemstone Products Co Inc	228.70		1 Transactions		
8424	Cintas					
12	01-550-000-0000-6420	150.81	Monthly linens	4126359044	Linen Service	Y
8424	Cintas	150.81		1 Transactions		
16860	Custom Communications Inc					
19	01-550-000-0000-6410	125.79	Fire alarm monitoring-Aug-Oct	523946	Operating Supplies - Contracts	N
16860	Custom Communications Inc	125.79		1 Transactions		
33550	Hillyard-Hutchinson					
89	01-550-000-0000-6410	2,427.72	Janitorial supplies - SCFF	604815619	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson	2,427.72		1 Transactions		
37025	Innovative Office Solutions LLC					
35	01-550-000-0000-6410	85.30	Ink cartridges, batteries, etc	3870021	Operating Supplies - Contracts	N
37025	Innovative Office Solutions LLC	85.30		1 Transactions		
5136	Metro Janitorial Supply Inc					

SBENDORF

8/4/22 2:49PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 16

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
90	01-550-000-0000-6410		SCFF & floor refinishing	11015769	Operating Supplies - Contracts	N
5136	Metro Janitorial Supply Inc		1 Transactions			
2001	Metro Sound & Lighting Inc					
163	01-550-000-0000-6410	65.91	Repairs to sound amp	328543	Operating Supplies - Contracts	N
164	01-550-000-0000-6410	68.72	3 mic cables	329556	Operating Supplies - Contracts	N
2001	Metro Sound & Lighting Inc	134.63	2 Transactions			
74005	Sherwin-Williams Company					
101	01-550-000-0000-6410	295.55	Paint - lobby & restroom	4767-9	Operating Supplies - Contracts	N
74005	Sherwin-Williams Company	295.55	1 Transactions			
550	DEPT Total:	5,948.54	Four Seasons	10 Vendors	11 Transactions	
602	DEPT		Co-Op Extension			
33175	HP Inc					
27	01-602-000-0000-6410	147.00	Monitor for Extension	9016497471	Office Supplies	N
33175	HP Inc	147.00	1 Transactions			
37025	Innovative Office Solutions LLC					
31	01-602-000-0000-6410	469.26	Copy paper,envelopes,labels	3875198	Office Supplies	N
32	01-602-000-0000-6410	49.46	Shipping labels	3876912	Office Supplies	N
37025	Innovative Office Solutions LLC	518.72	2 Transactions			
51300	Metro Sales Inc					
41	01-602-000-0000-6321	365.00	Contract base 7/15-10/14	2085255	Maintenance Agreements	N
42	01-602-000-0000-6410	817.90	Usage charge 4/15-7/14	2085255	Office Supplies	N
51300	Metro Sales Inc	1,182.90	2 Transactions			
602	DEPT Total:	1,848.62	Co-Op Extension	3 Vendors	5 Transactions	
1	Fund Total:	153,200.11	General Revenue Fund		183 Transactions	

SBENDORF
8/4/22 2:49PM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
251	DEPT			Jail			
	10018 CDW Goverment Inc						
81	38-251-000-0000-6600		240.09	Display swingarm mount - SCDC	BP96539	Capital Outlay - Detention Center	N
	10018 CDW Goverment Inc		240.09	1 Transactions			
	9227 Rochon Corporation Minnesota						
66	38-251-000-0000-6600		55,278.89	Security upgrades - DC	9	Capital Outlay - Detention Center	Y
	9227 Rochon Corporation Minnesota		55,278.89	1 Transactions			
251	DEPT Total:		55,518.98	Jail	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
	9434 All American Arena Products						
80	38-550-000-0000-6600		1,287.70	Locker room benches	3695	Capital Outlay - Four Seasons	N
79	38-550-000-0000-6600		18,415.00	Locker room flooring	3696	Capital Outlay - Four Seasons	N
	9434 All American Arena Products		19,702.70	2 Transactions			
	8242 SCR						
165	38-550-000-0000-6600		23,994.00	East rink conversion	J011070	Capital Outlay - Four Seasons	N
166	38-550-000-0000-6600		14,422.43	New refrigerant	W32313	Capital Outlay - Four Seasons	N
	8242 SCR		38,416.43	2 Transactions			
550	DEPT Total:		58,119.13	Four Seasons	2 Vendors	4 Transactions	
38	Fund Total:		113,638.11	Capital Outlay Fund		6 Transactions	

SBENDORF

8/4/22 2:49PM

53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 18

	<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>	
398	DEPT			Landfill			
	23800 Fastenal Company						
70	53-398-000-0000-6301		60.98	Gloves	MNOWA237790	Equip Repairs	N
	23800 Fastenal Company		60.98	1 Transactions			
	8762 Freeborn County Coop Oil						
67	53-398-000-0000-6380		3,998.50	Dust control	13703	Grounds Maintenance	N
	8762 Freeborn County Coop Oil		3,998.50	1 Transactions			
	27350 Frontier Communications						
82	53-398-000-0000-6210		214.71	Phone & fax - 7/25-8/24/22	080184-2	Telephone	N
	27350 Frontier Communications		214.71	1 Transactions			
	9136 Kahn Tile Supply LLC						
83	53-398-000-0000-6301		66.79	Tile dual wall	22-2225	Equip Repairs	Y
	9136 Kahn Tile Supply LLC		66.79	1 Transactions			
	9342 Liberty Tire Recycling LLC						
68	53-398-000-0000-6304		2,538.55	Tires to recycle	2360224	Contract Services	N
	9342 Liberty Tire Recycling LLC		2,538.55	1 Transactions			
	58850 Northland Farm Systems						
69	53-398-000-0000-6301		33.54	Oil	48430	Equip Repairs	N
	58850 Northland Farm Systems		33.54	1 Transactions			
	9432 PARTS ALLIANCE NORTH/BOYER TRUCK						
71	53-398-000-0000-6301		1,647.63	Shocks	007P37632	Equip Repairs	N
	9432 PARTS ALLIANCE NORTH/BOYER TRUCK		1,647.63	1 Transactions			
	3690 Ramy Turf Products						
72	53-398-000-0000-6547		26,840.00	Top coat material	OP-87288-06	Cover Material	N
	3690 Ramy Turf Products		26,840.00	1 Transactions			
	83500 Steele County Highway Dept						
75	53-398-000-0000-6301		4,950.55	Repairs to leachate, etc	1988	Equip Repairs	N
76	53-398-000-0000-6301		21,843.85	Trucking reimbursement	1988	Equip Repairs	N
77	53-398-000-0000-6301		1,940.00	Equipment reimbursement	1988	Equip Repairs	N
73	53-398-000-0000-6331		189.65	Mileage	1988	Mileage Reimbursement	N
74	53-398-000-0000-6388		7,904.69	Labor reimbursement	1988	Labor costs-Highway	N

SBENDORF
8/4/22 2:49PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
83500	Steele County Highway Dept		36,828.74	5 Transactions				
84035	Tri-M Graphics							
78	53-398-000-0000-6242		33.24	Business cards	5297	Publishing		N
84035	Tri-M Graphics		33.24	1 Transactions				
398	DEPT Total:		72,262.68	Landfill	10 Vendors	14 Transactions		
53	Fund Total:		72,262.68	Landfill Fund		14 Transactions		
	Final Total:		339,100.90	121 Vendors	203 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	153,200.11	General Revenue Fund	
	38	113,638.11	Capital Outlay Fund	
	53	72,262.68	Landfill Fund	
	All Funds	339,100.90	Total	Approved by, ...
				
				

PERSONNEL REPORT
August 9, 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>
Meagan Katchmark (promotion)	Public Health Nurse/Public Health	C43/2	07/14/22
Beth Jongbloedt (promotion)	Public Health Nurse/Public Health	C43/7	07/17/22
Taylor Kerkela	Asst. Cty Attorney I/Cty Attorney	C43/4	08/03/22
Ryan Saxton	Maintenance Tech/Highway	B22/5	08/08/22
Joel Jandt	Correctional Officer/Detention Ctr.	B24/1	08/08/22

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Robert Carr	Correctional Officer	Detention Center	07/31/22
Michal Blasing	Health Services Asst/LPN	Detention Center	08/02/22
Rob Jarrett	Asst. Cty Attorney II	Attorney's Office	09/06/22

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer	Detention Center	Backfill Carr
Health Services Asst/LPN	Detention Center	Backfill Blasing
Asst. Cty Attorney I or II	Attorney's Office	Backfill Jarrett

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officers (3)	Det. Center/Sheriff's Office	1 in Background/Recruiting
Account Tech (.8 FTE)	Highway	Offer Pending
Technical Clerk I	Planning & Zoning/Facilities	Interviewing
Appraiser	Assessor's Office	Interviewing
Juvenile Probation Officer	Community Corrections	Scoring Applicants
Road Deputy & SRO	Sheriff's Office	Offers Pending
Office Support Specialist	Public Health	Recruiting
Account Tech	Public Health	Recruiting

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Lead Custodian	Facilities & Grounds	New Position – Being Rated



Steele County Agenda Item

Subject: Approve Sale of Salvage Pickup

Department: Highway

Committee Meeting Date: July 14, 2022

Board Meeting Date: August 9, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Post to Website and return to Board for approval

Recommendation:

Approve the sale of the salvage pickup to the highest bidder for \$1,500.

Background (*Including Budget Impact*):

A 2008 Ford F-150 pickup was recently involved in an accident, the operator was uninjured however, the vehicle sustained major damage. The insurance company's adjuster totaled the vehicle, and the County will receive payment of \$8,576 after the deductible.

The salvaged vehicle was posted for sale via sealed bids on the County's website for two weeks, closing Wednesday, August 3, 2022. 2 bids were received:

\$1,500 from Steve Tschopp

\$950 from Mike Kath

The insurance company had a salvage quote of \$1,225.

Attachments:

N/A



Steele County Agenda Item

Subject: 2023 Appropriation Requests

Department: Treasurer's Office/Finance

Committee Meeting Date: August 2, 2022

Board Meeting Date: August 9, 2022

Consent Agenda: X Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends contributing the same amounts approved as the 2022 allocations to the various organizations for their respective 2023 budget (see attached summary). In addition to the recommendation, committee would like to explore possibly changing the appropriation request process for future allocations.

Recommendation:

Discuss appropriation requests and recommend amounts to appropriate for Board approval.

Background (*Including Budget Impact*):

Various organizations submitted appropriation requests for their 2023 budget (see attached requests). Committee reviewed and discussed the requests and recommended that the County contribute the same amounts given in 2022 to the organizations. However, the Southern MN Tourism group charges 5 cents times the number of population in the county. Due to the most recent population count in 2020, the fee increased by \$41. The attached recommendation includes this change.

Attachments:

Appropriation requests summary and requests

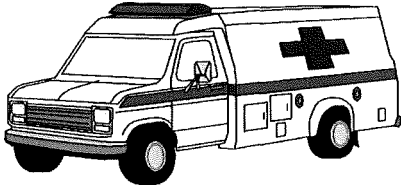
Steele County
2023 Appropriation Requests

Requestor	Purpose	2022 Allocations	2023 Requests	Committee Recommendation
American Legion - Ellendale	Memorial Day Approp.	\$ 190	Not rec'd	\$ 190
American Legion - Owatonna	Memorial Day Approp.	1720	1720	1720
Blooming Prairie Servicemen's Club	Memorial Day Approp.	125	Not rec'd	125
City of Blooming Prairie	EDA	5,000	5,000	5,000
City of Ellendale	EDA	5,000	5,000	5,000
City of Medford	EDA	5,000	5,000	5,000
Owatonna Partners for Economic Development	EDA	5,000	5,000	5,000
Farm America	Subsidy	500	1,000	500
Owatonna Area Business Development Center	Subsidy	4,000	10,000	4,000
Southern MN Initiative Foundation	Subsidy	6,000	6,000	6,000
Crisis Resource Center	Subsidy	10,000	10,000	10,000
Healthy Seniors	Subsidy	10,000	15,000	10,000
Semcac	Subsidy	10,000	16,500	10,000
Community Pathways (Food Shelf/Clothesline)	Subsidy	12,000	15,000	12,000
Transitional Housing of Steele County	Subsidy	10,000	10,000	10,000
SE Emergency Medical Service	Subsidy	5,000	5,000	5,000
Ellendale Ambulance	Ambulance Subsidy	5,000	5,000	5,000
Blooming Prairie Ambulance	Ambulance Subsidy	5,000	5,000	5,000
Southern MN Tourism	Subsidy	1,829	1,870	1,870
Humane Society	Subsidy	5,000	Not rec'd	5,000
Historical Society	Subsidy	8,000	10,000	8,000
County Ag Society	Subsidy	42,500	102,500	42,500
Soil & Water Conservation District	Subsidy	135,000	135,000	135,000
Totals		<u>\$ 291,864</u>	<u>\$ 369,590</u>	<u>291,905</u>

AMERICAN LEGION POST 77
Memorial day budget for 2022

Four Seasons Rental	\$ 1,025.00
Four Seasons Chair set up	\$ 100.50
Four Seasons Flowers	\$ 100.00
parade route advertising	<u>\$ 495.00</u>

Total Memorial day expense	\$ 1,720.50
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Blooming Prairie Volunteer Ambulance Service
501 4th Street S. E.
P O Box 363
Blooming Prairie, MN 55917

City Office: Non-Emergency 507-583-7573
Fax 507-583-4520

Monday, February 14, 2022

Steele County Treasurer's Office
Attn: Cathy Piepho
630 Florence Avenue
Owatonna Minnesota 55060

Dear Ms. Piepho:

In previous years, Steele County has responded well to the needs of the Blooming Prairie Volunteer Ambulance Service by providing financial assistance in the amount of \$5,000.00. We would like you to consider the continued support in year 2023.

Extensive time has been given by the Blooming Prairie EMT's to provide the needed medical services to our community and surrounding areas. We are fortunate that we continue to have these great volunteers and it is important that we continue to provide them with the training and new equipment that is so essential to provide updated adequate professional services. The EMT's continue working on the recruitment and training of new volunteers. Equipment and training constitutes the largest expenditures needed to provide services.

The mandated fee schedules continue. Medicare and insurance company's fee schedules do not leave much room to increase rates in order to keep up with the rising costs. This continues to have a large impact on the revenues of services.

We thank you and the Steele County Commissioners for the continued monetary support which enables the Blooming Prairie Ambulance Service to continue to provide needed services to the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew T. Langholz'. The signature is fluid and cursive, with a long, sweeping line extending from the end of the name.

Andrew T. Langholz
City Administrator

ATL:lm1



*Blooming Prairie
Economic Development Authority*

P.O. Box 68, 138 Hwy Ave. South, Blooming Prairie, MN 55917

Phone: (507)583-7573 Fax: (507)583-4520
An Equal Opportunity Lender

Monday, February 14, 2022

Steele County Treasurer's Office
Attn: Cathy Piepho Treasurer
630 Florence Avenue
Owatonna, Minnesota 55060

Re: Blooming Prairie Economic Development Authority

Dear Ms. Piepho:

The City of Blooming Prairie and the Blooming Prairie Economic Development Authority (EDA) would like to thank you for helping us in the past with funding economic development efforts in Blooming Prairie.

In 2021, the EDA implemented a Commercial Facade Improvement Program with the intent to enhance and improve the visual aesthetics of the community. The program is designed to encourage businesses to restore, maintain, and enhance existing properties. This is a dollar-for-dollar matching grant that is offered to our local business owners. The EDA is requesting funds from Steele County to help supplement the cost of Blooming Prairie having such programs.

We continue to promote and plan for the growth of Blooming Prairie. Your financial support and commitment to economic development in Blooming Prairie, as well as Steele County, is greatly appreciated. The City of Blooming Prairie and the Blooming Prairie Economic Development Authority therefore request your continued contribution for assistance again in 2023.

Sincerely,

Andrew T. Langholz
City Administrator

ATL:lmI

Piepho, Catherine

From: cityofellendale@frontiernet.net
Sent: Friday, July 22, 2022 3:03 PM
To: Piepho, Catherine
Subject: Ellendale 2023 County Funds Request
Attachments: Ellendale 2023 Funds Request.pdf

Hi Cathy,

Attached is our request letter for 2023 funding by Steele County. As I mentioned in the letter, we have not started our 2023 budget meetings yet. I don't have a draft budget to send you. Our first budget meeting is set for August 25th. Hopefully, the attached letter will suffice for 2023 funding support.

Thanks,

Steve Engel
Deputy Clerk/Treasurer
City Of Ellendale
507-684-2681
cityofellendale@frontiernet.net



CITY OF
ELLENDALE

106 6th Ave. W, PO Box 385 Ellendale, MN 56026
www.ellendalemn.com P:507.684.2681 F:507.684.9467

Date: July 20, 2022

Re: 2023 Budget Funding

To: Cathy Piepho,
Treasurer/Finance Director
Steele County Treasurer's Office

Cathy,

The City of Ellendale would like to request \$10,000.00 funding from Steele County. The funds would be \$5,000.00 for the Ellendale EDA and \$5,000.00 on behalf of the Ellendale Joint Ambulance in 2022.

The EDA provides funding for new businesses in Ellendale. They are also assisting in the bond payments of the 2021A Tax Bond that was issued for the land acquisition for the new Steele Suites Apartment project that is underway. The EDA is also pursuing another multi-housing project that we hope, will become a reality within the next 3 years. Your continued support would be appreciated and is instrumental in our ability to fund these projects.

The Ellendale Ambulance service is a joint venture between the City of Ellendale, Geneva, and several of the surrounding townships. It is a vital service to a large area of Steele and Freeborn County residents. The ambulance board is looking at purchases of newer patient lift equipment to assist the crews. Estimates received were in the \$20,000 and higher ranges. Your funding support would help to meet the needed amount for this equipment.

You asked for a draft budget from the City of Ellendale for 2023. Unfortunately, we do not start our budget meetings until August. But the needs for the EDA and Ellendale Ambulance are known and ongoing. Again, the continued support of Steele County would be appreciated.

Thank you.

Steve Engel

Deputy Clerk/Treasurer
City of Ellendale

Piepho, Catherine

From: Jessica Rollins <jrollins@farmamerica.org>
Sent: Friday, July 15, 2022 3:47 PM
To: Piepho, Catherine
Subject: 2023 Budget Request from Farmamerica
Attachments: Farmamerica-Request Ltr_2023_SteeleCounty.pdf

Ms. Piepho,
Please find attached Farmamerica's letter of request for funding support and our 2023 draft budget for the Board's consideration.

Thank you to the Board for their past years of generous support. We appreciate your consideration for 2023.

As always, I am more than willing to answer questions, provide a guided tour for the Board, or simply provide additional details around Farmamerica.

Kind regards,

Jessica Rollins

Executive Director
Farmamerica - The MN Ag Interpretive Center



Explore. Discover. Connect.

A small square placeholder with a red 'x' icon.

[507-835-2052](tel:507-835-2052) | [507-438-4440](tel:507-438-4440)

A small square placeholder with a red 'x' icon.

jrollins@farmamerica.org

A small square placeholder with a red 'x' icon.

farmamerica.org

A small square placeholder with a red 'x' icon.

7367 360th Ave, Waseca, MN 56093



*The MN Agricultural Interpretive Center:
Telling the evolving story of Minnesota agriculture*



408 SE 2nd Avenue
Medford, Minnesota
55049

Office (507) 455-2866
Fax (507) 455-2088
www.medfordminnesota.com

Danny Thomas
Mayor

Chad Langeslag
Acting Mayor
Council Member

Amanda Mueller
Council Member

Chad Merritt
Council Member

Grace Bartlett
Council Member

Elizabeth Jackson
Clerk/Treasurer

Jed Petersen
Admin. Dir. of Operations

July 26, 2022

Dear Steele County Board of Commissioners,

The City of Medford's Economic Development Authority has been the recipient of an annual \$5,000 Steele County economic development contribution. The Medford Economic Development Authority has received the annual \$5,000 contribution since its establishment.

In the beginning of 2017, Medford City Council established goals of pursuing residential, commercial and industrial development.

Developing housing and businesses will increase tax base for the City and County. The contributions have been added to the City's EDA Fund that is used to finance low-interest revolving loans, the business façade improvement program, and the micro grant program. Several Medford businesses have secured low-interest loans through the EDA to finance improvements, start-ups, and expansions.

The City of Medford and Medford EDA have appreciated Steele County's economic development contributions of the past. During the meetings to explore the establishment of the Steele County EDA, the County was asked if it would continue to make the \$5,000 contribution to city EDAs, all indications were that the annual contribution would continue. Continued receipt of the contribution was a factor in the City of Medford and EDA agreeing to participate in the Steele County EDA. The City of Medford and EDA look forward to receiving the contribution annually.

If you have any questions, feel welcome to contact me.

Respectfully,

Elizabeth Jackson
City Clerk/Treasurer
(507) 455-2866
cityclerk@medfordminnesota.com

July 11, 2022

Steele County Board of Commissioners
630 Florence Ave., P.O. Box 890
Owatonna, MN 55060

Dear Board of Commissioners:

The Owatonna Partners for Economic Development (OPED) continues to collaborate with industry, business and government organizations to promote economic growth within Owatonna and Steele County. Local business have consistently listed “attracting and maintaining a workforce” as a top priority for them and OPED has likewise identified this as a top priority in our three-year strategic plan which includes:

- Attracting and Educating a quality workforce.
- Marketing our community to both outside entities and improved communication with existing entities.
- Attracting new development and redevelopment.

To achieve this goal, we are in the 2nd year of a three-year commitment to market Owatonna on various electronic and social medial platforms. An example of this marketing can be found at <https://livability.com/mn/owatonna> and we encourage you to check it out. Articles will be changing into this 2nd year.

Work on this and other initiatives is funded by our member organization. Steele County has graciously contributed \$5,000 towards our endeavors in the past. We thank you for this contribution and hope you will consider an increase to \$7000 in 2023 to continue to fund this media campaign.

We encourage you to contact any of our partner members with any questions you may have, or we would be available to meet with the Board at your convenience.

Thank you for your consideration.

Dale Oolman, Steele County Planning & Zoning
Tom Kuntz, City of Owatonna Mayor
Kris Busse, City of Owatonna Administrator
Troy Klecker, City of Owatonna, Community Development Director
Greg Kruscke, City of Owatonna, Community Development Manager
Bill Owens, Owatonna Area Business Development Center
Roger Warehime, Owatonna Public Utilities
Jared Hendricks, Owatonna Public Utilities
Brad Meier, Owatonna Area Chamber of Commerce & Tourism
Jeff Elstad, Owatonna School District Superintendent



2023 Steele County Appropriation Request

Steel County Treasurer's Office
Attn: Cathy Piepho
630 Florence Ave | Owatonna, MN 55060

Respectfully submitted by:
Jessica Rollins, Executive Director
Farmamerica—MN Ag Interpretive Center
7367 360th Ave | Waseca, MN 56093

About Farmamerica

As Minnesota's Center for Agricultural Interpretation, Farmamerica has been committed to connecting people with the evolving story of agriculture through hands-on educational experiences since 1978. Farmamerica is a 501(c)(3) nonprofit organization.

REQUEST

Farmamerica requests that the Steele County Commissioners support a FY 2023 annual appropriation of **\$1,000**. (A \$500 increase from 2022)

USE for funds

Funds received from Steele County for FY2023 will help us grow our agricultural education programs for students. \$1,000 provides 117 Steele County 3rd-6th grade students the opportunity to experience Farmamerica for FREE during a class field trip. In the spring of 2022, 133 Steele County 3rd graders participated in our free field trip experiences.

WHY give to Farmamerica

Farmamerica's hands-on educational programs are an asset to your community members. Typically each school year, over 250 students from Steele County experience Farmamerica's in-person FREE field trips to explore, discover, and connect with how rural life has evolved over the last 200 years or to participate in our Ag Career Exploration program which offers hands-on activities that connect to ag-related careers to help junior high students discover how their personal interests may align with a future career in agriculture.

We continue to collaborate with the Owatonna Chamber of Commerce and Tourism to increase awareness and participation in our special events for 3rd graders through adults.

WHAT is new at Farmamerica

Along with our regular programs and experiences for youth and adults, Farmamerica continues to raise funds to renovate and expand our existing facilities as part of our ["Rooted and Growing" capital campaign](#), this includes the development of the Ag Around You Discovery Center. Learn more: Farmamerica.org/CapitalCampaign and watch for updates as we plan to have new exhibits installed in Q4 of 2022. We have 79% of our funds secured.

We also added a new interactive Second Saturday summer event called Acres of Pizza to help people discover the sources of their favorite pizza ingredients while enjoying wood-fired pizza.

Appropriation Request Continued

2023 Draft Budget

- **Note: Farmamerica's fiscal year runs January through December**

Income

Minnesota Grants	115,000.00
County Grants	16,800.00
Endowment + Donations	7,550.00
Misc. Grants	35,000.00
General Admissions	2,000.00
Memberships/Season Pass	10,000.00
Programs & Services + Crop Income	208,200.00
Special Events	25,500.00
Rental of Visitor Center & Grain bins	30,000.00
Misc. Income	600.00

Total Income	<u>450,650.00</u>
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Expense

Employee	193,642.00
Administrative	12,025.00
Operations + Real Estate Tax	98,362.00
Programs & Services + Crop Expense	137,975.00
Special Events	8,500.00

Total Expense	<u>450,504.00</u>
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Net Income	<u>146.00</u>
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Piepho, Catherine

From: Bill Owens <billo@owatonna.biz>
Sent: Friday, July 15, 2022 12:12 PM
To: Piepho, Catherine
Subject: 2023 Budget Requests
Attachments: Steele Co Req FY 2023.pdf

You don't often get email from billo@owatonna.biz. [Learn why this is important](#)

Cathy,
Attached is our request for funding along with a synopsis of our 2022 budget. We run on a calendar year so the 2023 budget has not been done.
Please let me know if you have any questions.
Thank you,
Bill

Bill Owens
Executive Director



O W A T O N N A A R E A
BUSINESS DEVELOPMENT CENTER

1065 24th Avenue SW
Owatonna, MN 55060
(507) 451-0517
www.owatonna.biz

The Owatonna Area Business Development Center is a
SBDC Satellite Office. Click [HERE](#) to register for no-cost confidential
consulting services.





OWATONNA AREA BUSINESS DEVELOPMENT CENTER

Owatonna Area Business Development Center
Board of Directors
1065 24th Avenue SW
Owatonna, MN 55060

12 July 2022

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

Dear Honorable Commissioners:

The Board of Directors for the Owatonna Area Business Development Center respectfully requests \$10,000 from the Steele County Board of Commissioners to continue to serve the entrepreneurs and businesses in our community. We received \$4,000 from the county last year and it is appreciated. We have no reason to believe expenses will do anything but increase in 2023. If you can find it in your budget to increase this amount it will be put to good use and be greatly appreciated.

We continue to work with the Steele County Historical Society and were able to put together a presentation of the 2021 Entrepreneurship awards. The program was almost one of the victims of the pandemic, but Steele County has too rich a history of entrepreneurship to do anything but continue.

Occupancy remains good at the Center. We have had a few office tenants leave as they consolidated operations or sold their business. One of the manufacturing space tenants left as it became more economical to use cloud storage than have his own servers. The space he has vacated will be used for the makerspace we are constructing that will serve a destination for future entrepreneurs to our community.

Contributions, such as those provided by Steele County, are essential to our mission. Steele County is not only a great place to start a business it is a great place to grow a business. If you are interested in me meeting with you in person, please do not hesitate to ask.

Thank you for your support and financial consideration.

Joe Effertz
President: Owatonna Area Business Development Center

Bill Owens
Executive Director: Owatonna Area Business Development Center

**Owatonna Area Business Development Center
2022 Operating Budget**

Income

Office Space	\$	27,091
MFG Space		79,380
Consulting		4,140
Reimbursements		9,000
Public Support		25,000
Other Income		1,000
	\$	145,611

Expenses

Facilities	\$	41,677
Mktg / PF		10,500
Administration		13,200
Salary & Wages		47,741
	\$	113,118

Net	\$	32,493
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SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695

PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

May 2022

Scott Golberg
Steele County
630 Florence Ave
PO Box 890
Owatonna, MN 55060

Dear Mr. Golberg and County Board,

The needs of a community come in every shape and size. Those who live in the wonderfully diverse communities of southern Minnesota know this better than anyone. Southern Minnesota Initiative Foundation's (SMIF) focus is on economic and early childhood development and community vitality – exactly where our region needs us.

Small businesses need resources and financial support more than ever.

Small businesses in Minnesota account for 99.5% of all businesses and employ 46.9% of employees in the state. Job vacancies across the state have increased to 5.2% - nearly double what is considered a healthy number. SMIF's lending and technical assistance has been instrumental in creating dozens of new businesses in our region.

Child care shortages continue to be a concern.

48% of parents with kids under 18 who quit a job in 2021 cited child care issues as a reason for leaving. The need for more child care availability is particularly acute in Greater Minnesota where the numbers of child care providers is not keeping pace with the need. SMIF's child care resources are keeping providers in business and addressing the shortage.

Volunteers to community organizations are experiencing burnout at increasing rates.

Approximately 63 million Americans, 25% of the adult population, contribute \$193 billion of their time in-kind to our communities. However, the volunteer rate is declining. SMIF's support for community project and community foundations is turning this trend around.

Because of generous supporters like you, communities in our region have seen improvement and growth in countless ways. With your help, together we are investing in the vitality of our region. **See the enclosed fact sheet to see how your contribution is making a difference in your county.**

Thank you for your gift of \$6,000.00 on 10/21/2021. Your support is changing lives and addressing the needs of our region. I hope you will consider a gift at the same level in 2023.

Sincerely,

Tim Penny
President & CEO

cc: Corey Mensink, Board Member





Southern Minnesota Initiative Foundation

SMIF's Projected 2022-23 Operating Budget

Agency Description and Services Provided

Southern Minnesota Initiative Foundation (SMIF), a donor-supported foundation, invests for economic growth in 20 Minnesota counties. The Foundation has provided more than \$136 million in grants, loans and programming within the region during the past 35 years. SMIF's key interests include community vitality, early childhood and economic development.

Mission

Southern Minnesota Initiative Foundation (SMIF) is a regional development and philanthropic organization that fosters economic and community vitality in 20 counties of southern Minnesota through a culture of collaboration and partnership.

Goals / Objectives

Community Vitality: SMIF supports local community development efforts by bring local leaders together to pool resources and ideas for greater outcomes through asset based community development; creative placemaking grants and affiliate fund assistance.

Entrepreneur Development: SMIF supports local entrepreneurs in creating and growing strong businesses that provide quality jobs and have a positive local and regional economic impact.

Early Childhood Development: SMIF supports childhood development efforts that provide a quality learning environment, so all children are ready to learn when they enter Kindergarten.

Key Indicators (Activities)

Indicator Description	Actual			Projected 2023
	2020	2021	2022*	
Loans to new or existing businesses	2,116,188	900,000	1,150,000	1,500,000
Grants to communities /organizations	1,325,707	11,595,000	1,300,000	1,250,000
Programming and technical assistance	2,211,073	2,475,000	2,390,000	2,633,810
Community Foundations	789,800	630,500	800,000	850,000
Local Donations - SMIF	473,967	474,500	475,000	475,000

Major Changes / Budget Commentary

*Southern Minnesota Initiative Foundation's fiscal year ends June 30, 2022. Final FY22 numbers are still being calculated, so numbers reflected in the 2022 column will fluctuate.





SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

Collaborating for Regional Vitality

Steele County Investments

We envision southern Minnesota as a prosperous and growing region with vibrant communities, innovative and successful economies, and engaged and valued citizens. To achieve this vision, Southern Minnesota Initiative Foundation, a regional development and philanthropic organization, fosters economic and community vitality in 20 counties of southern Minnesota through a culture of collaboration and partnership.

For every donation of
from Steele County

\$1

=

\$8

is invested back
into Steele County
communities.*

*Includes grants, loans & programming

70 LOANS

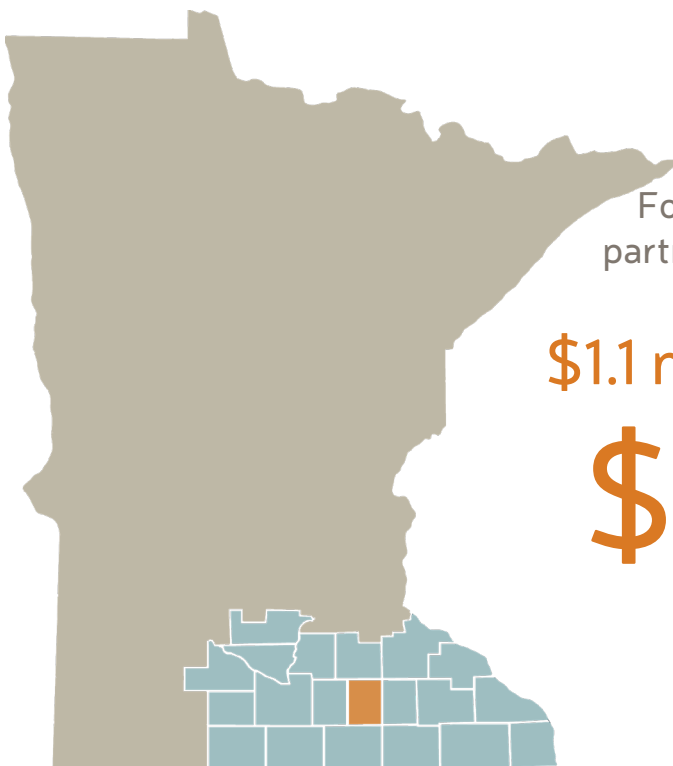
\$3.1 million to Steele County entrepreneurs

\$3.4 million to support community initiatives

364 GRANTS

\$2.4 million to support grant-making

***\$5 million invested annually to the 20 counties of
south central and southeastern Minnesota***



Since 1986, Southern Minnesota Initiative Foundation has leveraged local investments & partnerships to create a stronger **Steele County**:

\$1.1 million in local donations to SMIF

\$8.8 million

invested by SMIF in Steele County
through grants, loans, and programming for
stronger kids, businesses and communities

Making a Difference

Providing resources for entrepreneurial growth



In 2021, the New Dawn Education Group in Owatonna received a Small Enterprise Loan for equipment, supplies and working capital to help launch a nonprofit child care center. The center is focused on providing an environment for children to build relationships of mutual caring and respect. That same year, the owner, Abdulahi Osman, participated in SMIF's Prosperity Initiative program. The Prosperity Initiative promotes inclusive entrepreneurship and business growth for entrepreneurs who identify as Black, Indigenous and People of Color (BIPOC), women, veterans, low-income persons and/or persons with disabilities. The program provides business owners with a business coach that will meet with them one-on-one for 40 hours over a 6-month period, regular education via in-person and virtual trainings and an opportunity to participate in a Peer Network with past and current clients.

Early Childhood

- Owatonna Public Schools received a \$20,000 grant to support a collaborative, community-wide project to align four-year-old school readiness systems for an effective transition for incoming kindergarten students.
- Medford Public Schools were awarded 51 books through an Early Literacy Grant for a program that disburses books at preschool graduation.
- 51 local Early Childhood professionals participated in free trainings provided by SMIF in 2021, impacting more than 510 children, to gain resources and knowledge to increase quality care for young children.

Number of children
impacted: **1,266**

Hours of Training
Provided: **43**

Economic Development

- 70 Steele County businesses received \$715,000 in DEED Small Business Relief Grants to assist with pandemic-related challenges.
- The Cultural Diversity Network of Owatonna received a \$12,250 Inclusive and Equitable Communities Grant to support a Racial Equity Education series for the community, a mentorship program for students of color, and the addition of inclusive and culturally diverse elements to community events.
- Curly Girlz Candy of Owatonna is a loan client and part of the Local Foods Peer Network. This group of entrepreneurs comes together to share challenges, successes and to gain access to new resources.

Number of entrepreneurs
impacted: **94**

Hours of training and
events provided: **565**

Community Vitality

- The Community Foundation of Ellendale received \$5,358 in matching funds and services throughout 2021. As the fiscal host, SMIF maintains all filings with the government and administrative work while providing technical assistance to the local board. Volunteers focus on raising dollars and granting them where they see fit in the community.
- An AmeriCorps VISTA member in Steele County is working with several partners to create a much stronger trajectory for building capacity for farmers' markets across southern Minnesota.
- The Community Foundation of Ellendale received a \$5,000 Community Foundation Relief Grant from SMIF, and contributed an additional \$1,250, to support the Ellendale Area Food Shelf during the pandemic.



Crisis Resource Center of Steele County

112 N. Oak Avenue • Owatonna, MN 55060 • (507) 451-1202

July 6, 2022

Catherine Piepho, Finance Director
Steele County Treasurer's Office
630 Florence Avenue
Owatonna, MN 55060

Dear Catherine and Steele County Board of Commissioners,

Enclosed please find a request for consideration to receive funding from the Steele County Board of Commissioners for 2023. We are requesting funding to support the Crisis Resource Center's (CRC) Abused Children's Program. The demand on our services continues to remain high and your financial support would be greatly appreciated.

We previously received funding from MN Prairie (formerly Steele County Human Services) for over 22 years. Last year, we were awarded a \$10,000 service agreement to support CRC's Abused Children's Program by the Steele County Board of Commissioners. We are respectfully requesting the same amount (\$10,000) this year.

The Crisis Resource Center works with men, women, and children in Steele County who have been the victim of domestic abuse, sexual assault and/or child abuse. We provide essential services to a population in need and we hope that with your help we can maintain the same level of services. Your contribution will truly make the difference in the lives of others!

Thank you for your consideration! Please call if you need any additional information or have any questions. I can be reached at saracolby@qwestoffice.net or 451-1202.

Sincerely,

Sara Colby, Executive Director

/sac

ENC



Steele County Application for Community Support Funding for 2023

NAME OF AGENCY: Crisis Resource Center of Steele County

* Formerly Women's Resource Center of Steele County

DIRECTOR: Sara Colby, Executive Director

MAILING ADDRESS: 112 N. Oak Avenue

CITY: Owatonna **STATE:** Minnesota **ZIP:** 55060

PHONE: 507-451-1202 **FAX:** (507) 455-2891 **E-MAIL:** saracolby@qwestoffice.net

Mission statement:

The mission of the Crisis Resource Center of Steele County is to provide support and confidential services to individuals affected by domestic abuse and sexual violence. CRC is also committed to reducing the incidence of domestic abuse and sexual violence by providing education to all members of the communities we serve.

Program area you are seeking funding for: Abused Children's Program

Amount Requested: \$10,000

Please note: The Abused Children's Program costs \$91,624 to provide to the residents of Steele County. The \$10,000 we are requesting is 9.16% of the program budget and 3.5% of CRC's organizational budget.

Description of Activity

Describe how your services protect individuals from maltreatment, abuse or neglect? Please provide examples.

The Crisis Resource Center of Steele County (CRC) respectfully requests consideration for funding for CRC's *Abused Children's Program* which is one of four programs we offer. CRC's Abused Children's Program was established in 1993 and County funding has been an important source of income for the Program over the years. Any funding awarded will reach children in crisis within Steele County. All abused children and his/her parent(s) and/or legal guardian/caregiver(s) will have access to confidential services, free of charge, 24-hours a day, 365 days a year. Our services and outreach efforts will ensure that all child victims of abuse/assault are safe and do not experience subsequent violence. When working with children of abuse it is essential to address it from a team approach by working with other family members and area agencies to protect children from witnessing or experiencing any further abuse. We know that abuse is a learned behavior and education is a mandatory component to prevent the cycle of abuse from continuing across generations. Everyone has the right to be safe and with your assistance we will provide support for growth and development of child abuse victims.

The following services provided under CRC's Abused Children's Program WILL protect individuals from further maltreatment, abuse and neglect. These are just a few examples of services we provide that help individuals of abuse address, cope and survive the anguish they have experienced and/or witnessed.

- a. **Crisis Counseling:** Refers to crisis intervention, emotional support, safety planning and guidance provided at the scene of a crime, immediately after a crime, or on a crisis hotline call.
- b. **Follow-up Contact/Support:** Ongoing contact/support, after initial services, is provided to offer support, safety planning, guidance, and/or to check on the victim's progress.
- c. **Information and Referral:** Information, about CRC services, is disseminated to survivors and if applicable, referrals are made to other agencies which may be of assistance.
- d. **Personal Advocacy:** CRC assists victims in securing rights and services from other agencies, helps families find emergency local safe-housing and advocates on the victims behalf with the hospital/E.R and law enforcement personnel.
- e. **Support Advocacy:** CRC provides assistance during hospital evidentiary exams and police interviews.
- f. **Criminal Justice Support:** CRC provides assistance in civil, criminal, & family court during the criminal justice process.
- g. **Legal Advocacy:** CRC provides care givers with assistance completing/filing OFP's and HRO's on behalf of their children and helps complete injunctions and child abuse petitions. CRC also provides choices regarding legal safeguards, advocates in court, and helps clients obtain legal representation.

- h. **Emergency Financial Assistance:** CRC provides financial assistance for emergency needs such as transportation, etc.
- i. **Assistance in Filing Reparation Claims:** CRC makes victims aware of the availability of crime victim compensation and assists completing the required forms.
- j. **Group Programming:** CRC provides a weekly support group for children of abuse.

Domestic violence affects not only those who are abused, but also has a substantial effect on family members, friends, coworkers, other witnesses, and the community at large. Children who grow up witnessing domestic violence are among those most seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life—thereby increasing their risk of becoming society's next generation of victims and abusers. This is not new data and it supports that the services CRC has chosen to implement in its Abused Children Program are a direct result of both individual and community need. Through multi-disciplinary team meetings and ongoing evaluation, we know that the services offered/provided are producing effective results.

Additionally, According to Critical Issues in Child Abuse (A Wilder Research Report Sponsored by the Minnesota Department of Public Safety), it was noted that some results of abuse are immediate, while others do not emerge until adolescence or into adulthood. The degree, duration, and type of abuse can influence both the immediate and long-term effects on a victim. Children may engage in self blame, denial, distrust, and anger, in both the near and longer term. In the longer term, to recover from the abuse and to prevent future recurrences, victims and their families may need a variety of other services, such as mental health treatment, family support, parent education, and advocacy. This further supports the need for the multi-disciplinary Abused Children Program in Steele County.

Expected Outcome

How do your services protect individuals from physical, emotional, or psychological harm? Please provide examples.

The Crisis Resource Center of Steele County and the Steele County government are aligned in many ways as we both have a vested interest in delivering effective, efficient, respectful service with integrity and accountability using both proven and innovative methods. The Crisis Resource Center is committed to changing lives and supporting members of our community. CRC strives to help individuals become more self-sufficient and increase their options for a better quality of life. CRC Advocates help victims of abuse address the abuse they have either witnessed or experienced through the services listed above. As child abuse continues to be a problem in all societies, CRC empowers youth to live, learn, work and play in a safe environment free of emotional, physical, verbal and mental abuse where they are supported and have a better quality of life.

As a result of our **crisis services** children of abuse/assault will:

- Feel supported as they cope with the immediate impact of the abuse/assault.
- Understand that he/she is not to blame for the abuse.
- Receive advocacy to ensure receipt of sensitive and appropriate treatment from medical staff, law enforcement personnel, and other agencies.
- Receive referrals to other services available through the Crisis Resource Center and area community agencies.
- Gain knowledge about assault/abuse dynamics and personal risk and protective factors.
- Develop individual safety plans to ensure their safety and protect them from future abuse/assault.
- Feel supported as they cope with the long-term impact of the abuse/assault.
- Identify and address barriers to safety.

As a result of the initial support and information received through the **crisis services** that the CRC's Abused Children's Program offers, child victims of abuse and their parents or guardians/caregivers will:

- Follow-up on referrals.
- Receive ongoing services and supports.
- Gain confidence in their ability to live a life free of abuse.
- Implement individual safety plans.
- Resolve barriers to safety.
- Receive legal protection from current or potential abusers.

In turn, this ultimately supports CRC's purpose and reaches CRC's goal - *Victims of abuse will succeed in remaining safe and will not experience subsequent violence.*

Why Needed

Please provide data identifying the number of children and vulnerable adults served in 2021.

In FY21, CRC answered a total of 1,954 crisis calls and helped a total of 2,392 victims of domestic abuse, sexual violence and/or child abuse among our three programs (Abused Children's, Domestic Violence and Sexual Assault). Among CRC's Abused Children's Program, we served a total of 508 children and his/her family members and provided a total of 2,674 services! Services have been increasing over time, but with the recent Covid-19 outbreak our services are needed more than ever. Presentations were given to 52 men and 79 women while incarcerated at the Steele County Detention Center. CRC staff educated 1,053 community members, professionals and students about domestic abuse and sexual assault dynamics through a variety of venues. We also worked closely with the Steele County Court House to assure that anyone inquiring about Orders for Protections and/or Harassment Restraining Orders were immediately referred to CRC. As a result we discussed Orders for Protections with 143 individuals and helped 82 individuals file the orders (63 were granted). We also discussed Harassment Restraining Orders with 88 individuals and helped 50 individuals file the orders (40 were granted). Lastly, 13 volunteers logged 5,675 hours answering CRC's crisis line after hours.

Please describe your sustainability plan. What sources of funding do you have in place, where else have you applied for support for 2023.

CRC, like all non-profits, is always susceptible to future cuts. Both the CRC Board of Directors and staff is committed to each of the programs offered at CRC and continually applies for new and reoccurring funding to sustain its programs. It is imperative we maintain the same level of support among our current funders. If program funding is decreased or eliminated, individuals would not have access to other local services and would most likely not receive services for their children and/or remain in abusive relationships with their child/children. Rarely do victims of abuse have the resources or money available to travel to other counties for services.

SECURED INCOME FOR 2023 – ABUSED CHILDREN'S PROGRAM (Annual Cost of Program = \$91,624):

Steele County Transitional Housing HOPE Grant Collaboration - (CRC's portion)	\$ 3,008
United Way of Steele County	\$ 29,750

In addition to our general fundraising efforts, we plan to submit grant requests to Otto Bremer, Sam's Club, and Wal-Mart Foundations to request funding for our Abused Children's Program. We also plan to hold our annual "Healing the Hearts of our Children" Fundraiser in April.

We remain optimistic that CRC's long-term funding plan will remain consistent with previous years. CRC is not a duplicated service within Steele County and we provide a unique and needed service to the community. We are a well-established non-profit agency and receive continued support from foundations, community members, Steele County Human Services, Steele County United Way, and the State of MN. The services CRC provides are **vital** to the community and over the last 29 years we have proven that we are committed to our mission and shown dedication to abused victims in Steele County. Any reduction in funding would severely impact those affected by abuse. If we are not selected to receive funding, CRC staff members and the Board of Directors will continue to pursue a variety of funding sources to sustain its programs.

Also included is a copy of CRC's FY2023 organizational and program budgets.

FY2023 FORM 2-A: AGENCY and PROGRAM BUDGETS					Form 2A
AGENCY NAME: Crisis Resource Center of Steele County, Inc.					
	FY2023	FY2023	FY2023	FY2023	FY2023
	TOTAL ORGANIZATIONAL	STEELE COUNTY	PROGRAM #1	PROGRAM #2	PROGRAM #3
	BUDGET	ORGANIZATIONAL BUDGET	BUDGET	BUDGET	BUDGET
Program Name			DOMESTIC VIOLENCE PROGRAM	ABUSED CHILDREN'S PROGRAM	SEXUAL ASSAULT PROGRAM
INCOME					
Government grants	\$ 138,304.00	\$ 138,304.00	\$ 55,000.00	\$ -	\$ 83,304.00
Steele County Human Services Grant	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -
Foundations	\$ 15,000.00	\$ 15,000.00	\$ 250.00	\$ 11,750.00	\$ 3,000.00
Corporations	\$ -	\$ -	\$ -	\$ -	\$ -
United Way of Steele County	\$ 77,500.00	\$ 77,500.00	\$ 38,750.00	\$ 38,750.00	\$ -
Other United Ways	\$ -	\$ -	\$ -	\$ -	\$ -
Individual contributions	\$ 11,500.00	\$ 11,500.00	\$ 2,050.00	\$ 6,516.00	\$ 2,934.00
Fundraising events	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -
Membership income	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -
Revenue					
County Contracts out of Steele	\$ -	\$ -	\$ -	\$ -	\$ -
Earned Income	\$ -	\$ -	\$ -	\$ -	\$ -
Other: HOPE Collaboration	\$ 9,000.00	\$ 9,000.00	\$ 597.00	\$ 3,008.00	\$ 5,395.00
Other: Steele County Fines	\$ 6,000.00	\$ 6,000.00	\$ 505.00	\$ 3,500.00	\$ 1,995.00
Total Income	\$ 285,404.00	\$ 285,404.00	\$ 97,152.00	\$ 91,624.00	\$ 96,628.00
EXPENSES					
Salaries and wages	\$ 187,104.00	\$ 187,104.00	\$ 66,490.00	\$ 61,820.00	\$ 58,794.00
Payroll Expense	\$ 16,613.00	\$ 16,613.00	\$ 5,086.00	\$ 5,496.00	\$ 6,031.00
Employee Benefits	\$ 31,320.00	\$ 31,320.00	\$ 10,440.00	\$ 10,440.00	\$ 10,440.00
Consultants and professional fees	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ -	\$ 4,000.00
Insurance (non-employee)	\$ 4,800.00	\$ 4,800.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Travel	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 425.00	\$ 1,075.00
Equipment, Maintenance & Repair	\$ 1,400.00	\$ 1,400.00	\$ 410.00	\$ 410.00	\$ 580.00
Supplies	\$ 2,600.00	\$ 2,600.00	\$ 500.00	\$ 150.00	\$ 1,950.00
Printing and copying (+ manuals)	\$ 500.00	\$ 500.00	\$ 52.00	\$ 52.00	\$ 396.00
Telephone, fax, email/internet	\$ 4,200.00	\$ 4,200.00	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00
Postage and delivery	\$ 750.00	\$ 750.00	\$ 400.00	\$ 75.00	\$ 275.00
Occupancy (rent) * Utilities included	\$ 21,000.00	\$ 21,000.00	\$ 7,000.00	\$ 6,500.00	\$ 7,500.00
Meetings & Conferences	\$ 1,000.00	\$ 1,000.00	\$ 333.00	\$ 300.00	\$ 367.00
Client Stipends	\$ 1,200.00	\$ 1,200.00	\$ 600.00	\$ 200.00	\$ 400.00
Depreciation	\$ 1,250.00	\$ 1,250.00	\$ 416.00	\$ 416.00	\$ 418.00
Fundraising Expense	\$ 1,560.00	\$ 1,560.00	\$ -	\$ 1,000.00	\$ 560.00
Other: Dues and Subscriptions	\$ 1,150.00	\$ 1,150.00	\$ 185.00	\$ 1,190.00	\$ (225.00)
Other: Advertising & Community Events	\$ 250.00	\$ 250.00	\$ 75.00	\$ -	\$ 175.00
Other: Volunteer Development	\$ 700.00	\$ 700.00	\$ 235.00	\$ -	\$ 465.00
Other: Miscellaneous	\$ 1,007.00	\$ 1,007.00	\$ 330.00	\$ 50.00	\$ 627.00
Total Expense	\$ 285,404.00	\$ 285,404.00	\$ 97,152.00	\$ 91,624.00	\$ 96,628.00
% of Steele County Budget			34.04%	32.10%	33.86%

					Form 2A
*Please note CRC's Fiscal Year rund July 1 to June 30					

2023 Request for Funding from Steele County

Healthy Seniors of Steele County

Healthy Seniors of Steele County (HSSC), a 501c3 non-profit agency is requesting \$15,000 to help support our community based Neighbor Helping Neighbor program and support services including case management and advocacy to help provide a system of support for seniors 65 and older in need to live healthy, safe and independently in their own homes.

Community

The Owatonna Healthy Seniors Program dba Healthy Seniors of Steele County (HSSC) is a community-based non-profit agency that recruits, trains, and coordinates volunteers to provide support services to help seniors 65 and older in need to live healthy, safe and independently in their own homes, to prolong the length of spending down into Medical Assistance and, to divert nursing home admissions. We look at this Purpose as building an infrastructure of care to meet the increasing numbers of elderly, which involves case management, service coordination, support of caregivers, advocacy for seniors and caregivers, engaging businesses, churches, social organizations, county services, medical services, schools/colleges, other non-profits, for profits aging services, assisted living facilities and short term care facilities, to help identify at risk seniors, to overcome barriers the senior may face, and increase the number of seniors and their caregivers served in minority populations and rural areas within Steele County. There is no fee to the seniors for services but donations and memorials are accepted. HSSC is serving 1,548 clients throughout Steele County. Seniors are able to continue to live in their neighborhoods and community with dignity and quality of life. Many of our seniors and caregivers are low income, below poverty levels and cannot afford to pay for support or services to safely live well at home.

Increasing Needs

Based upon 2014 aging population census data, seniors age 65 and older that reside in Steele County increased 26% from 2014 to 2020. It is common knowledge that the nation is aging rapidly. Living Longer on Less: The New Economic (in) Security of Seniors, reports that 78% of all senior households are financially vulnerable. A fact sheet from AARP says Social Security is the only source of income for almost three in ten Minnesotans age 65+.

The fastest growing segment of Minnesota's aging population are those people over the age of 85; who are most likely to need the support of family, friends, and the community to remain living independently. As seniors progress in years, resources within the community and what they qualify for are important as they want to be able to afford to remain living independently. It is hard for many seniors to allow external persons in their home as they are afraid of being told they cannot continue to stay in their home. As Seniors begin to feel vulnerable, and are living on fixed incomes, cost of services/housing in assisted living facilities become alarming to seniors that have not properly planned, therefore, do not realize the cost as they begin needing essential core service supports to continue to live independently. In many cases, seniors do not have an informal support system in the community in which they live or they do not want to burden their children by asking for help. As time goes on, as friends move or die they become more isolated and less involved in the community. With help and

support when they have a problem, knowing what resources are available, being matched up with a volunteer that enjoys doing things they do, the volunteer can be the "go to" person when they may be in need of going to the doctor, getting groceries, reviewing paperwork, helping with things as needed, relieving the burden of caregiving, and in many cases, as the friendships develops, expanding into the caregiver role.

Proposed Work

HSSC request is to provide support services and case management through a County-wide Neighbor to Neighbor program that provides the following: Volunteers & staff serving seniors, networking & collaboration, education, Senior & Caregiver Support & Advocacy, Fall Prevention, outreach and referrals.

Case Management: Service Coordinators act as case managers, making referrals and providing support to reduce stress for the participant. Stress is a major cause of disease, falling, and inability to function. Caregivers receive services enabling them to reduce stress and provide better care. HSSC empowers seniors and caregivers to be independent, maintain quality of life, by offering emotional support, connection to needed resources either volunteer or professional, and assistance in decision making. Fall Prevention Education and Safety Assessments will be used to educate seniors on home safety. There are those we serve who have issues of memory loss, dementia, anxiety, Depression, lack of clarity in processing information, or inability to move forward with large life decisions that need to be made for their own protection and in their best interest. Many do not have someone with whom to talk about these issues, no family or friends available. These decisions might involve moving, placing a spouse in a care facility, getting a homemaker/housekeeper, getting a home health aide, giving up driving, etc.. There can be issues of guilt, fear, self-esteem, hopelessness, grief and loss, etc. for seniors and caregivers. HSSC service coordinators are noticing approximately one out of every three intakes conducted, a senior is living with some form of Dementia/Alzheimer's Disease in the home.

1. The volunteer component provides a consistent effort to recruit, train and coordinate volunteers to serve seniors in need. HSSC currently has 215 volunteers serving 1,548 seniors throughout Steele County. HSSC volunteers and staff provided 3,425 service hours and have provided the following services: senior companion, friendly visitors, respite, medical escorts/patient advocates, transportation, appointments, caregiver support, Fall clean-up, chore requests, grocery assistance, weekly social activities, social calling, meals and food package delivery, home safety assessments, fall prevention education, in-home exercise to strengthen balance and prevent falls, and emotional support.
2. Collaboration/education with many organizations & agencies throughout Steele County.
 - A.) HSSC partners with local assisted livings & memory care facility in caregiver support. This partnership and caregiver education helps family members and spouses cope with the stresses of caregiving, counseling, caregiver education techniques are part of the education & support provided.
 - B.) Fall Prevention is promoted throughout Steele County collaborative partners provide fall prevention referrals for fall prevention/home safety, in-home balance & strength exercise to prevent risk of falls.
 - C.) Senior Networking - approximately 29 entities with representatives ranging from non-profit, for profit Health Care entities, MN Prairie County Human Services, Public Health, Sister Kinney Courage Center, hospice, assisted living, nursing homes and faith-based entities.

3.) Outreach is a big part of HSSC in each of the communities throughout Steele County in order to recruit local volunteers and find seniors 65 and older that are in need of needed support & services to continue to safely live well at home. We strive to provide the best possible service to seniors and their caregivers throughout the entire county. Volunteers are recruited and help seniors in rural and poverty situations throughout the county. A county-wide newsletter is distributed electronically and by mail to over 700 residents/businesses Spring, Summer and Winter. Partnering agencies contact information is provided.

4.) Resource and Referrals are made by HSSC representatives on a local, county and statewide level. A big portion of caregivers HSSC serves live extensive distances away from the senior in need. HSSC receives referrals through: The Live at Home Network, police, public health, Senior Linkage Line, Steele County Human Services, Owatonna discharge planners, clinic social workers that are bilingual, and non-profit agencies.

5.) Engaging community through volunteerism by decreasing isolation and loneliness. By providing social opportunities and connecting matches gives many individuals and families a sense of purpose, Neighbors Helping Neighbors - Service is Mutual. In many cases volunteers receive as much from being involved with seniors as the senior in need of needed support to safely continue to live independently in their own home.

6.) Education on aging parents and where to begin in both English and Spanish. HSSC is seeing an Increase in the number of seniors and caregivers that are Spanish speaking throughout Steele County that are in need of support services.

Mission

Healthy Seniors of Steele County services help seniors in need who are 65 and older live healthy, safe, and independent in their own homes, to prolong the length of spending down into Medical Assistance and, to divert nursing home placements.

Vision

As part of the vision of HSSC, we see the individual having the option of being surrounded by family, friends and community, rather than by an institution. Volunteers are matched with community members who may be isolated, frail, or simply unable to accomplish a particular task without assistance. Healthy Seniors of Steele County volunteers provide thousands of good neighbor acts of kindness each year.

Structure and function

Six Board of Directors that live or work in Steele County. Healthy Seniors of Steele County is integrated into the communities throughout the county. Our marketing strategy is being involved in the communities and in tuned with what senior's needs are, and then either fill those needs or connect them to services that can fill those needs. We do this by being visible, active, and present in each of the communities by going out into the homes and completing an in-home intake process, hosting social events on a weekly and monthly basis. Staff and Board of Directors network in local organizations with city, school, county officials and the community members.

Executive Director full time leverages resources & support, community engagement, volunteer recruitment, fund development, coordination of fundraising events and general operation of agency.

Support & Service Coordinator full time. Conducts needs assessments, develops system of support, provides support & services, case management, and advocacy. Develops newsletter, support services, and data base management.

Health & Wellness Coordinator 16 hours a week. Conducts needs assessments, develops a care plan to prevent falls, reduce stress for caregivers, and provides in home services.

Health & Wellness Coordinator 16 hours a week. Conducts needs assessments, develops a care plan to prevent falls, reduce stress for caregivers, and provides in home services.

Health & Wellness Coordinator, LPN Service & Support Provider 16 hours per week. Provides support services to homebound seniors and caregivers.

Core Strengths

Healthy Seniors of Steele County's core strengths include:

A key to aging well and healthy aging is the relationship component.

- Community: HSSC staff is in the homes and communities of seniors building relationships, assessing the needs and supports they currently have and providing assistance to help create a system of support.
- Volunteerism: Recruiting and coordinating volunteers to increase support and services.
- Connecting Resources: through partnering and advocating for services on seniors behalf
- Stewardship: Service over self and being called to help others in our community sustained through being responsible with time and resources.
- Engagement: Engaging community leaders and leveraging resources to help benefit the well-being of seniors so they can live independently in their own homes, to reduce Medicare spend down and divert nursing home admissions.
- Compassion: Enriching senior's quality of life and independence.
- Integrity: each senior's individual situation has value and deserves a high level of respect no matter what situation they are in.

Opportunities

HSSC's Executive Director meets with local businesses to build relationships, funding opportunities, recruitment of volunteers and leverages in-kind support.

HSSC staff collaborates with staff, nurses, social workers from Allina Health System, Mayo Health Clinic of Owatonna, and Koda Living Community. A variety of requests come from doctors, nurses, and social workers making referrals to our program. Referrals from our medical community and word of mouth are our top referral places for our agency.

HSSC's office is located in Owatonna Social Commons (formerly known as Senior Place) building to offer the "one stop shop" concept of senior services that was an outcome from the collaborative efforts of Steele County Collaborative Coalition. HSSC staff networks consistently with other senior serving agencies to ensure that seniors are offered the full array of options available to them.

Collaborates with County, Public Health & community organizations to promote education and wellness to seniors.

Public Relations - provides presentations regularly to assisted living facilities, churches and other service groups, Rotary member weekly networking meetings to build community engagement and recruitment. Business and Professional Women - networking, building community engagement and recruitment. Member of Owatonna Area Chamber of Commerce - staff and board members attend Chamber After Hours monthly. Living at Home Network - attend annual meeting and help support other community based programs through networking and support.

Seniors, caregivers, family members have access to HSSC services as they are provided at the homes and communities of seniors throughout Steele County. HSSC has successfully established partnerships with other agencies, units of government, churches, school districts, and local community programs, recreational facilities, exercise, home health care agencies, meals on wheels, S.M.A.R.T. Southern MN Area Rural Transport, MN Prairie County Alliance - Health & Human services.

Challenges

The aging population is the fastest growing population with current volunteer trends decreasing as female volunteers are continuing to stay in the workforce longer and have less time for volunteering as reported by the trends of the Minnesota Board on Aging. From our 2022 survey results, client files, and data collection, clients reported the following information about themselves, income and living situation: Many of our seniors are widows living in one person households, they are 86 and older and are in one person households reported their income is the second lowest level income range in the below 200% poverty level and the first lowest level income range as the second category. Two person households reported the third level in the below 200% poverty level and the second level as the second category.

Discussions with clients, staff, volunteers, caregivers, Board of Directors and our partners among the aging community, helped us identify the gap and ongoing need for a communication program for senior services throughout Steele County. Survey results and feedback from seniors receiving our newsletter indicate they really do not know the difference between Healthy Seniors of Steele County and one of our partners Senior Place. Testimonies from caregivers also indicated they knew they needed help, but could not identify what that looked like and how to access the help they needed. A quote from a HSSC caregiver that has lived in Owatonna for 30 years "It was a godsend, a crown jewel in our own backyard and we didn't even know about it." Several of the aging providers have similar goals to help seniors age well and live independently in their own homes and those providers are receiving similar feedback, prospective clients and caregivers do not know where to begin or who to call for help.

Funding is a continuous challenge as Healthy Seniors of Steele County does not apply for state or federal funding as funding requirements are not in alignment of Healthy Seniors mission, vision and core values.

Our annual Dancing with Our Steele County Stars fundraising event scheduled for Saturday, April 29, 2023 and Golf Classic scheduled for July 11, 2023.

Innovation

HSSC helps is an electronic assessment tool and part of our comprehensive communication program and education to seniors, families, and the larger community on resources so when seniors and caregivers need the support, they know how to access needed services with a selection to offer website content in a different language by selecting the language option in the top right corner of the website.

Goals

The goals of this request include:

- *Communication Program - client relationship management
- *Position Healthy Seniors of Steele County as the first point of contact & provide useful effective information
- *Increase number of families served
- *Increase number of volunteers
- *Help families find resources as rapidly as possible
- *Community Outreach

HSSC will provide a personalized point of entry and support that will connect seniors and caregivers in need with the right services at the right time.

Outcomes

Specific outcomes for this grant period are to serve 1,570 seniors, provide 3,580 volunteer hours and coordinate 240 volunteers.

All of the statistics of HSSC are kept in a database designed by the Living at Home Network. A detailed account of persons served, volunteer hours, service coordination hours, etc., are logged weekly and reports are generated from these records. This gives HSSC a very accurate tool to measure its success. Reports are run as to how many persons are served, what services were provided, what referrals were made and how many volunteers served how many hours. Healthy Senior's support services saved or averted 384 months of nursing home care for seniors it served last year. Another intended outcome is to increase overall awareness of senior services offered in Steele County that will in turn drive usage of services, maintain community living for our target population, and avoidance of nursing facility placements. This is measured by number of months a senior stays out of the nursing facility and reported annually by our agency, our goal of the program is to divert 470 months of nursing home placement. We know that the longer a senior stays out of the nursing facility, the healthier they will be, the happier and more independent they can be, and there is a cost savings to the community through prolonged use of private funds for services (instead of Medicaid).

Healthy Seniors of Steele County communicates its impact with others in the community through our annual corporate ask, fundraising events, United Way of Steele County annual report and agency

materials, website, Facebook, presentations, volunteer fairs, local cable, radio, internet shows, local and County newspapers, and prints newsletter Winter, Summer, and Fall for clients and volunteers. Senior Place features and promotes Healthy Seniors in their agency newsletter, promotes our one location for senior services, and invites us to speak at their events. Healthy Seniors of Steele County provides numerous presentations each year to raise visibility of the important services we provide to the communities throughout Steele County.

Services are determined by requests from elders, Steele County Human Service workers, Family Members, Public Health Nurses, Nursing Home Management, Assisted Living Management, State Department of Human Services, Owatonna Hospital & Mayo Clinic Professionals, Alzheimer's Association, Parkinson's Association, clergy and parish nurses. HSSC is a participant and learns about new information regarding emerging needs provided by State and local meetings on needs and best practices which includes the Living at Home State Conference, MN Aging State video conferences provided by the State Department of Human Services, and the MN Council of Non-profits.

Seniors are able to continue to live in their neighborhoods and community with dignity and quality of life. Many of our seniors and caregivers are low income, below poverty levels and cannot afford to pay for support or services to safely live well at home. By providing a system of support we are able to divert nursing home admissions and give these seniors the same opportunity to continue to live independently in their own homes. The savings results in dollars remaining in the community and reduces the public expenditure for skilled care. Meaningful relationships develop through HSSC's neighbor to neighbor program. Volunteers are recruited and trained, then matched with a senior and or caregiver to meet needs and provide companionship. Many relationships develop into new family and friends. Services have been based on the need of the senior/caregiver in the match. The communication with the volunteers and families are the best forms of feedback that is inputted into activity logs, and statistical data provided by our data management system. An annual survey is distributed to clients. Agency planning will address the results of evaluation tools and continue to develop an intervention protocol and a strategy to fund intervention. It is important to keep in front of the seniors and caregivers because they may not be in need of a specific service at the moment but in many cases their situation can change overnight.

Client story & testimonials:

Leroy is 88 years young and is caregiving on his own for his bride Judy who is 87 years young who has been living with Alzheimer's Disease for many years. Judy is unable to be left alone and has a history of falling as going places has become a challenge and is limited. Healthy Seniors of Steele County provides weekly in-home respite and caregiver support to Leroy to help reduce the stress of caregiving alone, so he can run errands, get groceries and have time for himself each week. Since Judy is homebound and has a history of falling, Healthy Seniors also provides weekly in-home strength and balance exercise to help prevent falling so Judy can continue to safely live well at home.

Gloria

Healthy Seniors of Steele County has been a real blessing to me this past year. I am 78 years old and live alone. I was in the hospital twice this past year for heart problems and this caused many problems. In the hospital, I was given their phone number as they said Healthy Seniors could help me. When I called Healthy Seniors told me they would complete an individual needs assessment to help determine the

needs they could coordinate and provide to help me so I could continue to live independently in my own home. I received rides and a staff member helped me get to my appointments in and out of town and went into the appointment with me to help me remember what I needed to do. I received help with running errands, getting medication and groceries. They also helped me find volunteers to help clean up leaves in the fall, shoveling snow in the winter and clean my house, and weekly visits, all things I needed help with. I also receive weekly strength and balance exercise in my home. These were all valuable services I need in order to continue to live independently in my own home.

Marcy and Jim

Bernie was matched with Marcy in 2009 and visits twice a week and has pretty much been caregiving for both Bernie and her husband Jim. Bernie volunteers and provides ten hours a week to help with a variety of basic needs including doing laundry, meal prep, doctor visits, running errands, grocery assistance, house cleaning, respite and friendly visits. Without Bernie's help, Marcy would have to be in an assisted living facility.

Duane

I want to thank Healthy Seniors for all the help. It has solved so many problems for me when I needed it most! I would recommend Healthy Seniors of Steele County to any Senior in need. Thank you!

Ann

I don't know how I could do it without Healthy Seniors volunteers. I live alone in my own home as I lost my husband years ago. If it wasn't for them, I would have to be in an Assisted Living facility.

Volunteer Testimonials

Carol

I enjoy being matched up. It gives me a sense of fulfillment that I can help someone to live in their own home. We go run errands for her, medical appointments, and we visit and go for coffee.

Diane

I have been volunteering as a senior companion for many years and I love it.

Sue

I really enjoy visiting and the friendship Eva and I have. We visit, go for coffee and run errands. It gives me joy and I look forward to going each month.

John and Margaret

My wife and I enjoy being match up with Evelyn. We go to church each week, run errands and get groceries. We also visit during the week to see if she needs anything and to see how she is doing.

1:07 PM

07/20/22

Cash Basis

Healthy Seniors of Steele County**Profit & Loss**

January 1 through July 20, 2022

	Jan 1 - Jul 20, 22
Ordinary Income/Expense	
Income	
Contributions	
Corporate	3,500.00
Individual	5,735.00
Memorials	5.00
Organizations	1,500.00
Total Contributions	10,740.00
Funding Agencies	
Mardag Foundation	10,000.00
Medica Foundation	5,000.00
Steele County	10,000.00
United Way of Steele County	22,500.00
Total Funding Agencies	47,500.00
Fundraising Events	
Dancing With The Stars	
Gold Sponsor	2,500.00
Platinum Sponsor	5,000.00
Raffle	2,639.00
Silver Sponsor	1,500.00
Ticket Sales	11,175.00
Vase- Dancers	4,213.75
Dancing With The Stars - Other	2,697.71
Total Dancing With The Stars	29,725.46
Golf Tournament	
Golfer	2,200.00
Sponsorships	4,225.00
Golf Tournament - Other	2,888.00
Total Golf Tournament	9,313.00
Total Fundraising Events	39,038.46
Interest Income	11.80
Total Income	97,290.26
Expense	
Advertising	795.00
Audit services	4,555.00
Conferences/Trainings/Education	45.00
Events	
Dancing With The Stars	14,207.71
Golf Tournament	3,111.40
Events - Other	119.86
Total Events	17,438.97
Insurance	
Liability	547.00
Total Insurance	547.00
license and Dues	1,239.00
Meals and Entertainment	334.05
Mileage Reimbursment	2,000.49
Miscellaneous	40.00
Occupancy	
Rent	1,332.00
Total Occupancy	1,332.00

1:07 PM

07/20/22

Cash Basis

Healthy Seniors of Steele County

Profit & Loss

January 1 through July 20, 2022

	Jan 1 - Jul 20, 22
Office Supplies	
Computer Maintenance and Re...	4,654.25
Office Supplies	3,492.19
Office Supplies - Other	286.58
Total Office Supplies	8,433.02
Payroll Expenses	424.75
Postage, shipping, delivery	668.74
Printing & copying	347.23
Salaries & related expenses	
Payroll taxes	4,342.67
Salaries & related expenses - Ot...	55,320.32
Total Salaries & related expenses	59,662.99
Utilities	
Telephone & telecommunications	3,683.81
Total Utilities	3,683.81
Total Expense	101,547.05
Net Ordinary Income	-4,256.79
Net Income	-4,256.79

1:10 PM

07/20/22

Cash Basis

Healthy Seniors of Steele County
Balance Sheet
As of July 20, 2022

	<u>Jul 20, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Bremer Bank CD	10,521.86
Community Bank Checking	<u>100,418.21</u>
Total Checking/Savings	<u>110,940.07</u>
Total Current Assets	110,940.07
Fixed Assets	
Accumulated Depreciation	-1,541.00
Equipment	<u>10,270.00</u>
Total Fixed Assets	<u>8,729.00</u>
TOTAL ASSETS	<u>119,669.07</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Liabilities	186.72
Federal Payrl Tax Liability	3,962.74
Payroll Liabilities UC MN & Fed	13.14
State Payrl Tax Liability	<u>310.32</u>
Total Other Current Liabilities	<u>4,472.92</u>
Total Current Liabilities	<u>4,472.92</u>
Total Liabilities	4,472.92
Equity	
Opening Bal Equity	18,956.08
Retained Earnings	100,496.86
Net Income	<u>-4,256.79</u>
Total Equity	<u>115,196.15</u>
TOTAL LIABILITIES & EQUITY	<u>119,669.07</u>

2023 Healthy Seniors of Steele County Budgets

		2023			
	2023		2023	2023	2023
	TOTAL ORGANIZATIONAL	STEELE COUNTY	PROGRAM #1	PROGRAM #2	PROGRAM #3
	BUDGET	ORGANIZATIONAL BUDGET	BUDGET	BUDGET	BUDGET
Program Name:					
INCOME					
Government grants					
Steele County Human Services Grant	\$15,000	\$15,000	\$15,000		
Foundations	\$70,000	\$70,000	\$53,000		
Corporations	\$8,000	\$8,000	\$7,000		
United Way of Steele County	\$40,000	\$40,000	\$40,000		
Other United Ways					
Individual contributions	\$11,200	\$11,200	\$4,100		
Fundraising events	\$23,850	\$23,850	\$19,097		
Membership income					
Investment income					
Revenue					
County Contracts out of Steele					
Earned income	\$2,000	\$2,000	\$2,000		
Other (specify)					
Total Income	\$170,050	\$170,050	\$140,197		
EXPENSES					
Salaries and wages	\$113,225	\$113,225	\$95,945		
Payroll Expense	\$13,821	\$13,821	\$10,730		
Employee Benefits	\$8,073	\$8,073	\$4,340		
Consultants and professional fees	\$4,825	\$4,825	\$3,334		
Insurance (non-employee)	\$4,950	\$4,950	\$4,359		
Travel	\$4,748	\$4,748	\$4,064		
Equipment					
Supplies	\$3,558	\$3,558	\$2,918		
Printing and copying (+ manuals)	\$2,850	\$2,850	\$2,437		
Telephone, fax, email/internet	\$6,980	\$6,980	\$5,924		
Postage and delivery	\$1,725	\$1,725	\$1,615		
Occupancy (rent/mortgage)	\$1,830	\$1,830	\$1,601		
Utilities					
Meetings & Conferences	\$440	\$440	\$440		
Client Stipends					
Depreciation					
Fundraising Expense					
Advertising	\$3,025	\$3,025	\$2,490		
Other					
Total Expense	\$170,050	\$170,050	\$140,197		

% of Steele County Budget	18%		82.00%		



Community Action Agency serving southeast Minnesota, established 1966

204 South Elm, PO Box 549 | Rushford, MN 55971-0549
 507-864-7741 | F: 507-864-2440
semcac.org | semcac@semcac.org

June 1, 2022

Steele County Commissioners
 Attn: Scott Golberg, County Administrator
 630 Florence Ave.
 Owatonna, MN 55060

Dear Mr. Golberg & County Commissioners,

Thank you for your continued support of Semcac's programs in Steele County. With your help, Semcac continues to advance its mission to empower and advocate for people to enhance their self-sufficiency by maximizing community resources.

Our most-recent independent audit report, IRS Form 990, and Annual Report at semcac.org/about-us/fiscal-documents-info. As a Community Action Agency, Semcac qualifies for county funding under *Minnesota Statute 375.18, Subd. 15*. The following programs are requesting funding to sustain services:

Senior Nutrition	\$7,500
Senior & Caregiver Advocacy Program	\$7,500
Senior Donation Rides (VDP)	\$1,500

Due to the COVID-19 pandemic, we have experienced a significant increase in meals served to homebound seniors in the community and have utilized our own transportation services, and volunteers, to deliver meals that previously were being served in a congregate setting. Partially through this last year, the congregate Senior Dining sites re-opened for congregate meal settings. There is an increased population that is food insecure due to job loss, furloughs & reduced employment opportunities. This has been a challenge, in many regards. The following is information regarding these Semcac programs.

Senior Nutrition

In 2021, **40,210 meals were delivered to seniors in the Steele County** communities of Blooming Prairie, Medford, Ellendale and Owatonna. The need for Semcac's Meals on Wheels service is especially evident in Steele County. Senior Nutrition program helps low-income, nutritionally at-risk seniors. There are no income eligibility requirements for either program. For most participants, this is the main meal of their day. Nobody is denied a meal. Senior Nutrition is requesting \$7,500 to support meal service in Steele County.

Senior & Caregiver Advocacy Program

The Senior & Caregiver Advocacy Program works closely with seniors and their caregivers to identify needs, access resources, make informed decisions and reduce feelings of isolation. The advocate is trained in the State Health Insurance Programs (as MNsure Assistants), and are knowledgeable about Medicare options- helping clients navigate the health insurance and healthcare systems. In 2021, **149 seniors and caregivers** received assistance from Semcac's Caregiver Advocate in Steele County. In addition to working one-on-one with clients, the advocate participates in community events to present information about other programs or issues of interest to seniors. The Senior & Caregiver Advocacy Program is requesting \$7,500 from Steele County.

Donation Rides for Seniors

In 2021, the senior donation rides initiative (VDP) coordinated volunteer drivers in Steele County to provide **623 rides for 74 people**. These rides help seniors maintain their independence and meet their medical and personal needs. The program also provides rides for Medical Assistance recipients and other county clients under a contract with the Department of Human Services. The \$1,500 requested from Steele County will support these rides for senior citizens.

If the Steele County Board would like Semcac to share program information & agency updates at an upcoming meeting, please contact Cheryl Boone-Perez at 507-864-8272 to make arrangements. We look forward to continuing our important partnership with Steele County.

Thank you,

Doug Grout

Douglas Grout
Semcac Executive Director
507.864.8201 | doug.grout@semcac.org

semcac.org | Text *Semcac* to 22828
Steele County Contact Office: 545 Dunnell Drive, Owatonna, MN 55060

Program Inquiries: Jeff Wyant, Senior Services, jeff.wyant@semcac.org | Jim Wolter, Transportation, jim.wolter@semcac.org

July 20, 2022

Steele County Board of Commissioners
C/O Cathy Piepho
630 Florence Ave
Owatonna, MN 55060

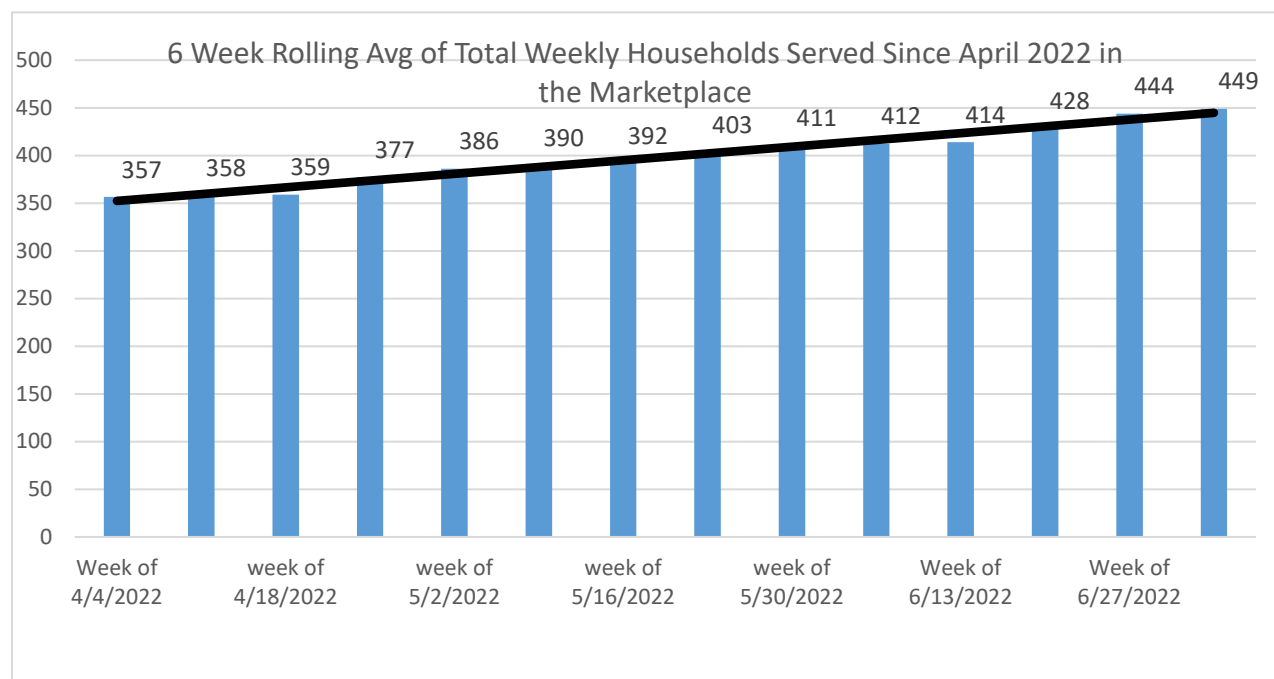
RE: 2023 Funding Request

Ms. Piepho,

Thank you for allowing Community Pathways to apply for funding from Steele County for the 2023 fiscal year. We are asking for \$15,000 to assist us with the purchase of food for our registered clients. While this is not a new initiative, food continues to be the single greatest expense for our organization.

One of the goals for our organization is to alleviate hunger for Steele County residents who deal with food insecurity. As the result of current economic conditions, the number of families who need our support has skyrocketed in the last year. In August of 2021 we averaged 250 families visiting per week. As of July 15th, 2022, we have a 6-week rolling average of 450. This is a staggering 80% increase. In addition, through June of 2022 we have already registered as many new households as we did the entire year in 2021.

A great deal of this increase has taken place in just the last 4 months. This graph shows the trendline for the increase in weekly households served from just April 2022-July 2022.



The increase in service numbers has put significant stress on our food budget and we are projecting to exceed that budget by \$125,000 in 2022. We continue to measure all areas of our operations for efficiency and manage our operational costs proactively, but this level of increase in food costs is a clear challenge.

Our strong financial situation remains linked to our capital campaign that we began in January of 2021. However, the capital campaign will end upon completion of the expansion with final expenses paid for the project in September 2022. At that time, our cash reserves will return to pre-2021 levels.

Please do not hesitate to let me know if you have any questions about this information. We certainly appreciate your consideration of our request for funds.

Sincerely,



Dom Korbel
Executive Director

2023 DRAFT BUDGET	
Community Pathways	
	2023
	TOTAL ORGANIZATIONAL
	BUDGET
<u>INCOME</u>	
Government grants	\$ 30,000.00
Steele County Human Services Grant	\$ 15,000.00
Foundations	\$ 225,000.00
Corporations	\$ 620,000.00
United Way of Steele County	\$ 90,000.00
Other United Ways	\$ -
Individual contributions	\$ 225,000.00
Fundraising events	\$ 30,000.00
Membership income	
Investment income	\$ -
<u>Revenue</u>	
County Contracts out of Steele	\$ -
Earned income	\$ 2,200.00
Other (Thrift Store/Rent from LS and TH)	\$ 33,600.00
Total income	\$ 1,270,800.00
<u>EXPENSES</u>	
Salaries and wages	\$ 356,000.00
Payroll Expense	\$ 42,600.00
Employee Benefits	\$ -
Consultants and professional fees	\$ 1,000.00
Insurance (non-employee)	\$ 11,000.00
Travel	\$ 3,000.00
Equipment	\$ 5,000.00
Supplies	\$ 2,000.00
Printing and copying (+ manuals)	\$ 1,000.00
Telephone, fax, email/internet	\$ 2,700.00
Postage and delivery	\$ 1,500.00
Occupancy (rent/mortgage)	\$ -
Utilities	\$ 17,000.00
Meetings & Conferences	\$ 5,000.00
Client Stipends	
Depreciation	\$ 68,000.00
Fundraising Expense	
Other (Food and Other Program Expenses)	\$ 755,000.00
Other	
Total Expense	\$ 1,270,800.00
Net profit	\$ -

Community Pathways

Balance Sheet

As of June 30, 2022

	Jun 30, 22	Jun 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Community Bank Owatonna	561,999.48	1,104,138.57	-542,139.09
Petty Cash	103.48	24.73	78.75
Thrift Store Register	150.00	0.00	150.00
Savings - Profinium	240,620.28	240,506.73	113.55
Total Checking/Savings	802,873.24	1,344,670.03	-541,796.79
Accounts Receivable			
Accounts Receivable	200.00	0.00	200.00
Total Accounts Receivable	200.00	0.00	200.00
Other Current Assets			
Promises to Give	329,151.00	231,521.00	97,630.00
Wells Fargo Brokerage Acct	123,395.44	99,975.25	23,420.19
Inventory			
Inventory - Purchased Food	17,825.57	49,337.11	-31,511.54
Inventory - Thrift Store	17,543.50	0.00	17,543.50
Total Inventory	35,369.07	49,337.11	-13,968.04
Total Other Current Assets	487,915.51	380,833.36	107,082.15
Total Current Assets	1,290,988.75	1,725,503.39	-434,514.64
Fixed Assets			
Construction in Process	968,983.45	79,696.57	889,286.88
Building	290,096.00	0.00	290,096.00
Leasehold Improvements	14,440.00	14,440.00	0.00
Machinery and Equipment	71,221.72	57,643.11	13,578.61
Vehicles	47,430.02	47,430.02	0.00
Accumulated Depreciation	-41,668.69	-32,449.81	-9,218.88
Total Fixed Assets	1,350,502.50	166,759.89	1,183,742.61
TOTAL ASSETS	2,641,491.25	1,892,263.28	749,227.97
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	615.75	44,091.42	-43,475.67
Total Accounts Payable	615.75	44,091.42	-43,475.67
Credit Cards			
Credit Cards			
CBO VISA (0396)	444.18	647.43	-203.25
Kwik Trip (0017, 0025)	182.36	0.00	182.36
Total Credit Cards	626.54	647.43	-20.89
Total Credit Cards	626.54	647.43	-20.89
Other Current Liabilities			
Deferred Revenue			
Restricted Carryover Funds	1,514.40	0.00	1,514.40
Total Deferred Revenue	1,514.40	0.00	1,514.40

Community Pathways

Balance Sheet

As of June 30, 2022

	Jun 30, 22	Jun 30, 21	\$ Change
Payroll Liabilities	4,493.74	9,060.36	-4,566.62
Accrued Vacation	2,396.92	0.00	2,396.92
Sales Tax Payable	279.36	25.60	253.76
Total Other Current Liabilities	8,684.42	9,085.96	-401.54
Total Current Liabilities	9,926.71	53,824.81	-43,898.10
Total Liabilities	9,926.71	53,824.81	-43,898.10
Equity			
Net Assets - Unrestricted	2,589,111.08	698,671.53	1,890,439.55
Net Assets - SCCL Funds	105,627.19	105,627.19	0.00
Net Income	-63,173.73	1,034,139.75	-1,097,313.48
Total Equity	2,631,564.54	1,838,438.47	793,126.07
TOTAL LIABILITIES & EQUITY	2,641,491.25	1,892,263.28	749,227.97

Piepho, Catherine

From: scthousing@qwestoffice.net
Sent: Wednesday, June 29, 2022 2:04 PM
To: Piepho, Catherine
Subject: Appropriation Request-2023-Transitional Housing of Steele County
Attachments: Request for Funding Steele County.docx; 2021 Balance Sheet.pdf; Financial Reports 2021.pdf; Balance Sheet_Report_from_Steele_County_Transitional_Housing_Inc (002).pdf; Profit Loss Budget vs. Actual_Report_from_Steele_County_Transitional_Housing_Inc.pdf

Ms. Piepho (Cathy):

Attached, please find the request for funding for Transitional Housing of Steele County. Transitional Housing provides rent subsidies and case management for eligible homeless adults and children, so that they may become safely housed and self-sufficient. Thank you for your past support. Should you have any questions or require further information, please feel free to contact me at 507-446-9315. We look forward to our continued partnership.

Sincerely,

Julie

Julie Anderson

Executive Director

Transitional Housing of Steele County

560 Dunnell Dr #212

Owatonna, MN 55060

Office: (507) 446-9315

Fax: (507) 446-0332

scthousing@qwestoffice.net



Transitional Housing of Steele County
560 Dunnell Dr #212
Owatonna, MN 55060

www.transitionalhousingsc.com
scthousing@qwestoffice.net
(507) 446-9315

Ms. Catherine Piepho
Treasurer
Steele County
630 Florence Ave.
Owatonna, MN 55060

May 25, 2022

Dear Ms. Piepho:

On behalf of Transitional Housing of Steele County, our staff, our Board of Directors and the many clients we serve, thank you for your allocation of \$10,000. We cannot emphasize enough what a difference this gift will make for our families. Because of your help, Transitional Housing of Steele County has begun to write a new chapter. Your gifts have helped us in the fight against homelessness.

This letter acknowledges that you have received no goods or services in exchange for this gift. Together, we can end homelessness in Steele County. *A "thank you" will never be enough.*

Sincerely,

Julie Anderson
Julie Anderson
Executive Director
Tax Identification Number: 41-1946337

*This appropriation will
house families and
fund valuable supportive
services during these
trying times. Thank you
for all of the ways
you continue to make
a difference. Julie
Anderson*

Transitional Housing of Steele County is a 501(c)3 non-profit organization. Tax ID number: 41-1946337



Request for Funding from Steele County

Transitional Housing of Steele County

Transitional Housing of Steele County (THSC), a 501c3 nonprofit agency, is requesting \$10,000 to provide rent subsidies and case management for eligible homeless adults and children so that they may become safely housed and self-sufficient.

Community

Our community service area is confined to Steele County, including the cities of Owatonna, Blooming Prairie, Ellendale, and Medford.

Needs. Homeless individuals and families in Steele County have a number of needs. These needs include, but are not limited to, emergency shelter, affordable housing, and transitional housing.

The first need is emergency shelter. There is no domestic violence shelter in Steele County. The next nearest available domestic violence shelter for women is 40 miles away. There is a shelter for men, the Hospitality House, but this shelter is routinely filled beyond capacity.

The second need is affordable housing. Affordable housing continues to be a need for individuals and families in Steele County. Affordable housing is scarce, with a wait list for the City of Owatonna, Housing Redevelopment Authority (HRA), Section 8 program.

The third need is for an expanded transitional housing program. Steele County residents who are homeless or facing an eviction contact THSC. They are then placed on a waiting list until a transitional housing participant exits the program and a funding slot becomes available. Currently, the waiting list is six months to one year long, and it continues to grow. Those on the waiting list include, but are not limited to, individuals who have been laid off from industrial jobs, and individuals who are fleeing domestic violence. Funding from Steele County can help us to ensure that homeless individuals and families meeting the eligibility criteria are able to enter housing quickly and then begin working toward self-sufficiency.

Like many communities, Steele County has suffered an unprecedented rate of homelessness. A number of families who are either homeless, or are at risk for eviction and homelessness have contacted our agency for help in recent years. When a homeless or rent-burdened family contacts our agency needing housing assistance, we place the family on a coordinated assessment county-wide waiting list. Families typically wait from six months to one year before they are able to receive rental assistance from our agency. This is due to a lack of funding. (There are limited funding slots available.) There are currently over 40 eligible families waiting for assistance from Transitional Housing of Steele County.

The percentage of Steele County residents living below the poverty level in 2009 was 7.7%. Slightly over one-fifth (20.6%) of the Steele County population lived in rental housing or multi-family dwellings (US Census Bureau, 2010)

Opportunities. There is an opportunity for THSC to serve people who have become homeless, by helping them to locate affordable housing, and by providing the first months' rent payments and the damage deposits. The agency can continue to support these clients through rent subsidies based on 25-30% of their gross annual income for up to two years.

THSC also provides case management on a regular basis. The purpose of case management is to assist clients in viewing and finding a rental unit, to help clients set monthly financial and personal goals, and to connect clients with other supportive resources in the community. Goals include finding secure employment, furthering education, accessing childcare, obtaining a driver's license and transportation, making progress toward paying off debt, establishing savings, budgeting, and becoming fiscally responsible.

Proposed Work-How Funds Will Be Used

THSC is requesting funds for the transitional housing program. The transitional housing program provides rent subsidies and case management for eligible homeless adult clients and their children. The clients are the apartment leaseholders. Accordingly, they work with the case manager to find their own safe and affordable apartments, and they sign their own leases. The THSC program pays for the first month's rent and the security damage deposit for each client.

To date, over 900 families have been safely housed, and have received services through the transitional housing program of THSC. This work must continue. Funding from Steele County would help to alleviate the problem of homelessness for many families and individuals.

Transitional Housing of Steele County is requesting \$10,000 from Steele County to help fund a portion of monthly rent amounts and case management for homeless families. The target population to be served is homeless adults and children. This population would benefit from the proposed project by becoming safely housed and by developing the skills necessary to become self-sufficient and independent.

Some of the families experiencing homelessness are fleeing domestic violence. Accordingly, the work of the transitional housing program is furthered by the partnership with the Crisis Resource Center of Steele County (CRC). This program, entitled Helping Obtain Peaceful Environments (HOPE), was established in 2006 to address the problem of domestic violence by jointly assisting victims who wished to leave their abusive partners. This program, which is part of the overall transitional housing program, is funded, in part, by a grant through the Office on Violence Against Women (OVW).

Through a fee-for-service agreement, THSC partners with the CRC to jointly offer a broad range of services that help victims of domestic violence to obtain the skills, confidence, and knowledge necessary to maintain permanent housing and to pursue independent, self-directed lives. THSC pays the CRC on a monthly basis for the advocacy services. The services of the CRC include advocacy for victims of domestic abuse, legal advocacy, women's groups, information and referral, transportation, public education, 24-hour crisis phone services, and advocacy for children.

Clients escaping domestic violence enrolled in the HOPE program are able to be served for a minimum time period of six months and a maximum time period of two years. The services include:

- First months' rents and damage deposits through THSC
- Ongoing rent subsidies through THSC
- Case management through THSC
- Advocacy through the CRC

- Follow-up services through THSC

The CRC advocate meets with HOPE clients weekly in their homes. The advocate develops safety plans with each client. The clients define their needs, and the advocate encourages and supports them. The advocate also offers safety planning. The discussion is meant to help participants imagine certain scenarios, so they can plan ahead for their safety. Some questions that the participant considers are, “Where might I go if my environment becomes unsafe?” “Who can I call if I need help?” The advocate also provides information and referrals to agencies throughout the community. Through reassurance and support, the advocate provides assistance so that the client can make independent decisions. We take confidentiality very seriously, and neither the CRC nor THSC releases any information without a signed release form.

The CRC also offers court accompaniment and advocacy to the participants and assistance in understanding and preparing for protection orders or other actions deemed necessary by the participants in order to remain safe. This is optional for the client.

THSC is primarily responsible for the housing aspect of the HOPE program while CRC provides advocacy and domestic violence services to participants. The executive director of THSC will manage grants for the HOPE program and will supervise the transitional housing case manager. The executive director of CRC will supervise the advocate who is responsible for providing domestic violence services to clients. Both executive directors and the staff will collaborate to most effectively serve the program participants by reviewing procedures and policies.

THSC and the CRC have been partnering through the HOPE program for the past eleven years. The executive directors of both agencies, the case manager, and the advocate, meet regularly to discuss goals and objectives of clients, to solve problems, and to build a more effective program for victims of domestic violence. The CRC invoices THSC on a monthly basis for services rendered.

Some are homeless for other reasons. Not all of the clients in the transitional housing program are escaping domestic violence. Some clients are homeless because of the economy, because of mental illness, or because of other reasons. Some of our clients are not placed in the HOPE program for victims of domestic

violence. Rather, they are placed in the general transitional housing program for people who are homeless for reasons other than domestic violence. We are requesting funding from Steele County for the general transitional housing program.

Case management. Case management is offered to all clients in the transitional housing program, regardless of the reasons for homelessness. The case manager guides the clients through the initial crisis of homelessness, by helping them to find and maintain employment, by providing renting and budgeting information and by teaching clients how to set and achieve their goals. These goals often include completing higher education, obtaining health care, finding child care services, receiving a driver's license, and gaining employment.

Goals are set by the clients, and the case manager encourages the clients to be responsible and accountable. Clients meet on a weekly or bi-weekly basis with the case manager to discuss finances, goals, and future plans. The case manager also assists clients in completing forms, locating employment options, and by connecting clients with other available resources in the community. All of these strategies can help people avoid homelessness in the future. THSC follows up with the clients for a six-month period after they complete their time in the program. THSC remains accessible, and refers them to additional resources, as needed.

Once the client is in safe housing, the THSC case manager works with the executive director to determine the monthly rent amount appropriate for the client. This rent amount is based on the client's income and is calculated through a federal Housing and Urban Development (HUD) formula. The client must continue to pay his or her portion of the rent amount, according to the household income, directly to the landlords every month, and THSC pays for the remainder. The monthly share of the rent paid by the client is gradually increased throughout the stay in the program, and by the time the client graduates from the program, he or she is able to pay the entire monthly rent amount.

THSC provides services for up to two years. Some clients make progress sooner and graduate from the program in as little as six months. Regardless of the length of stay in the program, *every* client must make

progress toward self-sufficiency, and *every* client must exit the program within two years. Every client is required to work or to attend college courses.

How work and activities will move the community forward. Working with our partners, THSC will direct its energy toward helping those populations that are most vulnerable. THSC will continue to provide rent subsidies and case management for former offenders within the community and individuals and families fleeing domestic violence. This will reduce homelessness in Steele County.

THSC will also direct its energy toward building community support for affordable housing solutions, by providing awareness outreach and prevention education initiatives, and by seeking greater public and private investment. THSC plans to further strengthen public policies that sustain adequate affordable housing and support services for persons who are homeless or may become homeless

Impact: Defining and Evaluating the Success of the Work

The impact of the proposed services and activities will be a reduction in homelessness and domestic violence throughout Steele County. THSC will track the number of clients that are able to transition out of homelessness, and off of the THSC waiting list, into housing. This impact will also be measured by the success of the clients during their time in the transitional housing program, and for six months after they exit the program. The clients and their children will be able to stop the cycle of poverty in their families. Clients in the transitional housing program will become safely housed, and become self-sufficient. Planned outcomes for clients in the transitional housing program are as follows:

90% of adult clients will secure and maintain employment. The evaluation tool will be paycheck stubs, which the case manager will photocopy on a quarterly basis, with the permission of the client.

40% of adult clients obtain further education while in the program. The case manager will ensure that the necessary applications are completed for those clients interested in pursuing higher education. The evaluation tool will be a copy of the client's class schedule or GED test schedule.

40% of adult clients decrease their debt while in the program. All participants in the program have case plans designed to identify and pay off long term debt. The evaluation tool will be photo copies of credit reports, which the case manager will access once each year, with the permission of the client.

100% of adult clients establish a savings account while in the program. All clients will have case plans specifically designed to transition from a Debt Reduction Action Plan into a Savings Action Plan. The evaluation tool will be bank statements, photo copied and reviewed by the case manager, with the permission of the client.

80% of adult clients who graduate from the program are able to maintain housing at 6- month follow up. The evaluation tool will be a survey conducted with the graduated client over the phone. This contact will continue every month for six months after the client exits the program.

80% of adult clients who graduate from the program are able to maintain employment at the 6-month follow up. The evaluation tool will be a survey conducted with the graduated client over the phone. This contact will continue every month for six months after the client exits the program.

80% of adult clients increase their knowledge about renting and tenant responsibility. The evaluation tool will be evaluations completed by the participants when they complete the curriculum.

Sharing results and lessons. THSC will know if and when the agency has been successful by measuring the above outcomes, using the evaluation tools. The staff and Board of Directors of THSC will review the numbers of people served and the progress towards the goals on a monthly basis. The results can inform us about areas in the program needing improvement. The results can also illustrate what is working well. This will aid us in the ongoing strategic planning process.

The agency will report these results to the current grant funders, in the mandatory quarterly reports, including the Office of Economic Opportunity (OEO) and HUD. A report of outcomes will be completed and submitted to funders as requested every year.

THSC will promote its results in its publications and will share its results with private funders and individual contributors in the newsletter and in the annual report. We also incorporate statistics into our annual video. We will use these statistics to create awareness of homelessness, and ways to address it, when we give presentations to civic organizations and to schools. We will incorporate this information into our messages through radio and cable television.

These outcomes can be useful for other studies in the community, for example those studies done by Semcac, by the City Council, by the Community Response Team and Minnesota Prairie Alliance. Lastly, this information can be helpful when partnering with other agencies such as the Steele County Detention Center and the Crisis Resource Center of Steele County for programs and when sharing best practices with other nonprofit and human service agencies. It can also be useful when collaborating with other agencies on joint grant-writing efforts. THSC will use the outcomes to apply for other federal, state, and private grants.

Organization and Resources

THSC, a nonprofit 501(c)(3) organization, has been providing transitional housing services for 22 years. THSC began as an interfaith effort to address the needs of the homeless. The purpose of THSC is to help those persons in Steele County who are homeless or facing homelessness find and maintain housing and to become self-sufficient. The program has grown and developed into a strong and effective organization.

Mission. The THSC mission is to lead, coordinate, and create individual and community efforts to prevent and end homelessness. THSC provides housing while building a foundation for independent living.

Goals. The goals of THSC are to recruit participants from the neediest population; to collaborate with correctional, mental/chemical health, and child welfare systems to improve discharge planning; to assess barriers to obtaining permanent housing; to provide a supportive environment for homeless individuals; to help participants access necessary services; and to provide follow-up services for six months after the clients have exited the program.

Staffing. There are two full-time staff employed at THSC. The executive director of THSC holds a Doctorate Degree in Public Administration, a Masters Degree in Public Administration, and a Bachelor of

Science Degree in International Relations. She is conversant in Spanish. Prior to her service with THSC, she served as the executive director of the Riverland Community College Foundation and as the executive director of the United Way of Steele County. The case manager for THSC has Bachelor's Degree in Human Services, and eight years of experience as a case manager in transitional housing. Before joining the staff at THSC, she served as a residential manager for an adult group home. She has attended several budgeting trainings, including a financial literacy training sponsored by the Minnesota Department of Human Services. She is committed to working with the families to help them improve their financial circumstances.

Stakeholders. We consider our clients to be our stakeholders. Our concern also extends to our additional stakeholders. Volunteers, donors, grantors, churches, corporations, schools, partner agencies, Steele County, taxpayers, and our local elected officials are also our stakeholders.

Partners and Networks

THSC is proud to partner with nonprofit agencies in Steele County to serve people who are homeless due to incarceration, and due to domestic violence. The work of THSC goes even further, as we continue our partnership with a number of nonprofit human service organizations and networks.

Community Response Team. THSC collaborates with the Community Response Team (CRT). CRT is a collaboration of human service organizations and nonprofit agencies in Steele County which address basic human needs. The collaboration with this group that meets monthly, has led to greater collaboration with all human service organizations, and has led us to do more effective case management in situations where more than one agency serves a particular client or family. The leads to less duplication of services.

Southeast Minnesota Continuum of Care. THSC continues its partnership with the Continuum of Care in Southeastern Minnesota through the Housing and Urban Development (HUD) program, to help all residents in the Steele County and surrounding communities access care. This partnership helps THSC to maintain its funding from HUD and other federal agencies.

Looking Ahead

The vision of THSC is that of a community where all persons have options for safe housing and choices for a permanent place to live. The community is evolving, and THSC must be prepared to address the challenges of an ever-changing community.

THSC will continue its involvement with the Southeastern Minnesota Continuum of Care and the local Community Response Team to prevent and end homelessness in Owatonna and Steele County by developing local housing and supportive services.

Working with these partners, THSC will direct its energy toward helping those populations that are most vulnerable. THSC will continue to aggressively fundraise and write grants to expand rent subsidies for the following populations:

- adults with serious and persistent mental illness and chronic disabilities living in scattered sites
- former offenders within the community
- individuals and families fleeing domestic violence.

THSC will also direct its energy toward building community support for affordable housing solutions, by providing awareness outreach and prevention education initiatives, and by seeking greater public and private investment. THSC plans to further strengthen public policies that sustain adequate affordable housing and support services for persons who are homeless or may become homeless. THSC will continue to utilize the community's spectrum of services to prevent and end homelessness.

Steele County Transitional Housing, Inc

Balance Sheet

As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
United Prairie	194,250.13
Profinium	56,815.95
Home Federal	31,815.72
Total Checking/Savings	282,881.80
Accounts Receivable	
Pledges Receivable	4,890.04
Total Accounts Receivable	4,890.04
Other Current Assets	
Prepaid Items	3,232.72
Grants Receivable	21,396.97
Total Other Current Assets	24,629.69
Total Current Assets	312,401.53
TOTAL ASSETS	312,401.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,202.07
Total Accounts Payable	6,202.07
Other Current Liabilities	
Payroll Liabilities	16.00
Health Insurance Liability	393.76
Total Other Current Liabilities	409.76
Total Current Liabilities	6,611.83
Total Liabilities	6,611.83
Equity	
Retained Earnings	272,772.35
Net Income	33,017.35
Total Equity	305,789.70
TOTAL LIABILITIES & EQUITY	312,401.53

Steele County Transitional Housing, Inc

Balance Sheet

As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
United Prairie	
Checking	117,615.95
Savings	1,229.51
Total United Prairie	118,845.46
Profinium	
L.I.S.A	56,820.88
Total Profinium	56,820.88
Home Federal	
CD (7084)	15,963.98
CD (7154)	15,915.44
Total Home Federal	31,879.42
Total Checking/Savings	207,545.76
Accounts Receivable	
Pledges Receivable	
2020 Fundraiser	1,850.00
2021 Fundraiser	1,830.40
Total Pledges Receivable	3,680.40
Total Accounts Receivable	3,680.40
Other Current Assets	
Grants Receivable	
HUD	47,324.62
OEO	133,309.02
OVW	146,367.75
United Way	24,568.77
Total Grants Receivable	351,570.16
Total Other Current Assets	351,570.16
Total Current Assets	562,796.32
TOTAL ASSETS	562,796.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	408.59
Total Accounts Payable	408.59
Other Current Liabilities	
Deferred Grant Revenue	
HUD Grant	39,518.00
OEO Grant	119,631.51
OVW Grant	139,676.76
United Way Grant	24,568.77
Total Deferred Grant Revenue	323,395.04
Payroll Liabilities	222.42
Health Insurance Liability	437.85
Total Other Current Liabilities	324,055.31
Total Current Liabilities	324,463.90
Total Liabilities	324,463.90

Steele County Transitional Housing, Inc

Balance Sheet

As of May 31, 2022

	May 31, 22
Equity	
Retained Earnings	295,844.67
SUSPENSE	38.46
Net Income	-57,550.71
Total Equity	238,332.42
TOTAL LIABILITIES & EQUITY	562,796.32

11:22 AM

02/17/22

Accrual Basis

Steele County Transitional Housing, Inc
Balance Sheet
As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
United Prairie	194,250.13
Profinium	56,815.95
Home Federal	31,815.72
Total Checking/Savings	282,881.80
Accounts Receivable	
Pledges Receivable	4,890.04
Total Accounts Receivable	4,890.04
Other Current Assets	
Prepaid Items	3,232.72
Grants Receivable	21,396.97
Total Other Current Assets	24,629.69
Total Current Assets	312,401.53
TOTAL ASSETS	312,401.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,202.07
Total Accounts Payable	6,202.07
Other Current Liabilities	
Payroll Liabilities	16.00
Health Insurance Liability	393.76
Total Other Current Liabilities	409.76
Total Current Liabilities	6,611.83
Total Liabilities	6,611.83
Equity	
Retained Earnings	272,772.35
Net Income	33,017.35
Total Equity	305,789.70
TOTAL LIABILITIES & EQUITY	312,401.53

11:24 AM

02/17/22

Accrual Basis

Steele County Transitional Housing, Inc
Profit & Loss Budget vs. Actual
 January through December 2021

	Jan - Dec 21	Budget
Ordinary Income/Expense		
Income		
Contributions Income	34,382.33	40,000.00
Fundraisers	115,516.55	82,134.00
Events	12,568.00	
Frazier Recovery Income	18,323.00	24,000.00
Grant Income	352,110.06	351,720.00
Total Income	532,899.94	497,854.00
Cost of Goods Sold		
Program Expense	282,491.37	260,906.00
Total COGS	282,491.37	260,906.00
Gross Profit	250,408.57	236,948.00
Expense		
Advertising	615.20	
Awards	0.00	50.00
Board Retreat	0.00	500.00
Business Insurance	5,734.32	3,000.00
Equipment	1,297.99	
Event Expenses	5,032.79	
Fundraising Expenses	2,589.19	12,000.00
Licenses and Fees	475.00	1,000.00
Meals	713.44	500.00
Memberships	1,345.41	1,500.00
Mileage	101.98	1,000.00
Occupancy Expenses	9,468.84	8,760.00
Office Expense	9,818.90	6,000.00
Payroll Expenses	160,113.49	168,741.00
Processing Fees	1,077.83	500.00
Professional Fees	15,563.00	15,574.00
Repairs and Maintenance	400.00	250.00
Training & Conferences	0.00	5,498.00
Training & Conferences - OVW	0.00	9,375.00
Uncollectibles Expense	1,670.86	750.00
Volunteer and Donor Recognition	25.00	250.00
Website	2,297.54	2,700.00
Total Expense	218,340.78	237,948.00
Net Ordinary Income	32,067.79	-1,000.00
Other Income/Expense		
Other Income		
In Kind Donations	500.00	500.00
Interest Income	449.56	500.00
Total Other Income	949.56	1,000.00
Net Other Income	949.56	1,000.00
Net Income	33,017.35	0.00

11:23 AM

02/17/22

Accrual Basis

Steele County Transitional Housing, Inc
Profit & Loss
 January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
Contributions Income	34,382.33
Fundraisers	115,516.55
Events	12,568.00
Frazier Recovery Income	18,323.00
Grant Income	352,110.06
Total Income	532,899.94
Cost of Goods Sold	
Program Expense	282,491.37
Total COGS	282,491.37
Gross Profit	250,408.57
Expense	
Advertising	615.20
Business Insurance	5,734.32
Equipment	1,297.99
Event Expenses	5,032.79
Fundraising Expenses	2,589.19
Licenses and Fees	475.00
Meals	713.44
Memberships	1,345.41
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Occupancy Expenses	9,468.84
Office Expense	9,818.90
Payroll Expenses	160,113.49
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Volunteer and Donor Recognition	25.00
Website	2,297.54
Total Expense	218,340.78
Net Ordinary Income	32,067.79
Other Income/Expense	
Other Income	
In Kind Donations	500.00
Interest Income	449.56
Total Other Income	949.56
Net Other Income	949.56
Net Income	33,017.35

Steele County Transitional Housing, Inc
Profit & Loss Budget vs. Actual
 January through May 2022

	Jan - May 22	Budget	% of Budget
Ordinary Income/Expense			
Income			
Donations (Restricted)	103.00		
Contributions Income			
Churches	165.00	5,000.00	3.3%
Corp.	1,800.00	15,000.00	12.0%
Individual	24,788.13	25,000.00	99.2%
Total Contributions Income	26,753.13	45,000.00	59.5%
Fundraisers			
Donations	0.00	75,000.00	0.0%
Total Fundraisers	0.00	75,000.00	0.0%
Events	0.00	11,458.00	0.0%
Frazier Recovery Income	5,000.00	12,000.00	41.7%
Grant Income			
HOPE Funding			
HOPE - Otto Bremer	0.00	50,000.00	0.0%
Total HOPE Funding	0.00	50,000.00	0.0%
County Funding - CCSA	0.00	10,000.00	0.0%
HUD Funding - Federal	32,035.96	37,130.00	86.3%
OEO Funding - State	48,770.36	99,492.00	49.0%
OVW Funding - Federal	40,467.13	99,750.00	40.6%
United Way Funding	30,431.23	55,000.00	55.3%
Other Grants	0.00		
Total Grant Income	151,704.68	351,372.00	43.2%
Total Income	183,560.81	494,830.00	37.1%
Cost of Goods Sold			
Program Expense			
Client Transportation			
Client Transportation-OEO	0.00	400.00	0.0%
Client Transportation-OVW	3.36	4,698.00	0.1%
Total Client Transportation	3.36	5,098.00	0.1%
Client Incentives	23.02		
Contracts			
Contracts - OVW	202.12	13,800.00	1.5%
Total Contracts	202.12	13,800.00	1.5%

12:01 PM

06/07/22

Accrual Basis

Steele County Transitional Housing, Inc
Profit & Loss Budget vs. Actual
 January through May 2022

	Jan - May 22	Budget	% of Budget
Credit Checks			
Credit Check - EP	-15.00		
Credit Check - HUD	70.00		
Credit Check - OVW	329.00		
Credit Check - THP	60.00		
Total Credit Checks	444.00		
Damage Deposit			
Damage Deposit - EP	3,575.00		
Damage Deposit - HOPE	1,548.00	12,000.00	12.9%
Damage Deposit - HUD	5,275.00	3,000.00	175.8%
Damage Deposit - THP	5,920.00	3,500.00	169.1%
Damage Deposit - OVW	2,225.00	6,000.00	37.1%
Total Damage Deposit	18,543.00	24,500.00	75.7%
Rent			
Rent - EP	24,117.11	25,000.00	96.5%
Rent - Frazier Recovery	5,000.00	12,000.00	41.7%
Rent - HOPE	13,775.00	26,400.00	52.2%
Rent - THP	35,905.35	78,937.00	45.5%
Rent - OVW	31,637.65	51,309.00	61.7%
Rent - HUD	25,195.50	31,212.00	80.7%
Total Rent	135,630.61	224,858.00	60.3%
Total Program Expense	154,846.11	268,256.00	57.7%
Total COGS	154,846.11	268,256.00	57.7%
Gross Profit	28,714.70	226,574.00	12.7%
Expense			
Advertising	0.00	50.00	0.0%
Board Retreat	225.49	500.00	45.1%
Business Insurance			
D&O Insurance	1,147.00	1,150.00	99.7%
Liability Insurance	1,567.00	1,500.00	104.5%
Professional Liability	0.00	2,900.00	0.0%
Worker's Compensation	400.00	450.00	88.9%
Total Business Insurance	3,114.00	6,000.00	51.9%
Equipment			
Office	115.00		
Total Equipment	115.00		
Fundraising Expenses	50.00	5,000.00	1.0%

Steele County Transitional Housing, Inc
Profit & Loss Budget vs. Actual
 January through May 2022

	Jan - May 22	Budget	% of Budget
Licenses and Fees			
Charities/Annual Report	0.00	25.00	0.0%
Grant Application Fee	0.00	475.00	0.0%
Total Licenses and Fees	0.00	500.00	0.0%
Meals	201.75	1,000.00	20.2%
Memberships	373.71	1,500.00	24.9%
Mileage	70.50	975.00	7.2%
Occupancy Expenses			
Internet	240.40	600.00	40.1%
Cell phones	748.44	1,800.00	41.6%
Office Rent	2,225.00	5,400.00	41.2%
Telephone	847.77	2,160.00	39.2%
Total Occupancy Expenses	4,061.61	9,960.00	40.8%
Office Expense			
Donor Software	2,041.98	3,690.00	55.3%
Printing and Reproduction	0.00	1,300.00	0.0%
Postage and Delivery	355.70	2,500.00	14.2%
Office Supplies	603.98	2,000.00	30.2%
Total Office Expense	3,001.66	9,490.00	31.6%
Payroll Expenses			
Benefits & Insurance	6,392.47	15,762.00	40.6%
Salaries & Wages	63,157.80	149,282.00	42.3%
Federal Taxes	4,831.57	11,420.00	42.3%
Unemployment tax	407.50	219.00	186.1%
Accrued Salaries and Wages	-5,757.52		
Accrued Payroll Taxes	-451.97		
Total Payroll Expenses	68,579.85	176,683.00	38.8%
Processing Fees	400.06	1,000.00	40.0%
Professional Fees			
Accounting	3,807.65	9,000.00	42.3%
Audit	2,100.00	8,008.00	26.2%
Total Professional Fees	5,907.65	17,008.00	34.7%
Repairs and Maintenance			
Computer Repairs	440.00	500.00	88.0%
Total Repairs and Maintenance	440.00	500.00	88.0%
Training & Conferences	0.00	75.00	0.0%

12:01 PM

06/07/22

Accrual Basis

Steele County Transitional Housing, Inc
Profit & Loss Budget vs. Actual
 January through May 2022

	Jan - May 22	Budget	% of Budget
Training & Conferences - OVW	0.00	9,375.00	0.0%
Uncollectibles Expense	0.00	1,000.00	0.0%
Volunteer and Donor Recognition	0.00	250.00	0.0%
Website	800.00	2,700.00	29.6%
Total Expense	87,341.28	243,566.00	35.9%
Net Ordinary Income	-58,626.58	-16,992.00	345.0%
Other Income/Expense			
Other Income			
In Kind Donations	1,000.00	500.00	200.0%
Interest Income	75.87	500.00	15.2%
Reserve Funds to Balance	0.00	15,992.00	0.0%
Total Other Income	1,075.87	16,992.00	6.3%
Net Other Income	1,075.87	16,992.00	6.3%
Net Income	-57,550.71	0.00	100.0%



Southeastern Minnesota Emergency Medical Services

1130 ½ Seventh Street NW • Suite 201 • Rochester, MN 55901
1-800-850-3397 • 507-536-9333 • Fax: 507-536-9337 • www.seems.com

The Southeastern Minnesota EMS Regional System serves Freeborn, Mower, Fillmore, Houston, Winona, Olmsted, Dodge, Steele, Rice, Wabasha and Goodhue counties in Southeastern Minnesota. We are governed by a Joint Powers Board consisting of one county commissioner from each of the eleven counties in our region. Since 1984, the Southeastern Minnesota EMS Regional System has been committed to providing education and support to EMS providers, Fire Departments, Police Departments, as well as the public. Our focus on medical education for our EMS providers is to assure they have the most up to date skills and knowledge to be able to provide quality patient care to the members of their communities. By providing continuing education, operational support, and medical direction to over 58 EMS, Fire, and Law Enforcement agencies in eleven counties, these departments are well equipped to confront medical emergencies within their communities. In addition, SE Minnesota EMS provides staff and resources to inform the public of safety hazards that can affect us all, particularly seat-belt awareness, distracted driving, and facing the opioid epidemic.

All these initiatives have traditionally been funded thru seat-belt fines collected in Minnesota. Over the last decade, the seat belt compliance rate in the state has risen from 75% to 94%. While that's good news for public safety, the decrease in fines has led to a substantial decrease in our funding. To help provide long-term sustainable (and stable) funding, our SE Minnesota EMS Joint Powers Board has asked each of the eleven counties in the SE region to appropriate \$5000 annually to the funding of our program. This amount will directly contribute to providing continuing education (EMS, fire, law enforcement, and the public), operational support, and assistance programs (such as Critical Incident Stress Debriefings, Medical Directors Consortium, etc.) to all 11 counties in our SE Region.

Over the past 24 months, the Covid19 Pandemic has taken much of our time and efforts by providing PPE from our Healthcare Coalition and the State Cache. Making sure our EMS providers had the safety equipment they needed to respond to Covid19 patients. We have also been focused on helping our First Responders deal with and treat victims of Opioid overdose by providing training and Naloxone to our Emergency Response agencies in the Region though State and Federal grants.

Our Emergency Providers are ESSENTIAL to health and safety of our communities and our SE EMS System helps to assure they are well informed and trained to meet the challenges ahead!

Our Southeastern EMS Joint Powers Board again is requesting a \$5,000 appropriation for calendar year 2023 from your County Board to support our efforts.

Your investment will strengthen your partnership in the regional effort to keep these vital community resources strong, helping to make sure that every emergency response remains robust in your community.

If you have any questions, please don't hesitate to contact any of us, or our Regional Director Don Hauge at 507-536-9333 or by email at don.hauge@seems.com

Thank you!
Sincerely,

The Southeastern Minnesota EMS Joint Powers Board

Ken Brown - Chairman
Commissioner
Olmsted County

Cheryl Key - Vice Chair
Commissioner
Wabasha County

Dave Kenworthy
Commissioner
Dodge County

Mitch Lenz
Commissioner
Fillmore County

Dan Belshan
Commissioner
Freeborn County

Todd Greseth
Commissioner
Goodhue County

Marcia Ward
Commissioner
Winona County

Polly Glynn
Commissioner
Mower County

Rick Gnemi
Commissioner
Steele County

Steve Underdahl
Commissioner
Rice County

Teresa Walter
Commissioner
Houston County

Piepho, Catherine

From: cityofellendale@frontiernet.net
Sent: Friday, July 22, 2022 3:03 PM
To: Piepho, Catherine
Subject: Ellendale 2023 County Funds Request
Attachments: Ellendale 2023 Funds Request.pdf

Hi Cathy,

Attached is our request letter for 2023 funding by Steele County. As I mentioned in the letter, we have not started our 2023 budget meetings yet. I don't have a draft budget to send you. Our first budget meeting is set for August 25th. Hopefully, the attached letter will suffice for 2023 funding support.

Thanks,

Steve Engel
Deputy Clerk/Treasurer
City Of Ellendale
507-684-2681
cityofellendale@frontiernet.net



CITY OF
ELLENDALE

106 6th Ave. W, PO Box 385 Ellendale, MN 56026
www.ellendalemn.com P:507.684.2681 F:507.684.9467

Date: July 20, 2022

Re: 2023 Budget Funding

To: Cathy Piepho,
Treasurer/Finance Director
Steele County Treasurer's Office

Cathy,

The City of Ellendale would like to request \$10,000.00 funding from Steele County. The funds would be \$5,000.00 for the Ellendale EDA and \$5,000.00 on behalf of the Ellendale Joint Ambulance in 2022.

The EDA provides funding for new businesses in Ellendale. They are also assisting in the bond payments of the 2021A Tax Bond that was issued for the land acquisition for the new Steele Suites Apartment project that is underway. The EDA is also pursuing another multi-housing project that we hope, will become a reality within the next 3 years. Your continued support would be appreciated and is instrumental in our ability to fund these projects.

The Ellendale Ambulance service is a joint venture between the City of Ellendale, Geneva, and several of the surrounding townships. It is a vital service to a large area of Steele and Freeborn County residents. The ambulance board is looking at purchases of newer patient lift equipment to assist the crews. Estimates received were in the \$20,000 and higher ranges. Your funding support would help to meet the needed amount for this equipment.

You asked for a draft budget from the City of Ellendale for 2023. Unfortunately, we do not start our budget meetings until August. But the needs for the EDA and Ellendale Ambulance are known and ongoing. Again, the continued support of Steele County would be appreciated.

Thank you.

Steve Engel

Deputy Clerk/Treasurer
City of Ellendale

SOUTHERN MINNESOTA TOURISM ASSOCIATION

% SCHOEPPNER & ASSOCIATES

228 SOUTH MAIN STREET

LE SUEUR, MN 56058

January 2022



To: County Administrators, SMTA Representatives, County Auditor/Treasurers:

Welcome to a Southern Minnesota New Year!

The Southern Minnesota Tourism Association (SMTA) is a collaborative regional marketing association promoting travel to your county – one of 36 counties across southern MN that we support. We are excited share this January update and to announce a couple additions that will allow us to take great strides forward in 2022 and beyond.

Our first introduction is that we recently hired **Nicole DeBoer** as **SMTA Administrative Coordinator**. The Administrative Coordinator of the Southern Minnesota Tourism Association has an important role in coordinating and supporting the work of the association. The Administrative Coordinator is staff to the Association, Executive Board and Standing Committees. As such she acts at their direction to implement policies and procedures and to carry out the duties assigned. Nicole joins us on a part-time basis alongside her Executive Director role at the Southwest Minnesota Arts Council which serves artists, arts & cultural organizations and their related events in 18 of the 36 counties in southern MN.

We are equally excited to announce that **SMTA has hired accounting firm, Schoeppner & Associates**, who will be handling all financials including county appropriation requests. This streamlines income and payment processes going forward and allows for SMTA members to focus on promoting travel across our beautiful part of the state.

2022 plans are well underway and include design and publishing of a new **VISITOR GUIDE** – **thanks to a grant from Explore Minnesota** – as well as ramped up social media and enhanced travel & adventure incentives.

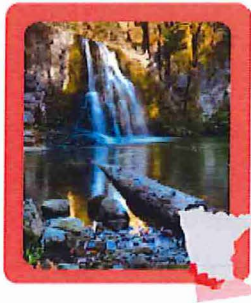
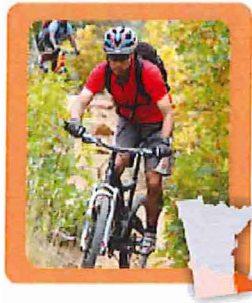
Please contact us if you have any questions about SMTA. Please contact any community CVB or Tourism offices for full details on each area's local attractions, lodging, dining and amenities available. You will find full-service and professional assistance, as well as a wealth of information and free brochures.

Sincerely,

SMTA Executive Committee

Co-Chairs: Anne Johnson (Redwood Falls) and Cassi Weiss (Marshall)

Contact us at: southernminnesotatourism@gmail.com



2023 SOUTHERN MINNESOTA TOURISM ASSOCIATION FUNDING REQUEST

DATE: MAY 16, 2022

TO:

Steele County
Scott Golberg
630 Florence Avenue
PO Box 890
Owatonna MN, 55060

FUNDING YEAR	PER CAPITA ASSESSMENT	POPULATION	TOTAL
2023	\$0.05	37406	\$1870.3

**THIS REQUEST IS PROVIDED FOR 2023 BUDGETING PURPOSES ONLY
INVOICES WILL BE MAILED IN DECEMBER 2022 FOR 2023 PAYMENT**

Thank you for considering this request to support and expand tourism in Southern MN!

For questions & additional information,

Please contact:

SMTA Treasurer Jane Lanphere
luvernechamber@co.rock.mn.us
507-283-4061



SOUTHERN MINNESOTA TOURISM ASSOCIATION

% Schoeppner & Associates

228 South Main Street

LeSueur, MN 56058



May 2022

To: County Administrators, County Boards, County Auditor/Treasurers:

The Southern Minnesota Tourism Association (SMTA) is a collaborative regional marketing association promoting travel to your county – one of 36 counties across southern MN that we support. We are proud to have accomplished the re-organization and integration of professional services over the past 9 months to keep SMTA on track and move it forward post-pandemic.

Thank you for your County's support of funding this collaborative tourism association. Based on SMTA's funding model, we would ask \$.05/per capita based on the 2020 census (a proposed invoice is included with this mailing for your budgeting purposes). We always encourage full per capita funding but gratefully accept the level of support your County can make to SMTA's marketing efforts.

Your contribution to SMTA directly benefits economic development of your county and the entire state. Tourism is an \$11.7 billion dollar industry in Minnesota creating \$731 million in sales tax and 205,000 jobs. Tourism makes a difference.

With the assistance of Explore Minnesota State Tourism, SMTA implements an annual marketing plan that ranges between \$20-\$40,000 in promotion strategies. The 2022 plan (included with this mailing along with the 2021 SMTA Visitors Guide) includes the refresh, reprinting and distribution of the Southern Minnesota Tourism Association visitor guide done at no cost to member communities or advertisers. Also included is an overview of our operation, first quarter P & L and balance sheet, and a 2023 proposed budget.

Through the marketing efforts of the Southern Minnesota Tourism Association, Explore Minnesota, and individual communities & tourism organizations—your County's appropriation allows us to market the entire southern region of Minnesota as a viable and unique travel destination to non-resident and resident travelers.

Marketing tourism is an investment in the economy of your county. With counties and communities working collaboratively through the Southern Minnesota Tourism Association, the benefits of your investment are multiplied. Thank you for your past support. We hope we can count on your continued partnership in 2023.

Sincerely,

SMTA Executive Committee

Co-Chairs: Anne Johnson (Redwood Falls Chamber & CVB) and Cassi Weiss (Visit Marshall)

CC: SMTA REPRESENTATIVES

southernminnesotatourism@gmail.com

Southern Minnesota Tourism Association



*Working together to generate Travel, Tourism and a positive
Economic Impact in Southern Minnesota*

**Southern Minnesota Tourism Association
% Schoeppner & Associates
228 South Main Street
LeSueur, MN 56058**

southernminnesotatourism@gmail.com

WHAT IS THE SOUTHERN MINNESOTA TOURISM ASSOCIATION?

- The Southern Minnesota Tourism Association (SMTA) is a tourism promotional organization made up of representatives from 36 counties in the geographic area identified as the Southern Minnesota Region.
- The Region served by Southern Minnesota Tourism Association encompasses the following 36 counties: Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Jackson, Lac Qui Parle, Le Sueur, Lincoln, Lyon, Martin, Mower, Murray, Nicollet, Nobles, Olmsted, Pipestone, Redwood, Renville, Rice, Rock, Sibley, Steele, Swift, Traverse, Wabasha, Waseca, Watonwan, Winona, and Yellow Medicine.
- The funding for SMTA marketing comes from a requested \$.05/capita per each of the 36 counties that is recognized as Southern Minnesota. Requests for funding are sent to counties in May with appropriation invoices being mailed to the counties in December/January.
- Southern Minnesota Tourism Association county funding is placed in a dedicated Marketing Account that is used to advertise/market Southern Minnesota. Explore Minnesota Tourism provides opportunities for SMTA to advertise at a lower cost than communities/counties can access individually. These advertising/marketing efforts benefit all of Southern MN communities and all contributing counties.
- SMTA implements an annual Marketing Plan that ranges between \$20,000 to 40,000. In 2022, the SMTA Marketing Committee supported a free update and printing of the SMTA Guide. Advertisers in the 2021 were not billed or invoiced for the printing and distribution as the Marketing Committee determined that the guide was not effectively distributed due to the pandemic.
- Marketing Programs are determined and developed with input from the SMTA Marketing Committee who helps to oversee the placement of print, digital, content, and other advertising/marketing strategies. The current marketing plan is included for reference.
- The organization holds five meetings per year with educational offerings held in conjunction with each meeting. Four meetings are being held virtually to allow greater access which means no financial impact to members. All meetings are open to any interested persons. The SMTA Annual Meeting is held in September and includes the election of officers and executive committee. The November SMTA Meeting includes the Financial Audit Report.
- In July 2021, SMTA contracted with the accounting firm Schoeppner & Associates of LeSueur for a period of five years to provide fiscal management/reporting services to the organization. The decision also provides a consistent point of contact for all financial matters, assuring that they are handled in a timely manner.

- In November 2021, SMTA hired Nicole DeBoer as the part-time manager/director of the organization. From her background in marketing with Schwan's and from her current position as Executive Director of Southwest Minnesota Arts Council, Nicole brings experience and expertise in organizational management and operation. She is currently working on publishing, printing and distribution of the SMTA Visitors Guide 2022-2023.
- Educational Presentations by professional and statewide speakers at organization meetings and through enhanced communication through Explore Minnesota.
- SMTA allows members to learn about regional collaboration opportunities on marketing and programming.
- Peer to Peer networking opportunities with other southern Minnesota people to learn of ideas/plans that others are using to generate Travel and Tourism for their county, and partnering opportunities to expand exposure to potential visitors.
- The organization provides opportunities for direct access to resources and guidance provided by Explore Minnesota state tourism department through the representative
- Website for Southern Minnesota www.ExploreSouthernMinnesota.com includes southern Minnesota accommodations, attractions, tourism-related businesses, festivals, and events at no charge to SMTA, the community or business.
- Opportunity to serve on the marketing committee as a member of the Executive Board, Delegate at large or County Representative from within the boundaries of the 36 Southern Minnesota counties.
- Opportunity to update SMTA board and staff on current tourism activities and attractions in your county or tourism area to enhance your representation when fulfilling inquiries and producing printed materials.
- The Brand "SOMN *naturally different*" plays off the diverse geography and landscapes of southern Minnesota as well as the multiple experiences a visitor can have from border to border.
- Appointed by the Governor, a southern Minnesota representative sits on the Explore Minnesota Tourism Council to communicate tourism activities and issues to and from SMTA Members.
- SMTA also has access to Explore Minnesota's southern partner relations staff for guidance and technical support.
- With the help of the continued financial support of southern Minnesota counties, SMTA continues to market southern Minnesota as a travel destination to non-resident and resident travelers.
- **BOTTOM LINE** - - - funding the tourism promotional/marketing efforts of SMTA is not an expense, but rather an investment in the economic vitality of southern to Minnesota communities, counties, and businesses.

SOUTHERN MINNESOTA TOURISM ASSOCIATION



Southern Minnesota marketing dollars come from \$.05/per capita from the 36 Counties of Southern Minnesota. The assessment is a collective investment in the tourism marketing of Southern MN. SMTA implements an annual Tourism Marketing Plan that leverages funding from the 36 counties with grant funding from Explore Minnesota that make up SMTA for a total marketing plan .

2022 MARKETING PLAN

A NEW SOUTHERN MINNESOTA GUIDE

- SMTA's Director Nicole DeBoer is updating & refreshing the 2021 SMTA Guide to reprint and distribute
- All advertisers given the opportunity to insert a refreshed ad in the same size as paid for the 2021 edition
- Community contacts have had the opportunity to correct and update content
- Photos changed and updated
- 40,000+ visitor guides will be printed and distributed at NO ADDITIONAL COSTS TO ADVERTISERS OR COMMUNITIES
- New guides will be distributed at statewide Travel Information Centers and regional tourism sites
- Guides will be mailed, emailed and available on-line to fill visitor/consumer requests at www.ExploreMinnesota.com & www.ExploreSouthernMinnesota.com
- \$20,000+ investment by SMTA plus \$15,000 investment through Explore Minnesota Marketing Grant = \$35,000+



2021 Guide Attached
UPDATED Guide Published
& Distributed Late Fall 2022

SOUTHERN MINNESOTA TOURISM ASSOCIATION									
PROPOSED BUDGET 2023									
YEAR		2017	2018	2019	2020	2021	2022 Budget	2022 To Date	2023 Proposed
INCOME									
County Funding		\$27,793.00	\$30,011.00	\$28,662.75	\$32,962.95	\$27,226.80	\$28,000.00	\$23,827.25	\$28,000.00
County Funding Escrow						\$2,787.50			
Interest						\$1.98			
Explore MN Grant Dollars							\$15,000.00		\$15,000.00
Current Balance		\$36,133.69	\$41,499.59	\$8,742.67	\$34,462.40	\$27,978.78			
Total Income							\$43,000.00	\$23,827.25	\$43,000.00
EXPENSES									
Marketing		\$22,963.51	\$23,485.65	\$39,605.38	\$34,375.95	\$20,486.33	\$35,000.00		\$28,000.00
Contract Services									
	Accounting					\$600.00	\$1,800.00	\$600.00	\$1,800.00
	Management						\$8,000.00	\$962.50	\$8,000.00
	Other					\$168.75		\$718.75	\$1,000.00
Operations	w/ Guide Distribution					\$3,847.78	\$6,000.00	\$1,262.49	\$6,000.00
TOTAL EXPENSES		\$22,963.51	\$23,485.65	\$39,605.38	\$34,375.95	\$25,102.86	\$50,800.00	\$3,543.74	\$44,800.00
Net Ordinary Income						\$2,875.92	(\$7,800.00)	\$20,283.51	(\$1,800.00)
SAVING BALANCE		\$26,020.08	\$25,037.64	\$25,086.05	\$26,101.88	\$27,206.16		\$27,206.16	

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05/04/22

Accrual Basis

Southern Minnesota Tourism Association
Profit & Loss
 January through April 2022

	Jan - Apr 22	Jan - Apr 21
Ordinary Income/Expense		
Income		
County Appropriations		
Big Stone	263.45	263.45
Blue Earth	2,266.00	2,266.00
Chippewa	0.00	127.95
Cottonwood	575.85	600.00
Faribault / Blue Earth CVB	682.65	0.00
Fillmore	1,061.40	1,043.30
Freeborn / Albert Lea CVB	1,544.75	1,562.75
Goodhue	2,309.00	2,309.15
Houston	952.00	951.35
LeSueur	1,433.70	1,385.15
Lyon	1,263.45	0.00
Martin	737.00	0.00
Mower	1,958.15	1,958.15
Murray	436.25	436.25
Nicollet	1,722.70	1,636.35
Nobles / Worthington CVB	1,114.50	1,068.90
Pipestone	471.20	0.00
Redwood	771.25	0.00
Renville	736.15	0.00
Rice	1,331.00	1,331.00
Sibley	0.00	768.00
Swift	491.90	500.00
Wabasha	750.00	0.00
Waseca	478.50	478.50
Yellow Medicine	476.40	0.00
Total County Appropriations	23,827.25	18,686.25
Investments		
Interest-Savings, Short-term CD	0.00	0.22
Total Investments	0.00	0.22
Total Income	23,827.25	18,686.47
Expense		
Contract Services		
Accounting Fees	600.00	0.00
Outside Contract Services	962.50	0.00
Contract Services - Other	718.75	0.00
Total Contract Services	2,281.25	0.00
Marketing		
Explore MN - MOA Agreement	0.00	550.00
Guide Distribution	921.99	1,579.85
Marketing - Other	0.00	5,050.00
Total Marketing	921.99	7,179.85
Operations		
Bank Fees	-6.00	0.00
Postage, Mailing Service	346.50	385.67
Supplies	0.00	63.60
Total Operations	340.50	449.27
Total Expense	3,543.74	7,629.12
Net Ordinary Income	20,283.51	11,057.35
Net Income	20,283.51	11,057.35

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05/04/22

Accrual Basis

Southern Minnesota Tourism Association

Balance Sheet

As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Checking - MinnWest Bank	56,559.13
Savings - MinnWest Bank	27,206.16
Total Checking/Savings	83,765.29
Total Current Assets	83,765.29
TOTAL ASSETS	83,765.29
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	60,605.86
Unrestricted Net Assets	2,875.92
Net Income	20,283.51
Total Equity	83,765.29
TOTAL LIABILITIES & EQUITY	83,765.29



2022 Steele County Budgetary Request

Date: June 30, 2021

Agency Name: Steele County Historical Society

Address: 1700 Austin Road Owatonna, MN 55060

Phone Number: (507) 451-1420

Contact Name: Kellen Hinrichsen

Requested Budgetary Allotment: \$10,000

Date of Request: June 30, 2021

Signature: KH

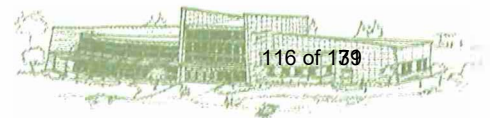
Date: 6-30-2021

June 30, 2021

To the Steele County Commissioners,

I write to you today in order to request budgetary funding be included for the Steele County Historical Society (SCHS) for the 2022 fiscal year. The SCHS is the premier organization that works to preserve, interpret, and share the history of our great county with the local community as well as tourists that come from far and wide. As a 501(c)3 charitable organization, we endeavor to serve our community in numerous ways while also striving to improve the quality of life for Steele County residents. Our dedicated staff and volunteers work hard to ensure that the history of this county is cared for in a professional manner, in order to ensure that it is available for future generations to enjoy, learn from, and take pride in.

I am asking that the county consider slightly increasing our budget request to \$10,000 for the 2022 year. As many know, the past 16 months have been incredibly challenging for many businesses, with cultural institutions such as museums being particularly hard hit. Budgets have been stretched thin and our ability to interact with the community (through programs, events, tours, and History Center visits) has been severely limited. While navigating these difficulties, we have continued our work and innovated new ways in which to continue working toward our mission. During this time, we have maintained our efforts to preserve the past while also producing new content that will better serve our visitors as well as better incorporate the various cities, towns, and villages that make up Steele County. The creation of new display areas, a new visitor welcome area, and the inclusion of the mural from Jerry's Supper Club are just some of the wonderful new projects that have taken root this past year. Our goals are to continue these improvements and look at new ways to better engage with and include the entirety of the Steele County population in the future. The coming year will see new exhibits created, expanded programming and new events, increased and improved content for the Village of Yesteryear, and the continued (and necessary) maintenance of many of the buildings found in this iconic historic village. The budgetary support that we are requesting will go toward these projects relating to the care and maintenance of the historic structures, the creation of new exhibits, and the implementation of new programs intended to bring more tourists and visitors through our doors. More specifically, these projects include the cleaning and painting of buildings in the Village of Yesteryear, the creation of a Steele County Makes Music interactive exhibit, and the maintenance and expansion of our new Story of Steele permanent exhibit in our lobby area and the new Story Walk in the Village of Yesteryear. All of





these projects fit in with our mission of **preserving and sharing history today for tomorrow**, while also expanding our reach and ability to interact with tourists and visitors.

The approval of this request will help us to continue moving forward, expanding our service to the county, and improve our ability to preserve and share the past with our guests. These funds will also help to support our budget after such difficult times and allow for a greater level of certainty in our planning. An investment in the SCHS and our work in preserving the past will help to improve the quality of life in Steele County for the residents of the future.

If you would like to hear more about current and future projects planned for the Steele County Historical Society, I welcome you to contact me directly. I will be happy to answer any questions or provide a tour of our facilities to better show what it is that we do and how it impacts our communities.

I thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K H', with a small flourish at the end.

Kellen Hinrichsen

Executive Director, Steele County Historical Society



2022 Budget

Draft Proposal

<i>Section #</i>	<i>Section</i>	<i>Amount Budgeted</i>
4000	Income	
4100	Earned Income	
4110	Gift Store Sales	\$6,500.00
4120	Membership	\$22,500.00
4130	Admission and Tours	\$6,500.00
4140	Programming (Mission)	\$20,000.00
4150	GAR Center Services	\$750.00
4160	Rentals	\$25,000.00
	Total Earned Income	\$81,250.00
4200	Contributed Income	
4210	Events (Fundraising)	\$22,500.00
4220	Grants and Appropriations	\$40,000.00
4230	Sponsorship	\$22,500.00
4240	Annual Fund	\$75,000.00
	Total Contributed Income	\$160,000.00
4300	Other Income	
4310	Interest	\$500.00
4320	Investments	\$125,000.00
	Total Other Income	\$125,500.00
4400	Non Operational Income	
4410	Event	\$4,000.00
	Total Non Operational Income	\$4,000.00
4900	Released and In Kind	
	Total Released and In Kind	\$6,500.00
	Gross Profit	\$377,250.00
5000	Expenses	
5100	Administration	
5110	Salaries and Wages	\$187,500.00
5120	Board and Volunteer Management	\$1,500.00
5130	Professional Services	\$25,000.00
5140	Miscellaneous Expenses	\$5,000.00
5150	Information Technology	\$2,500.00
5160	Professional Development	\$2,000.00

	<i>Total Administration</i>	<i>\$223,500.00</i>
5200	Occupancy	
5210	Utilities	\$35,000.00
5220	Rental Expense	\$1,500.00
5230	Building Maintenance	\$15,000.00
5240	Site Interior Mainenance	\$2,000.00
5250	Village Buildings	\$15,000.00
5260	Grounds Maintenance	\$7,500.00
	<i>Total Occupancy</i>	<i>\$76,000.00</i>
5300	Programming	
5310	Gift Shop	\$2,500.00
5320	Mission Driven Programming	\$12,500.00
5330	Fundraising Events	\$12,500.00
5340	Collections	\$1,500.00
5350	Exhibits	\$15,000.00
5360	GAR & Oral Histories	\$500.00
5370	Printing	\$15,000.00
5380	Marketing	\$10,000.00
	<i>Total Programming</i>	<i>\$69,500.00</i>
5600	Non Operational Expense	
	<i>Total Non Operational Expense</i>	<i>\$1,500.00</i>
	<i>Total Expenses</i>	<i>\$1,500.00</i>
6100	Depreciation Expense	-
	Total Expense	\$370,500.00
	<i>Net Ordinary Income</i>	<i>\$6,750.00</i>

Piepho, Catherine

From: Scott Kozelka <s.kozelka@scff.org>
Sent: Monday, July 25, 2022 6:52 AM
To: Piepho, Catherine
Cc: Scott Kozelka
Subject: RE: SCFF 2023 Capital Improvement Requests

Importance: High

Cathy,

Correct, is this something that also needs to be submitted? Please let me know.
No changes to the current reimbursements we currently receive.

Thank you for your help and make it a great week.

Scott

Scott Kozelka - Manager

Steele County Free Fair

1525 South Cedar

PO Box 650

Owatonna, MN 55060

507-451-5305 office

507-363-6093 cell

s.kozelka@scff.org

www.scff.org



From: Piepho, Catherine <Catherine.Piepho@CO.STEELE.MN.US>
Sent: Friday, July 22, 2022 3:46 PM
To: Scott Kozelka <s.kozelka@scff.org>
Subject: RE: SCFF 2023 Capital Improvement Requests

In addition to the capital requests you submitted, will SCFF still be expecting the \$22,500 contribution Steele County has historically paid for operating expenses and \$20,500 for the storm water runoff?

Cathy

From: Scott Kozelka <s.kozelka@scff.org>
Sent: Friday, July 22, 2022 3:43 PM
To: Piepho, Catherine <Catherine.Piepho@CO.STEELE.MN.US>
Subject: RE: SCFF 2023 Capital Improvement Requests

Great, thank you so much!

Scott Kozelka - Manager

Steele County Free Fair
1525 South Cedar
PO Box 650
Owatonna, MN 55060
507-451-5305 office
507-363-6093 cell
s.kozelka@scff.org
www.scff.org



From: Piepho, Catherine <Catherine.Piepho@CO.STEELE.MN.US>
Sent: Friday, July 22, 2022 3:27 PM
To: Scott Kozelka <s.kozelka@scff.org>
Subject: RE: SCFF 2023 Capital Improvement Requests

Thanks, Scott!. I'll take a look at your request and let you know if I have any questions. Have a great weekend!

Cathy

From: Scott Kozelka <s.kozelka@scff.org>
Sent: Friday, July 22, 2022 1:15 PM
To: Piepho, Catherine <Catherine.Piepho@CO.STEELE.MN.US>
Cc: Scott Kozelka <s.kozelka@scff.org>
Subject: SCFF 2023 Capital Improvement Requests
Importance: High

Cathy – please review the attached and let me know if you have any questions or I missed anything. I didn't add the south end of the track project, not knowing the counties timeline on the Elm Street project. In both attached requests the fair will cover Steele County Free Fair to cover all other costs to this project that are occurred.

Thank you for your help and I will see you at the fair.

Scott

Scott Kozelka - Manager

Steele County Free Fair

1525 South Cedar

PO Box 650

Owatonna, MN 55060

507-451-5305 office

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s.kozelka@scff.org

www.scff.org



Steele County Capital Improvement Plan

Department:	Steele County Free Fair
Project Name:	SCFF Shop Roof 2023
Total Project Cost:	\$ 18,000
Levy/Reserve Funding	

Description

Replace SCFF Shop roof with new metal roof.

Justification

Original roof in bad shape. Looking at longevity and safety of the current roof. This current roof was put on when the building was built in 1981.

Budget Impact/Other

Steele County Free Fair to cover all other costs to this project that are occurred.

Steele County Capital Improvement Plan

Department:	Steele County Free Fair
Project Name:	Swine Building Roof
Total Project Cost:	\$ 42,000
Levy/Reserve Funding	

Description

Replace roof on Swine Building off of Elm Street. The building is a round roof and will be replaced with a metal roof.

Justification

A metal roof would give us longevity and help to keep this 1950 building in great shape for years to come.

Budget Impact/Other

Maintenance free and longevity and updated building on the grounds.

Piepho, Catherine

From: Gransee, Adrienne - NRCS-CD, Owatonna, MN <Adrienne.Gransee@mn.nacdnet.net>
Sent: Thursday, July 14, 2022 10:29 AM
To: Piepho, Catherine
Subject: Steele Co. SWCD 2023 Budget
Attachments: 2023 Budget.pdf

See the attached budget for the 2023 SWCD funding request. Please let me know if you have any questions or are in need of additional information.

Adrienne Gransee

Administrative Assistant

Steele Soil and Water Conservation District
235 Cedardale Drive SE
Owatonna MN, 55060
507-451-6730
Steeleswcd.org

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2023 Budget - Draft

2023 Income		
County Allocation		
	135,000.00	County
	12,460.00	WCA
	37,996.00	Riparian Aid
	185,456.00	
State Allocation		
	20,014.00	Conservation Delivery
	10,609.00	Cost Share
*	123,894.00	Local Capacity Building
*	21,500.00	Buffer Law
	176,017.00	
Services		
	42,000.00	Trees
	3,000.00	Drill Rental
	5,800.00	Matting/Tubes/Fert
	20,000.00	Ditch Inspector
	70,800.00	
Misc Rev.		
	1,800.00	MCIT Div.
	1,800.00	
Total		
	434,073.00	

Expenses 434,073.00
Income 434,073.00
Diff. 0.00

Date:

2023 Expenses		
Personnel Services		
	6,200.00	Supervisors Comp.
	450.00	Supervisor DCP
	199,804.80	Salaries (Gross)
	15,285.07	Tax Contributions (6.2%, 1.45%)
	14,985.36	PERA (7.5%)
	34,520.40	Insurance (includes H.S.A.)
	271,245.63	
Services & Charges		
	2,600.00	Supervisor Exp. & Training
	2,200.00	Employee Exp. & Training
	500.00	Office Expense
	15,000.00	Fees & Dues
	3,500.00	Professional Services
	500.00	Drill Maint.
	3,000.00	Vehicle Fuel & Maint.
	2,000.00	Edu. & Promo
	6,800.00	MCIT
	1,050.00	Phone
	1,150.00	Internet
	10,756.80	Rent
	49,056.80	
Office & Field Supplies		
	700.00	Office Supplies
	800.00	Field Supplies
	500.00	Postage
	2,000.00	
Project Expenses		
	38,000.00	Trees
	3,400.00	Matting/Tubes/Fert
	2,100.00	Calendar
	2,300.00	Misc. Project
	45,800.00	
Buffer Law		
		Projects, expenses, outreach
Cost Share Projects		
Local Capacity Building		
	65,970.57	Projects, expenses, outreach
Total		
	434,073.00	

Salaries							
	EG	39.91	2080	83012.8		2% COLA and step increase	
	AA	30.26	2080	62940.8			
	AG	25.89	2080	53851.2			
				199804.80			

Tax							
	EG	0.0765	83012.8	6350.479		6.2% 1.45%	
	AA	0.0765	62940.8	4814.971			
	AG	0.0765	53851.2	4119.617			
				15285.07			

PERA							
	EG	0.075	83012.8	6225.96		7.50%	
	AA	0.075	62940.8	4720.56			
	AG	0.075	53851.2	4038.84			
				14985.36			

Rent							
	Monthly	716.4	12	8596.8			
	Garage	540	4	2160			
				10756.8			

Insurance		Medical	Dental	Life	H.S.A		
	EG	1061.3	41.79	79.28	291.67	17688.48	7% increase for Medical & Dental
	AA			71.28	291.67	4355.4	
	AG	615.41	74.59	58.04	291.67	12476.52	
						34520.40	

STEELE COUNTY PERSONNEL AGENDA ITEM

August 9, 2022 at 5:00 pm

AUGUST EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Scott Hanson	Chief Deputy – Sheriff's Office	08/01/22	22
Nick Flatgard	GIS Coordinator – IT Dept.	08/01/22	11
Mary Ulrich	Investigator – Sheriff's Office	08/04/22	25
Amber Kniefel	Admin. Asst. – Community Corrections	08/07/22	5
Jordynn Finer	HR Generalist – Human Resources	08/10/22	1
Rebecca Kubicek	Executive Assistant – Administration	08/13/22	4
Scott Golberg	County Administrator – Administration	08/13/22	41
Mary Ripple	Custodian – Bldg & Grounds Dept.	08/19/22	8
Brian Bogen	Arena Maint. Worker – Park & Rec.	08/20/22	4
Christine Hoffmann	PHN – Public Health Dept.	08/20/22	10
Aaron Guzman	Deputy – Sheriff's Officer	08/23/22	18
Kristin Deplitch	Correctional Officer – Det. Ctr.	08/23/22	18
Paul Prissel	Asst. Jail Administrator – Det. Ctr.	08/23/22	23
Rick Kvien	County Recorder – Recorder's Office	08/24/22	13
Michael Diercks	Road Deputy – Sheriff's Office	08/24/22	2
Greg Huebbe	Correctional Sergeant – Det. Ctr.	08/27/22	10
Barb Jindra	Custodian – Bldg & Grounds Dept.	08/28/22	4
Jayson Teichroew	Deputy – Sheriff's Office	08/29/22	6



STEELE COUNTY
INTERNAL CENTRAL POLICY COMMITTEE MINUTES
Steele County Administration Center – 630 Florence - Owatonna, MN 55060

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

Tuesday, August 2, 2022 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Krueger, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Auditor Laura Ihrke, IT Director Dave Purscell and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends keeping appropriations the same as the previous year.
 - Appropriation request discussion: Appropriations have been done the same way for years. Suggestion to align with our Mission, Vision, and priorities. We have doing the same process each year. What is the money used for? Do we use this as part of an economic development plan? Committee recommends keeping the appropriations the same as 2022 and then reviewing this in 2023 for the 2024 budget appropriations..

Information

2. 2022 Financial Reports – 2nd Quarter.
 - Revenues exceeded expenditures by \$6.1MM. Surplus is due to highway and capital projects that are started. Highway Department received most of their revenues well ahead of project start times and capital expenditures are behind schedule. End of June cash balance is healthy and looking at investing funds as investment earning are better than last year.
3. Discussion regarding Fleet Vehicles.
 - Traded older cars in for the equity and new cars are coming in. A brief discussion regarding the Agile program that records usage information and makes the cars easily accessible. This program is the final piece to the vehicle policy.
4. Commissioner Krueger will not be attending the LEC Committee meeting and suggested the upcoming committee meeting stayed focused on maintenance.

Department Head Reports

Treasurer/Finance: Discussion regarding current levy increase of 7%. Reviewing for other cost saving opportunities. Payroll Specialist last day is Wednesday, and position needs to be filled. Rethinking how this position aligns within the organization.

Human Resources: There are currently 15 vacancies, down from 17. The candidate pools continue to be smaller and the quality of qualified candidates continues to decline. Not as competitive in the market as we use to be. Market salary survey data is still being gathered. Retention survey and stay interviews are

completed and data is being gathered with information coming in September to the Commissioners since the response rate was so high. HR will be taking on the Wellness Committee Coordination temporarily as the current coordinator received a large grant and will be spending her time getting the program off the ground.

Auditor Office: Getting ready for the election coming up. Direct balloting starts today. Filing starts today for City Offices and School Board. JD 19 hearing is tomorrow at 9 a.m.

IT: Still having supply chain issues which is impacting the 2021 refreshes. Wrapping up BCA audit for CCA. They are looking for a detailed incident response plan. Detention Center project still has a few items backed up but almost complete. MCIT lost its insurance carrier for IT security breaches.



STEELE COUNTY
PROPERTY & MAINTENANCE POLICY COMMITTEE MINUTES
Steele County Administration Center – 630 Florence Ave - Owatonna, MN 55060

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

Tuesday, August 2, 2022 at 9:00a.m. – Steele County Boardroom

Attendees: Commissioner Gnemi, Commissioner Glynn, Facilities and Fleet Director Jake Rysavy, Treasurer/Finance Director Cathy Piepho, Sheriff Lon Thiele, IT Director Dave Purscell and Administrator Scott Golberg.

The LEC Committee meeting was held during the time of the Property and Maintenance Committee meeting.