



STEELE COUNTY BOARD AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

Steele County's Mission:

Driven to deliver quality services in a respectful and fiscally responsible way.

TUESDAY, OCTOBER 11, 2022 at 5:00 PM
County Boardroom, Steele County Administration Center

Persons with background material for agenda items are asked to provide them to the Administrator's Office 5 days prior to the meeting date so that the material can be linked to the online agenda. If handouts at the Board meeting are necessary, please bring enough copies for the Board, county staff, the press and the public. Generally, 15 copies should be sufficient.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda

Public Comment

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

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

Correspondence

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

4. Approve September 27, 2022 Board Minutes (pg. 4)
5. Approve September 27, 2022 Board Work Session Minutes (pg. 6)
6. Approve Bills (pg. 7)
7. Approve Personnel Report (pg. 39)

8. Approve 2023 MRCI Lease Agreement (pg. 40)
9. Approve Final Payment Resolution for Contract No. 222203; CP 074-022-003 (pg. 45)

General

10. October Anniversary Report (pg. 47)
11. Steele County – Recap of the 2021 External Audit (pg. 48)
Ryan Engelstad, Audit Partner – Baker Tilly

County Board Work Session – October 11, 2022

12. Authorize Administrator to Sign Proposal from Wold to Prepare Schematic Design for Sheriff's Department Addition to Detention Center (pg. 62)
13. Authorize Administrator to Procure a Professional Services Agreement with SEH for Landfill East Expansion Project and Permit Renewal

Internal Central Services Committee – Tuesday, October 4, 2022

14. New Landfill Operator Position (pg. 65)

Property & Maintenance Committee – Tuesday, October 4, 2022

15. Purchase of Agile Fleet System Software (pg. 74)

Information Items

16. Internal Central Services Committee Minutes – Tuesday, October 4th (pg. 91)
17. Property & Maintenance Committee - Tuesday, October 4th (pg. 92)

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee - **October 12th at 8 a.m. in the Boardroom**

Public Works Committee – **October 13th at 7:30 a.m., Public Works Facility (Early)**

Land Use & Records – **October 18th at 8 a.m. in the Boardroom**

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

County Board Work Session – **October 25th at 4:00 p.m. in the Boardroom**

County Board Meeting – **October 25th at 5:00 p.m. in the Boardroom**

Adjourn

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

September 27, 2022

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on September 27, 2022 with Commissioner's Krueger, Brady, Abbe and Glynn present. Commissioner Gnemi absent. Also present were County Attorney Dan McIntosh, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, Emergency & Risk Management Director Kristen Sailer, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve the agenda with the addition of #12-HAVA Grant. Ayes all.

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

- A. Approve the minutes of September 13, 2022
- B. Approve the minutes of September 13, 2022 Board Work Session
- C. Approve Bills and Journal Entries
- D. Approve Personnel Report

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Amy Berg	Office Support Spec./Public Health	B21/5	09/30/22
Karen Montplaisir	Account Technician – Public Health	B23/6	10/03/22
Megan Underdahl	Juvenile Probation Officer I – CC	C42/2	10/03/22
Carrie Holmen (.8 FTE)	Financial Specialist/Highway	B25/5	10/10/22
Barb Osmon (Promotion)	Financial Specialist (Payroll)/Finance	B25/5	10/10/22
Michael Laramee	Appraiser/Assessor's Office	C41/7	10/10/22

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Barb Osmon	Assessment Technician I	Assessor's Office	10/09/22

- E. Accepted the HSEM EMPG funding for 2021-2022 in the amount of \$34,818 and authorized the Chair to sign the Lobbying Certification and Grant Contract Agreement
- F. Approve out of state travel for Deputy Michael Diercks, School Resource Officer in Medford School, to attend the National Association of School Resource Officers (NASRO) in Johnston, Iowa on October 10-14, 2022
- G. Approve out of state travel for Sheriff Sargeant Mike Smith for FBI-LEEDA training in Clive, Iowa on November 14-18, 2022
- H. Approve signing the Ancom Contract for Motorola Radios for the Sheriff's Office

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve applying for the Help America Vote Act (HAVA) Phase 2 Grant. Ayes all.

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

Resolution

BE IT RESOLVED, that the preliminary net tax levy for 2023 be set at \$28,598,870 and the preliminary total budget be set at \$63,990,659.

BE IT FURTHER RESOLVED That the County Board set the time, date and location of the County Board meeting at which the final budget/tax levy will be discussed on December 13, 2022 at 6:00 p.m. This meeting will be held in the Steele County Administration Board Room.

Upon the vote being taken four Commissioners voted in favor thereof, Commissioner Gnemi absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Reports:

Commissioner Abbe reported on his attendance at Rice/Steele 911 meeting, Fall County/Township meeting and 911 meeting.

Commissioner Brady reported on his attendance at Detention Center Employee Appreciation Event, Public Safety meeting, 911 meetings, Sheriff Dept Employee Appreciation Event, Property meeting, Human Relations Center meeting and a Work Session.

Commissioner Gnemi – No Report.

Commissioner Krueger reported on his attendance at Detention Center meetings, AMC meeting, Negotiating Team meeting, South Country Health Alliance meeting, Sheriff Dept Employee Appreciation Event, Property meetings and Fall County/Township meeting.

Commissioner Glynn reported on his attendance at Public Safety meeting, Fall County/Township meeting, Detention Center Employee Appreciation meeting, Sheriff Dept Employee Appreciation Event and a Work Session.

LISTING OF BILLS
9/27/2022

Advanced Correctional Healthcare Inc	15,154.04
Ban-Koe Companies	14,867.78
Buscho Enterprises Inc	17,540.14
City of Albert Lea	23,808.00
Davis Mechanical Systems Inc	22,500.00
Diverse Construction Services LLC	10,926.46
General Parts LLC	2,249.32
I & S Group Inc	2,749.38
ICS Consulting Inc	7,646.56
JD DRIVER LTD	199,215.00
Jones Haugh & Smith Inc	2,950.00
Kennedy Scales Inc	2,280.72
Kronos Incorporated	3,669.04
Liberty Tire Recycling LLC	2,337.45
Mid-America Business Systems Inc	9,799.00
Mohs Contracting Inc	14,640.00
Moore Md/Kellyanna J	3,642.42
Northstar Mudjacking & More LLC	9,350.00
Nuss Truck & Equipment	4,167.50
Olympic Fire Protection Corp	20,673.74
Owatonna Heating & Cooling Inc	18,829.45
Owatonna Police Dept	2,281.80
Progressive Environmental Services LLC	43,475.00
Relias Learning LLC	5,480.73
Sanofi Pasteur Inc	8,797.59
Steele County Highway Dept	22,802.86
Summit Food Services LLC	3,089.40
Waste Management Of Wi-Mn	51,446.60
WSB & Associates Inc	11,924.36
80 Payments less than 2,000	<u>38,575.72</u>
Total	596,870.06

Motion by Commissioner Abbe, seconded by Commissioner Brady to adjourn to the Call of the Chair at 5:10 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

September 27, 2022

STATE OF MINNESOTA))SS
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 3:00 p.m. on September 27, 2022 with Commissioner's Abbe, Glynn, Krueger and Brady present. Commissioner Gnemi absent. Also present were County Attorney Dan McIntosh, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, Assistant Human Resources Director Gina McGuire, Human Resources Assistant Bobbie Herzog, Community Corrections Director Tim Schammel, IT Director Dave Purscell, County Sheriff Lon Thiele, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order.

Cathy shared 2023 budget information. Currently at 7.2%. She presented 5 options and is recommending using option 1 using \$400,000 from reserves which would bring it down to 5.7%.

Human Resources Director Julie Johnson along with Human Resources Assistant Gina McGuire shared the 2022 Final Employee Retention report.

Laura shared a Grant opportunity through the Secretary of State for additional HAVA funds in the amount of \$4,000.

Scott mentioned the possibility for a Cyber Security grant.

Scott mentioned that the Board will need to set a date for the annual Strategic Planning meeting.

Meeting was adjourned at 4:45 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

KWINTER

10/6/22

10:48AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KWINTER
10/6/22 10:48AM
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			
	61505	Gopher State One-Call						
8		10-301-000-0000-6260		40.50	September tickets	2091459	Consultants/Admin Fee	N
	61505	Gopher State One-Call		40.50	1 Transactions			
	37025	Innovative Office Solutions LLC						
12		10-301-000-0000-6410		9.06	Clipboards - 6 count	IN3943575	Office Supplies	N
13		10-301-000-0000-6410		88.02	Appointment books 2023	IN3955210	Office Supplies	N
	37025	Innovative Office Solutions LLC		97.08	2 Transactions			
	51300	Metro Sales Inc						
24		10-301-000-0000-6301		261.28	Base rate & usage	INV2133074	Equip/Software Maint	N
	51300	Metro Sales Inc		261.28	1 Transactions			
301	DEPT Total:			398.86	Administration	3 Vendors	4 Transactions	
302	DEPT				Road & Bridge Maintenance Expense			
	150	Alexander Lumber Company						
1		10-302-000-0000-6534		22.31	2x6 brown lumber & nuts	203354/1	Supplies - Signing	N
	150	Alexander Lumber Company		22.31	1 Transactions			
	5217	Crane Creek Asphalt						
6		10-302-000-0000-6529		4,295.20	Patch CR 171	4800009424	Co Rd Supplies	N
	5217	Crane Creek Asphalt		4,295.20	1 Transactions			
	8882	D & M Construction LLC						
7		10-302-000-0000-6529		61.40	Dirt - CR 171 pipe	12702	Co Rd Supplies	Y
	8882	D & M Construction LLC		61.40	1 Transactions			
	36550	IFACS						
9		10-302-000-0000-6534		172.10	Hex screws, nuts & washers	5300197	Supplies - Signing	N
	36550	IFACS		172.10	1 Transactions			
	5378	James Brothers Construction Inc						
15		10-302-000-0000-6537		340.00	Vactron rental CSAH 37	33574	County Contracts	N
	5378	James Brothers Construction Inc		340.00	1 Transactions			
	49625	Matejcek Implement Co						
20		10-302-000-0000-6340		2,950.00	Rental tractor	RA15492	Equipment Rental	Y

KWINTER

10/6/22 10:48AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
21	10-302-000-0000-6340		Rental tractor	RA15497	Equipment Rental	Y
22	10-302-000-0000-6340		Rental tractor	RA15499	Equipment Rental	Y
23	10-302-000-0000-6340		Rental tractor	RA15507	Equipment Rental	Y
49625	Matejcek Implement Co		4 Transactions			
8711	Minnesota Paving & Materials					
27	10-302-000-0000-6529		59.87 ton of Random Rip Rap	1733858	Co Rd Supplies	N
28	10-302-000-0000-6529		12.18 ton Random Rip Rap	1734161	Co Rd Supplies	N
8711	Minnesota Paving & Materials		2 Transactions			
9163	Sign Solutions					
39	10-302-000-0000-6534		Sign inventory	403483	Supplies - Signing	N
40	10-302-000-0000-6534		Sign inventory	403483	Supplies - Signing	N
9163	Sign Solutions		2 Transactions			
302	DEPT Total:		Road & Bridge Maintenance Expense	8 Vendors	13 Transactions	
303	DEPT		Construction Expense			
46551	Locators & Supplies Inc					
19	10-303-000-0000-6510		2 cases of pink paint	0303036-IN	Engineering & Surveying Supplies	N
46551	Locators & Supplies Inc		1 Transactions			
52513	Mn Dept Of Transportation					
30	10-303-000-0000-6260		Material inspection CSAH 22	P00015840	Consultants/Admin Fee	N
31	10-303-000-0000-6260		Material inspection CSAH 48	P00015840	Consultants/Admin Fee	N
32	10-303-000-0000-6260		Material inspection CSAH 37 cu	P00015840	Consultants/Admin Fee	N
33	10-303-000-0000-6260		Material inspection CSAH 12	P00015840	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation		4 Transactions			
303	DEPT Total:		Construction Expense	2 Vendors	5 Transactions	
304	DEPT		Equipment Maintenance & Shops			
8251	BRN Lawn & Landscape LLC					
2	10-304-000-0000-6512		September lawn services	2125	Bldg Repair & Maintenance	Y
8251	BRN Lawn & Landscape LLC		1 Transactions			
10150	Carquest Auto Parts					
3	10-304-000-0000-6513		Automatic punch	442983	Tools	N

KWINTER

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10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4	10-304-000-0000-6520	48.08	2-Onyx for unit#2111	444119	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	68.13	2 Transactions			
11215	Central Farm Services					
5	10-304-000-0000-6540	431.25	155 gallons of bulk antifreeze	700712	Fuel & Lubricants	N
11215	Central Farm Services	431.25	1 Transactions			
36550	IFACS					
10	10-304-000-0000-6520	23.15	Bolt clamps unit#2070	5300510	Machinery/Vehicle Parts	N
11	10-304-000-0000-6520	1.44	Parts unit#2212	5300839	Machinery/Vehicle Parts	N
36550	IFACS	24.59	2 Transactions			
524	Kecks Repair Inc					
16	10-304-000-0000-6520	33.24	Mud flaps, unit#2151	300013	Machinery/Vehicle Parts	N
17	10-304-000-0000-6520	33.24	Mud flaps, unit#2144	300013	Machinery/Vehicle Parts	N
18	10-304-000-0000-6520	33.24	Mud flaps, unit#2145	300013	Machinery/Vehicle Parts	N
524	Kecks Repair Inc	99.72	3 Transactions			
51630	Mike's Repair					
25	10-304-000-0000-6252	300.00	Custom labor, unit#2184	098668	Contracted Services	Y
26	10-304-000-0000-6520	967.77	Tire, tube & scrap, unit#2184	098668	Machinery/Vehicle Parts	Y
51630	Mike's Repair	1,267.77	2 Transactions			
7771	MN Dept of Labor & Industry					
29	10-304-000-0000-6511	10.00	Vessel - highway	ABR0287836X	Maint Shop Supplies & Materials	N
7771	MN Dept of Labor & Industry	10.00	1 Transactions			
56125	NAPA Auto Parts					
34	10-304-000-0000-6520	40.00	Cable protector, unit#2070	952994	Machinery/Vehicle Parts	N
35	10-304-000-0000-6520	18.89	Exhaust pipe reducer Unit#2070	953094	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	58.89	2 Transactions			
85167	Stewart Sanitation					
41	10-304-000-0000-6514	114.61	Garbage service september	0000740490	Utility Services	N
85167	Stewart Sanitation	114.61	1 Transactions			
9080	United Farmers Cooperative					
42	10-304-000-0000-6520	486.04	Parts - unit#2211	89472L	Machinery/Vehicle Parts	N
43	10-304-000-0000-6520	486.03	Parts - unit#2212	89472L	Machinery/Vehicle Parts	N

KWINTER

10/6/22 10:48AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9080	United Farmers Cooperative		972.07	2 Transactions			
99250	Zep Sales & Service						
45	10-304-000-0000-6511		96.48	12 cans of non-streaking clean	9007853117	Maint Shop Supplies & Materials	N
99250	Zep Sales & Service		96.48	1 Transactions			
304	DEPT Total:		4,048.51	Equipment Maintenance & Shops	11 Vendors	18 Transactions	
310	DEPT			Capital Construction			
8686	Anderson/James Hurd						
14	10-310-000-0000-6518		3,995.00	ROW expenses 074-649-001	220901	State Aid Constr Right Of Way Exp	Y
8686	Anderson/James Hurd		3,995.00	1 Transactions			
77570	Short Elliott Hendrickson Inc						
36	10-310-000-0000-6262		7,949.40	Prof services 074-648-008	431928	Sales Tax Consultants	N
37	10-310-000-0000-6262		2,426.67	Prof services 074-021-004	433498	Sales Tax Consultants	N
38	10-310-000-0000-6262		31,607.27	Prof services 074-648-008	433775	Sales Tax Consultants	N
77570	Short Elliott Hendrickson Inc		41,983.34	3 Transactions			
9217	WHKS & Co						
44	10-310-000-0000-6262		2,647.68	Prof services 074-628-004	46583	Sales Tax Consultants	Y
9217	WHKS & Co		2,647.68	1 Transactions			
310	DEPT Total:		48,626.02	Capital Construction	3 Vendors	5 Transactions	
10	Fund Total:		75,863.38	Road & Bridge Fund		45 Transactions	
	Final Total:		75,863.38	27 Vendors	45 Transactions		

KWINTER
10/6/22

10:48AM

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
10	75,863.38	Road & Bridge Fund
All Funds	75,863.38	Total

Approved by,

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KWINTER

10/6/22

10:48AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KWINTER
10/6/22 10:48AM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT			County Wide			
	7757 Gallagher Benefits Services Inc						
11	01-003-000-0000-6194		6,750.00	2022 compensation study	2022009777	Personnel Policy	Y
	7757 Gallagher Benefits Services Inc		6,750.00	1 Transactions			
3	DEPT Total:		6,750.00	County Wide	1 Vendors	1 Transactions	
5	DEPT			Board Of Commissioners			
	8578 Abbe/James						
155	01-005-000-0000-6331		90.09	Mileage 1/6 - 7/28/22		Mileage Reimbursement	N
	8578 Abbe/James		90.09	1 Transactions			
	8238 Krueger/Gregory D						
42	01-005-000-0000-6540		35.70	Meals - AMC conference		Gas & Oil	N
43	01-005-000-0000-6540		80.05	Fuel - MN Prairie & AMC conf		Gas & Oil	N
	8238 Krueger/Gregory D		115.75	2 Transactions			
5	DEPT Total:		205.84	Board Of Commissioners	2 Vendors	3 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
222	01-013-000-0000-6501		1,025.70	West Information chrgs-Sept	847108206	Books	N
	70550 Thomson Reuters - West		1,025.70	1 Transactions			
13	DEPT Total:		1,025.70	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	4879 Shred Right						
23	01-031-000-0000-6801		20.00	Shred serv order 277947-9/22	584136	General Expense	Y
	4879 Shred Right		20.00	1 Transactions			
31	DEPT Total:		20.00	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
	3693 Loffler Companies Inc						
92	01-032-000-0000-6410		2.15	HR printers	4149809	Office Supplies	N

KWINTER
10/6/22 10:48AM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	3693 Loffler Companies Inc		2.15	1 Transactions		
	4879 Shred Right					
24	01-032-000-0000-6801		20.00	Shred serv order 277947-9/22	584136	General Expense Y
	4879 Shred Right		20.00	1 Transactions		
32	DEPT Total:		22.15	Human Resources	2 Vendors	2 Transactions
41	DEPT			Auditor		
	8589 Baker Tilly US, LLP					
73	01-041-000-0000-6279		5,500.00	Final bill 2021 audit	BT2193761	Audit Costs Y
74	01-041-000-0000-6279		1,000.00	Final bill 2021 Single audit	BT2193761	Audit Costs Y
75	01-041-000-0000-6279		325.00	Admin fee 2021 audit	BT2193761	Audit Costs Y
	8589 Baker Tilly US, LLP		6,825.00	3 Transactions		
	37025 Innovative Office Solutions LLC					
16	01-041-000-0000-6410		73.02	Address labels, wall calendar	3952651	Office Supplies N
	37025 Innovative Office Solutions LLC		73.02	1 Transactions		
	3693 Loffler Companies Inc					
87	01-041-000-0000-6410		59.23	Auditor printers	4149809	Office Supplies N
	3693 Loffler Companies Inc		59.23	1 Transactions		
	84035 Tri-M Graphics					
27	01-041-000-0000-6410		339.96	Window envelopes	98872	Office Supplies N
	84035 Tri-M Graphics		339.96	1 Transactions		
41	DEPT Total:		7,297.21	Auditor	4 Vendors	6 Transactions
42	DEPT			Treasurer		
	3693 Loffler Companies Inc					
95	01-042-000-0000-6410		31.26	Treasurer printers	4149809	Office Supplies N
	3693 Loffler Companies Inc		31.26	1 Transactions		
42	DEPT Total:		31.26	Treasurer	1 Vendors	1 Transactions
61	DEPT			Information Technology		
	3693 Loffler Companies Inc					

KWINTER
10/6/22 10:48AM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
93	01-061-000-0000-6410	12.76	IT printers	4149809	Office Supplies	N
3693	Loffler Companies Inc	12.76	1 Transactions			
3778	SHI International Corp					
113	01-061-000-0000-6413	141.37	Visio software for IT	B15907471	Computer Supplies	N
3778	SHI International Corp	141.37	1 Transactions			
61	DEPT Total:	154.13	Information Technology	2 Vendors	2 Transactions	
62	DEPT		Central Services			
16282	Crosstown Cartage Inc					
160	01-062-000-0000-6801	324.00	Contracted mail services	09/30/2022	General Expense	N
161	01-062-000-0000-6802	185.00	Additional mail services	09/30/2022	Internal Chargeback	N
16282	Crosstown Cartage Inc	509.00	2 Transactions			
4419	Matrix Communications Inc					
99	01-062-000-0000-6210	753.46	Monthly phone system maint	M005926	Telephone	N
4419	Matrix Communications Inc	753.46	1 Transactions			
3778	SHI International Corp					
112	01-062-000-0000-6301	65,328.72	Annual Microsoft license renew	B15908141	Equip/Software Maint	N
3778	SHI International Corp	65,328.72	1 Transactions			
62	DEPT Total:	66,591.18	Central Services	3 Vendors	4 Transactions	
63	DEPT		Auditor Elections			
5986	SeaChange Print Innovations					
163	01-063-000-0000-6410	11,539.30	2022 General election ballots	41961	Office Supplies	N
5986	SeaChange Print Innovations	11,539.30	1 Transactions			
63	DEPT Total:	11,539.30	Auditor Elections	1 Vendors	1 Transactions	
91	DEPT		County Attorney			
3693	Loffler Companies Inc					
86	01-091-000-0000-6410	2.05	Attorney printers	4149809	Office Supplies	N
3693	Loffler Companies Inc	2.05	1 Transactions			
90675	Us Postal Service					

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57	01-091-000-0000-6215		Postage	52708492	Postage	N
90675	Us Postal Service		1 Transactions			
91	DEPT Total:	502.05	County Attorney	2 Vendors	2 Transactions	
101	DEPT		County Recorder			
37025	Innovative Office Solutions LLC					
40	01-101-000-0000-6410	127.07	Envelopes - 3 types	3948725	Office Supplies	N
41	01-101-000-0000-6410	9.78	Gel wrist rest	3949296	Office Supplies	N
17	01-101-000-0000-6410	249.98	Copy paper	3952341	Office Supplies	N
37025	Innovative Office Solutions LLC	386.83	3 Transactions			
3693	Loffler Companies Inc					
94	01-101-000-0000-6410	120.55	Recorder printers	4149809	Office Supplies	N
3693	Loffler Companies Inc	120.55	1 Transactions			
9257	MN Secretary of State - Notary					
212	01-101-000-9305-6480	120.00	Notary comm renewal-M Trihus		Non-Capitalized Inv-Technology Fun	N
213	01-101-000-9305-6480	120.00	Notary comm renewal-Hullopeter		Non-Capitalized Inv-Technology Fun	N
9257	MN Secretary of State - Notary	240.00	2 Transactions			
3778	SHI International Corp					
115	01-101-000-9305-6480	718.20	Teams phone system license	B15906939	Non-Capitalized Inv-Technology Fun	N
114	01-101-000-9305-6480	42.24	Teams phone system license	B15907436	Non-Capitalized Inv-Technology Fun	N
3778	SHI International Corp	760.44	2 Transactions			
9508	Wildeman/Rebecca					
59	01-101-000-0000-5520	83.00	Refund 4 birth certificates		Fees	N
9508	Wildeman/Rebecca	83.00	1 Transactions			
101	DEPT Total:	1,590.82	County Recorder	5 Vendors	9 Transactions	
103	DEPT		Assessor			
84035	Tri-M Graphics					
56	01-103-000-0000-6401	62.61	Business cards - BHager	99366	Forms/Copies/Stationary	N
84035	Tri-M Graphics	62.61	1 Transactions			

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
103	DEPT Total:		62.61	Assessor	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
	13000 City Of Blooming Prairie					
157	01-105-000-0000-6805		573.50	Building permit reimb - Sept		Bl Pr Reimb-Bldg Permit N
	13000 City Of Blooming Prairie		573.50	1 Transactions		
	13025 City Of Ellendale					
158	01-105-000-0000-6837		802.90	Building permit reimb - Q2		Ellendale Reimb-Bldg Permit N
	13025 City Of Ellendale		802.90	1 Transactions		
	669 City Of Medford					
159	01-105-000-0000-6806		172.50	Building permit reimb - Q3		Medford Reimb-Bldg Permit N
	669 City Of Medford		172.50	1 Transactions		
105	DEPT Total:		1,548.90	Planning & Zoning	3 Vendors	3 Transactions
111	DEPT			Buildings & Grounds		
	8115 Ban-Koe Companies					
197	01-111-044-0000-6300		569.10	Lightening strike repairs-DC	404988	Bldg Repairs & Maintenance N
	8115 Ban-Koe Companies		569.10	1 Transactions		
	6980 Block Plumbing & Heating Inc					
34	01-111-043-0000-6300		75.99	Condensate pump	62729	Bldg Repairs & Maintenance N
	6980 Block Plumbing & Heating Inc		75.99	1 Transactions		
	8288 Four Seasons Electric					
201	01-111-044-0000-6300		161.50	fire alarm key switches	11849	Bldg Repairs & Maintenance N
	8288 Four Seasons Electric		161.50	1 Transactions		
	4753 Godfather's Exterminating Inc					
203	01-111-040-0000-6300		42.50	Pest control - Admin	198048	Bldg Repairs & Maintenance N
202	01-111-041-0000-6300		42.50	Pest control - AX	198048	Bldg Repairs & Maintenance N
	4753 Godfather's Exterminating Inc		85.00	2 Transactions		
	33550 Hillyard-Hutchinson					
204	01-111-043-0000-6560		54.75	1 case Tissue - Attorney	604889982	Janitorial Supplies N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
33550	Hillyard-Hutchinson					
		54.75	1 Transactions			
9161	Kraft Mechanical LLC					
207	01-111-044-0000-6300	3,665.00	Preventative maint agreement	27076	Bldg Repairs & Maintenance	N
206	01-111-044-0000-6300	1,432.71	Sewage pump repairs	27122	Bldg Repairs & Maintenance	N
9161	Kraft Mechanical LLC	5,097.71	2 Transactions			
3693	Loffler Companies Inc					
88	01-111-000-0000-6410	28.88	Building & Grounds printers	4149809	Office Supplies	N
3693	Loffler Companies Inc	28.88	1 Transactions			
52550	MEI Total Elevator Solutions					
208	01-111-040-0000-6300	195.60	Elevator maint - SCAC	985500	Bldg Repairs & Maintenance	N
209	01-111-042-0000-6300	182.63	Elevator maint - CH	985501	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions	378.23	2 Transactions			
9467	Miller/Nikola					
210	01-111-000-0000-6331	19.31	Mileage 33 miles x .585		Mileage Reimbursement	N
211	01-111-000-0000-6331	33.13	Mileage 53 miles x .625		Mileage Reimbursement	N
9467	Miller/Nikola	52.44	2 Transactions			
585	Olympic Fire Protection Corp					
216	01-111-044-0000-6300	212.50	Change broken sprinkler head	25440146	Bldg Repairs & Maintenance	N
585	Olympic Fire Protection Corp	212.50	1 Transactions			
8253	Owatonna Filters					
217	01-111-044-0000-6300	2,732.88	Filters - Detention Center	4047	Bldg Repairs & Maintenance	N
8253	Owatonna Filters	2,732.88	1 Transactions			
7796	Ripple/Mary					
218	01-111-000-0000-6331	90.68	Mileage 155 miles x .585		Mileage Reimbursement	N
219	01-111-000-0000-6331	238.13	Mileage 381 miles x .625		Mileage Reimbursement	N
7796	Ripple/Mary	328.81	2 Transactions			
9183	Van Meter Inc					
223	01-111-041-0000-6300	18.70	Admn bathroom repairs	S012334197.001	Bldg Repairs & Maintenance	N
224	01-111-042-0000-6300	3.80	Court House repairs	S012354138.001	Bldg Repairs & Maintenance	N
9183	Van Meter Inc	22.50	2 Transactions			

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
111	DEPT Total:		9,800.29	Buildings & Grounds	13 Vendors	19 Transactions	
121	DEPT			Veteran Service			
	6032 APG Media of Southern Minnesota LLC						
70	01-121-000-0000-6242		142.50	Memorial flags - September	13476-0922	Publishing	N
	6032 APG Media of Southern Minnesota LLC		142.50	1 Transactions			
	9507 Bergquist/Mary Jo						
2	01-121-000-0000-6330		253.75	Mileage-MN CVSO asst conf		Travel Expenses	N
3	01-121-000-0000-6330		255.56	Lodging-MN CVSO asst conf	R694094877	Travel Expenses	N
	9507 Bergquist/Mary Jo		509.31	2 Transactions			
	4212 Bussler Publishing Inc						
5	01-121-751-0000-6820		75.00	3x2 9/11 Veteran service bonus	33716	Grant Expense	N
	4212 Bussler Publishing Inc		75.00	1 Transactions			
	14420 Culligan Inc						
200	01-121-000-0000-6301		24.10	Culligan - September	15391516-0930	Repairs/Maintenance	N
	14420 Culligan Inc		24.10	1 Transactions			
	3693 Loffler Companies Inc						
96	01-121-000-0000-6410		123.21	Veterans printers	4149809	Office Supplies	N
	3693 Loffler Companies Inc		123.21	1 Transactions			
121	DEPT Total:		874.12	Veteran Service	5 Vendors	6 Transactions	
201	DEPT			Sheriff			
	9075 Access Tonna Lock Service						
28	01-201-000-0000-6801		64.00	Keys-Ellendale City Hall	2283	Misc Expense	Y
	9075 Access Tonna Lock Service		64.00	1 Transactions			
	5411 Allan R Radel Homes Inc						
32	01-201-000-0000-5521		378.94	Torabpour bank levy	74-CV171120	Levy Income	N
	5411 Allan R Radel Homes Inc		378.94	1 Transactions			
	8458 American Tower Corporation						
1	01-201-297-0000-6347		652.38	BP twr lease - October 2022	409893067	T-BI Pr Lease Payments	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8458	American Tower Corporation		1 Transactions			
33	3615 Ancom Technical Center Inc					
	01-201-000-0000-6801	278.75	Repair portable	110433	Misc Expense	Y
	3615 Ancom Technical Center Inc	278.75	1 Transactions			
4	5427 Blooming Prairie Public Utilities					
	01-201-297-0000-6250	447.77	BP twr utilities 8/17-9/19	3762	T-BI Pr Utilities	N
	5427 Blooming Prairie Public Utilities	447.77	1 Transactions			
6	8864 Cellebrite Inc					
	01-201-000-0000-6425	75.00	Ufed dongle kit	INVUS247411	Investigation Expense	Y
7	01-201-000-0000-6425	3,600.00	Phys ext subscript 9/27-10/11	INVUS247411	Investigation Expense	Y
8	01-201-000-0000-6425	2,500.00	Phys anal subscript 9/27-10/11	INVUS247411	Investigation Expense	Y
9	01-201-000-0000-6425	600.00	Ufed 4pc HW kit	INVUS247411	Investigation Expense	Y
	8864 Cellebrite Inc	6,775.00	4 Transactions			
10	8288 Four Seasons Electric					
	01-201-000-0000-6345	95.00	Somerset twr-generator work	11850	Somerset Tower	N
	8288 Four Seasons Electric	95.00	1 Transactions			
97	3693 Loffler Companies Inc					
	01-201-000-0000-6381	513.38	Sheriff's office printers	4149809	Cpu Usage & Network Support	N
	3693 Loffler Companies Inc	513.38	1 Transactions			
18	7860 Metropolitan Mechanical Contractors Inc					
	01-201-296-0000-6301	822.67	Replace UPS battery backup	910016858	T#9 Equipment Repairs	N
	7860 Metropolitan Mechanical Contractors Inc	822.67	1 Transactions			
19	56125 NAPA Auto Parts					
	01-201-000-0112-6320	56.98	Wiper blades	953339	Squad 7406 Maintenance	N
	56125 NAPA Auto Parts	56.98	1 Transactions			
44	2078 Naval Surf Warf Ctr, Crane Div					
	01-201-000-0000-6304	300.00	Nightvision goggles loan agree	N00164LE041122	Contracts	N
	2078 Naval Surf Warf Ctr, Crane Div	300.00	1 Transactions			
37	18450 Office of MN IT Services					
	01-201-000-0000-6210	262.16	Sheriff telecom - August 2022	W22080517	Telephone	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
18450	Office of MN IT Services		262.16	1 Transactions		
8859	Quadient Leasing USA Inc					
22	01-201-000-0000-6215	119.97	Postage meter lease Nov-Jan	N9604483	Postage	N
8859	Quadient Leasing USA Inc	119.97	1 Transactions			
83500	Steele County Highway Dept					
49	01-201-000-0000-6562	5,988.08	Squad fuel - August 2022	2018	Gas & Oil Squads	N
83500	Steele County Highway Dept	5,988.08	1 Transactions			
85300	Streichers Inc					
51	01-201-000-0000-6408	44.98	Belt - TDavid	I1590255	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc	44.98	1 Transactions			
85950	Sweet Towing & Repair, Inc.					
26	01-201-000-0000-6806	160.00	SC22-978-towed vehicle forfeit	71216	Vehicle Towing	N
85950	Sweet Towing & Repair, Inc.	160.00	1 Transactions			
9162	TGK Automotive of Owatonna					
55	01-201-000-0103-6320	195.15	Tire mount & balance	206903	Squad 7410 Maintenance	N
9162	TGK Automotive of Owatonna	195.15	1 Transactions			
201	DEPT Total:	17,155.21	Sheriff	17 Vendors	20 Transactions	
207	DEPT		Sheriff Special Deputies			
85300	Streichers Inc					
52	01-207-000-0000-6192	212.79	Handcuff keys - 20 count	I1589823	Uniform Allowance	N
85300	Streichers Inc	212.79	1 Transactions			
207	DEPT Total:	212.79	Sheriff Special Deputies	1 Vendors	1 Transactions	
251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
30	01-251-000-0000-6432	27.19	Pharmacy - Dodge	121244	Medical Payments	Y
29	01-251-000-0000-6432	34.96	Pharmacy - LeSueur	121245	Medical Payments	Y
31	01-251-000-0000-6432	20.11	Pharmacy - Rice	121246	Medical Payments	Y
4346	Advanced Correctional Healthcare Inc	82.26	3 Transactions			

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
2085	Charm - Tex Inc					
35	01-251-000-0000-6451		Green smocks - 6 count	0296514-IN	Operating Supplies	N
2085	Charm - Tex Inc		1 Transactions			
3134	Dash Medical Gloves					
162	01-251-000-0000-6451		Latex gloves	1272068	Operating Supplies	N
36	01-251-000-0000-6451		Latex gloves	INV1271971	Operating Supplies	N
3134	Dash Medical Gloves		2 Transactions			
3693	Loffler Companies Inc					
90	01-251-000-0000-6410		Detention Center printers	4149809	Office Supplies	N
3693	Loffler Companies Inc		1 Transactions			
18450	Office of MN IT Services					
39	01-251-000-0000-6410		Jail telecom - August 2022	W22080517	Office Supplies	N
18450	Office of MN IT Services		1 Transactions			
4879	Shred Right					
48	01-251-000-0000-6304		Document shredding	583690	Contract Serv./Bldg Maint	Y
4879	Shred Right		1 Transactions			
4377	Skjeveland Enterprises					
164	01-251-000-0000-6254		Recycling Oct - Dec	245657	Garbage Disposal	Y
4377	Skjeveland Enterprises		1 Transactions			
83500	Steele County Highway Dept					
50	01-251-000-0000-6562		Fuel - August	2023	Gas & Oil	N
83500	Steele County Highway Dept		1 Transactions			
85167	Stewart Sanitation					
166	01-251-000-0000-6254		Waste pick up 10/1 -10/31	743208	Garbage Disposal	N
85167	Stewart Sanitation		1 Transactions			
85300	Streichers Inc					
167	01-251-000-0000-6192		Employee uniforms - Jandt	L1592310	Uniform Allowance	N
85300	Streichers Inc		1 Transactions			
8247	Summit Food Services LLC					
54	01-251-000-0000-6441		Inmate meals 9/10 - 9/16	INV2000153449	Prisoner Meals	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
53	01-251-000-0000-6441		Inmate meals 9/17 - 9/23	INV2000153999	Prisoner Meals	N
168	01-251-000-0000-6441		Inmate meals 9/24 - 9/30	INV2000154557	Prisoner Meals	N
8247	Summit Food Services LLC		3 Transactions			
251	DEPT Total:	12,640.39	Jail	11 Vendors	16 Transactions	
252	DEPT		Community Corrections			
8263	CRK Properties LLC					
79	01-252-000-0000-6341	5,922.00	Rent - November		Office Rent	Y
80	01-252-000-0000-6341	631.72	Utilities	1133	Office Rent	Y
8263	CRK Properties LLC	6,553.72	2 Transactions			
37025	Innovative Office Solutions LLC					
83	01-252-000-0000-6410	21.22	Steno books,notes,pad,etc	3949282	Office Supplies	N
37025	Innovative Office Solutions LLC	21.22	1 Transactions			
3693	Loffler Companies Inc					
89	01-252-000-0000-6381	22.98	Comm Corrections printers	4149809	Cpu Usage	N
3693	Loffler Companies Inc	22.98	1 Transactions			
4879	Shred Right					
116	01-252-000-0000-6410	40.00	Shredding	584135	Office Supplies	Y
4879	Shred Right	40.00	1 Transactions			
85300	Streichers Inc					
221	01-252-000-0000-6801	104.91	ID patches, name tag cloth	11592154	General Expense	N
85300	Streichers Inc	104.91	1 Transactions			
252	DEPT Total:	6,742.83	Community Corrections	5 Vendors	6 Transactions	
253	DEPT		Law Enforcement Center			
33550	Hillyard-Hutchinson					
15	01-253-000-0000-6560	1,055.19	Liners,towels,gloves,wipes,etc	604889981	Janitorial Supplies	N
12	01-253-000-0000-6560	438.00	Cases of tissues - 8 count	604889982	Janitorial Supplies	N
14	01-253-000-0000-6560	71.76	Cases of liners	604889983	Janitorial Supplies	N
13	01-253-000-0000-6560	245.28	Cleaners - 8 count	604889985	Janitorial Supplies	N
33550	Hillyard-Hutchinson	1,810.23	4 Transactions			

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
98	3693 Loffler Companies Inc					
	01-253-000-0000-6304	80.34	LEC/Records joint printers	4149809	Contract Services/Bldg Mtce	N
	3693 Loffler Companies Inc	80.34	1 Transactions			
38	18450 Office of MN IT Services					
	01-253-000-0000-6211	76.60	LEC telecom - August 2022	W22080517	Radio And Telephone	N
	18450 Office of MN IT Services	76.60	1 Transactions			
45	585 Olympic Fire Protection Corp					
	01-253-000-0000-6300	515.00	Full trip inspection	71318	Bldg Repairs & Maintenance	N
	585 Olympic Fire Protection Corp	515.00	1 Transactions			
20	8253 Owatonna Filters					
	01-253-000-0000-6300	290.40	16x25x2 pleats - 24 count	4048	Bldg Repairs & Maintenance	N
21	01-253-000-0000-6300	290.40	20x20x2 pleats - 24 count	4048	Bldg Repairs & Maintenance	N
	8253 Owatonna Filters	580.80	2 Transactions			
25	4879 Shred Right					
	01-253-000-0000-6254	49.08	Paper shredding	584137	Garbage Disposal	Y
	4879 Shred Right	49.08	1 Transactions			
253	DEPT Total:	3,112.05	Law Enforcement Center	6 Vendors	10 Transactions	
281	DEPT		Emergency Management			
	9146 Norbeck/Megan					
215	01-281-000-0000-6331	258.75	AMEM conf mileage 414 miles		Mileage Reimbursement	N
	9146 Norbeck/Megan	258.75	1 Transactions			
	9116 Sailer/Kristen					
220	01-281-000-0000-6331	263.13	AMEM conf mileage 421 miles		Mileage Reimbursement	N
	9116 Sailer/Kristen	263.13	1 Transactions			
281	DEPT Total:	521.88	Emergency Management	2 Vendors	2 Transactions	
391	DEPT		Environmental Services			
	2968 Assoc Of Mn Counties					
156	01-391-000-0000-6261	200.00	SWAA annual conf - Barden	62368	Conference & Training	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
2968	Assoc Of Mn Counties			1 Transactions		
9510	Steele County SWCD					
165	01-391-292-0000-6820	12,118.00	2000 WCA admin grant (MNFY23)		Grant Expense	N
9510	Steele County SWCD	12,118.00	1 Transactions			
8948	Townsquare Media Faribault					
169	01-391-000-0000-6550	104.00	Hazardous waste ad	34551249A-1	Household Hazardous Waste	Y
8948	Townsquare Media Faribault	104.00	1 Transactions			
4955	Waste Management Of Wi-Mn					
170	01-391-000-0000-6548	53,550.91	Recycling contract - August	726745404913	Recycling	N
4955	Waste Management Of Wi-Mn	53,550.91	1 Transactions			
391	DEPT Total:	65,972.91	Environmental Services	4 Vendors	4 Transactions	
481	DEPT		Public Health Nursing			
115	Aaseth/Amber					
117	01-481-460-6009-6331	55.63	Mileage		Mileage Reimbursement	N
118	01-481-464-6061-6331	2.50	Mileage		Mileage Reimbursement	N
115	Aaseth/Amber	58.13	2 Transactions			
3282	Aaseth/Nijole					
119	01-481-460-6009-6331	5.63	Mileage		Mileage Reimbursement	N
3282	Aaseth/Nijole	5.63	1 Transactions			
8204	Adams/Penny					
120	01-481-460-6009-6331	66.25	Mileage		Mileage Reimbursement	N
8204	Adams/Penny	66.25	1 Transactions			
6032	APG Media of Southern Minnesota LLC					
71	01-481-460-6011-6243	95.00	Kids Konnect	13052-0922	Advertising,Marketing & Promotional	N
6032	APG Media of Southern Minnesota LLC	95.00	1 Transactions			
2574	Archambault/Kristi					
121	01-481-460-6009-6331	108.12	Mileage		Mileage Reimbursement	N
122	01-481-465-6057-6331	1.25	Mileage		Mileage Reimbursement	N
2574	Archambault/Kristi	109.37	2 Transactions			

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1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
123	7 Bartsch/Christine		119.38	Mileage		Mileage Reimbursement N
	7 Bartsch/Christine		119.38	1 Transactions		
124	8486 Baumgartner/Ann		19.38	Mileage		Mileage Reimbursement N
	8486 Baumgartner/Ann		19.38	1 Transactions		
125	9413 Benson/Robert		61.88	Mileage		Mileage Reimbursement N
	9413 Benson/Robert		61.88	1 Transactions		
126	6267 BRINKMAN/STACIE LYNN		50.43	Mileage		Mileage Reimbursement N
127	01-481-461-6025-6331		4.25	Mileage		Mileage Reimbursement N
	6267 BRINKMAN/STACIE LYNN		54.68	2 Transactions		
76	10084 Cardinal Health 110 LLC		168.37	Tuberculin skin test - Tubersol	7236650597	Tuberculin Skin Test Y
	10084 Cardinal Health 110 LLC		168.37	1 Transactions		
128	12590 Christenson/Yukari		70.63	Mileage		Mileage Reimbursement N
	12590 Christenson/Yukari		70.63	1 Transactions		
129	8076 Fast/Heather		101.88	Mileage		Mileage Reimbursement N
	8076 Fast/Heather		101.88	1 Transactions		
130	5987 Hoffmann/Christine A		3.13	Mileage		Mileage Reimbursement N
133	01-481-462-6047-6331		2.49	Mileage		Mileage Reimbursement N
132	01-481-464-6061-6331		1.25	Mileage		Mileage Reimbursement N
131	01-481-465-6057-6331		73.75	Mileage		Mileage Reimbursement N
	5987 Hoffmann/Christine A		80.62	4 Transactions		
82	5109 Houck Transit Advertising		280.00	Bus ad transit media space	107933	Advertising,Marketing & Promotional N
	01-481-460-6011-6243					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5109	Houck Transit Advertising		280.00	1 Transactions		
1669	Houser/Jodi					
134	01-481-460-6009-6331		24.38	Mileage		Mileage Reimbursement N
135	01-481-460-6009-6331		4.38	Mileage		Mileage Reimbursement N
1669	Houser/Jodi		28.76	2 Transactions		
37025	Innovative Office Solutions LLC					
84	01-481-465-6057-6410		71.10	Office supplies	0768-765-490	Office Supplies N
85	01-481-461-6040-6410		30.96	Office supplies	3945490	Office Supplies N
37025	Innovative Office Solutions LLC		102.06	2 Transactions		
9226	Jones/Ruthie					
136	01-481-460-6009-6331		84.38	Mileage		Mileage Reimbursement N
9226	Jones/Ruthie		84.38	1 Transactions		
9458	Jongbloedt/Beth					
137	01-481-460-6009-6331		99.69	Mileage		Mileage Reimbursement N
9458	Jongbloedt/Beth		99.69	1 Transactions		
8473	Marshall/Andrea					
139	01-481-461-6066-6330		217.00	SHOC training meal		Travel Expenses N
140	01-481-461-6066-6331		6.88	Mileage		Mileage Reimbursement N
8473	Marshall/Andrea		223.88	2 Transactions		
5754	McMann/Katy					
141	01-481-460-6009-6331		213.91	Mileage		Mileage Reimbursement N
5754	McMann/Katy		213.91	1 Transactions		
8341	Mead/Kathleen					
142	01-481-460-6009-6331		12.50	Mileage		Mileage Reimbursement N
8341	Mead/Kathleen		12.50	1 Transactions		
9246	Meagan Katchmark					
138	01-481-461-6025-6331		7.57	Mileage		Mileage Reimbursement N
9246	Meagan Katchmark		7.57	1 Transactions		
52975	Minnesota Valley Testing Labs					
101	01-481-463-6049-6322		39.60	Lab water testing charges	1164436	Well Water Service Agreements N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
52975	Minnesota Valley Testing Labs		39.60	1 Transactions		
7848	Nelson/Connie					
143	01-481-460-6009-6331		25.00	Mileage		Mileage Reimbursement N
7848	Nelson/Connie		25.00	1 Transactions		
2587	Piepho/Nancy June					
144	01-481-461-6034-6331		67.50	Mileage		Mileage Reimbursement N
2587	Piepho/Nancy June		67.50	1 Transactions		
5252	Probst/Angie					
145	01-481-460-6009-6331		101.88	Mileage		Mileage Reimbursement N
5252	Probst/Angie		101.88	1 Transactions		
4597	Sanofi Pasteur Inc					
111	01-481-462-6047-6466		1,663.40-	Credit -2022	918841910	Flu Vaccine N
110	01-481-462-6047-6466		10,557.11	Flu vaccine fluzone HD QIV	919337614	Flu Vaccine N
4597	Sanofi Pasteur Inc		8,893.71	2 Transactions		
90609	Urch/Mary					
146	01-481-461-6032-6331		15.00	Mileage		Mileage Reimbursement N
147	01-481-461-6032-6331		7.50	Mileage		Mileage Reimbursement N
148	01-481-461-6032-6331		22.50	Mileage		Mileage Reimbursement N
149	01-481-464-6061-6331		2.50	Mileage		Mileage Reimbursement N
90609	Urch/Mary		47.50	4 Transactions		
74928	Waypa/Lisa A					
150	01-481-461-6030-6331		3.13	Mileage		Mileage Reimbursement N
151	01-481-464-6061-6331		5.00	Mileage		Mileage Reimbursement N
74928	Waypa/Lisa A		8.13	2 Transactions		
4100	Wencl/Dianne Marie					
152	01-481-460-6009-6331		10.63	Mileage		Mileage Reimbursement N
4100	Wencl/Dianne Marie		10.63	1 Transactions		
481	DEPT Total:		11,257.90	Public Health Nursing	30 Vendors	44 Transactions
521	DEPT			Park And Recreation		
8251	BRN Lawn & Landscape LLC					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
198	01-521-000-0000-6304		September mowing-Beaver Lake	2123	Lawn Mowing Contract	Y
199	01-521-000-0000-6304		September mowing-Canoe Landing	2124	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC		2 Transactions			
26699	Four Seasons Centre					
81	01-521-000-0000-6831	2,160.00	September open ice	4337-1	Ice Rental Pymts	N
26699	Four Seasons Centre	2,160.00	1 Transactions			
71066	R & K Electric Inc					
102	01-521-000-0000-6320	90.00	Repair outlet on stage	61540	Stage/Showmobile Expense	N
71066	R & K Electric Inc	90.00	1 Transactions			
72500	Rent N Save Portable					
107	01-521-000-0000-6823	220.00	Beaver Lake Jul/Aug portapotty	70667	Beaver Lake	N
108	01-521-000-0000-6823	145.00	Beaver Lake monthly portapotty	70668	Beaver Lake	N
72500	Rent N Save Portable	365.00	2 Transactions			
521	DEPT Total:	3,250.00	Park And Recreation	4 Vendors	6 Transactions	
550	DEPT		Four Seasons			
3738	Arrow Ace Hardware					
72	01-550-000-0000-6410	36.99	Cap screws	270232	Operating Supplies - Contracts	Y
3738	Arrow Ace Hardware	36.99	1 Transactions			
8424	Cintas					
77	01-550-000-0000-6420	150.81	Monthly linens	4131838568	Linen Service	Y
8424	Cintas	150.81	1 Transactions			
14585	Continental Safety Equip					
78	01-550-000-0000-6410	361.00	Calibration gas for A/Q tester	454997	Operating Supplies - Contracts	N
14585	Continental Safety Equip	361.00	1 Transactions			
33550	Hillyard-Hutchinson					
205	01-550-000-0000-6410	20.49	Gasket for scrubber	700521098	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson	20.49	1 Transactions			
3693	Loffler Companies Inc					
91	01-550-000-0000-6410	82.11	Four Seasons printers	4149809	Operating Supplies - Contracts	N

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	<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>
	3693 Loffler Companies Inc		82.11	1 Transactions		
	52550 MEI Total Elevator Solutions					
100	01-550-000-0000-6410		205.00	Elevator service Oct-Dec	986211	Operating Supplies - Contracts N
	52550 MEI Total Elevator Solutions		205.00	1 Transactions		
	56125 NAPA Auto Parts					
214	01-550-000-0000-6314		47.28	Relay for Zamboni	953811	Zamboni Repairs N
	56125 NAPA Auto Parts		47.28	1 Transactions		
	73301 Rink Systems Inc					
109	01-550-000-0000-6410		1,940.00	Lexan for board signs	78017	Operating Supplies - Contracts N
	73301 Rink Systems Inc		1,940.00	1 Transactions		
550	DEPT Total:		2,843.68	Four Seasons	8 Vendors	8 Transactions
602	DEPT			Co-Op Extension		
	14420 Culligan Inc					
225	01-602-000-0000-6410		60.08	Cooler rent & water-Oct	15396671-0930	Office Supplies N
	14420 Culligan Inc		60.08	1 Transactions		
	72120 Univ Of Mn Regents					
46	01-602-000-0000-6306		10,050.13	2022 Summer coord salary	0300030101	Contracted Services N
47	01-602-000-0000-6306		5,775.00	2022 Summer intern salary	0300030101	Contracted Services N
103	01-602-000-0000-6306		19,237.25	Ignaszewski Jul-Sept MOA	0300030476	Contracted Services N
104	01-602-000-0000-6306		19,237.25	Viktora Jul-Sept MOA	0300030476	Contracted Services N
105	01-602-000-0000-6306		10,625.00	LaCanne Jul-Sept 50% MOA	0300030476	Contracted Services N
106	01-602-000-0000-6306		4,809.31	Rugg Jul-Sept 25% MOA	0300030476	Contracted Services N
	72120 Univ Of Mn Regents		69,733.94	6 Transactions		
	2797 Wanous/Julie					
58	01-602-000-0214-6453		94.75	Reimb SCFF gardener giveaways		Extension Programing Ag Exp N
	2797 Wanous/Julie		94.75	1 Transactions		
602	DEPT Total:		69,888.77	Co-Op Extension	3 Vendors	8 Transactions
1	Fund Total:		301,613.97	General Revenue Fund		187 Transactions

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10 Road & Bridge Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
301	DEPT			Administration				
	3693 Loffler Companies Inc							
153	10-301-000-0000-6410		8.87	Public works printers	4149809	Office Supplies		N
	3693 Loffler Companies Inc		8.87	1 Transactions				
301	DEPT Total:		8.87	Administration	1 Vendors	1 Transactions		
10	Fund Total:		8.87	Road & Bridge Fund		1 Transactions		

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21 County Ditch Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
645	DEPT		County Ditch 5			
	8190 Hansen/Daniel M					
68	21-645-000-0000-6252	150.00	CD5 county for 2 beavers		Contracted Services	Y
	8190 Hansen/Daniel M	150.00	1 Transactions			
645	DEPT Total:	150.00	County Ditch 5	1 Vendors	1 Transactions	
655	DEPT		Public Tile Ditch 8			
	862 Timms Trucking Inc					
190	21-655-000-0000-6305	1,477.50	PTD8 repairs-Sec 8, Ow Twp	178888	Construction And Repairs	N
191	21-655-000-0000-6305	1,255.20	PTD8 repairs-Sec 8, Ow Twp	178914	Construction And Repairs	N
	862 Timms Trucking Inc	2,732.70	2 Transactions			
655	DEPT Total:	2,732.70	Public Tile Ditch 8	1 Vendors	2 Transactions	
21	Fund Total:	2,882.70	County Ditch Fund		3 Transactions	

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38 Capital Outlay Fund

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	DEPT			District Court Admin.			
	9138 ICS Consulting LLC						
193	38-011-000-0000-6600		3,503.00	HVAC thru 9/30 prof fees	8969	Capital Outlay - District Court	Y
	9138 ICS Consulting LLC		3,503.00	1 Transactions			
	7887 Streamline Communications LLC						
69	38-011-000-0000-6600		1,266.00	Courthouse wiring moves-HVAC	1428	Capital Outlay - District Court	N
	7887 Streamline Communications LLC		1,266.00	1 Transactions			
11	DEPT Total:		4,769.00	District Court Admin.	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
	5889 Wold Architects and Engineers						
196	38-111-000-0000-6600		3,508.13	Admin Bldg Ph 1 renovation	81983	Capital Outlay - Buildings and Groun	Y
	5889 Wold Architects and Engineers		3,508.13	1 Transactions			
111	DEPT Total:		3,508.13	Buildings & Grounds	1 Vendors	1 Transactions	
251	DEPT			Jail			
	8288 Four Seasons Electric						
192	38-251-000-0000-6600		3,712.38	Dampers, Ad Switches, Motors	11869	Capital Outlay - Detention Center	N
	8288 Four Seasons Electric		3,712.38	1 Transactions			
	8681 Mohs Contracting Inc						
194	38-251-000-0000-6600		88,809.15	DC Pod renovation	4	Capital Outlay - Detention Center	N
	8681 Mohs Contracting Inc		88,809.15	1 Transactions			
	5889 Wold Architects and Engineers						
195	38-251-000-0000-6600		480.00	Jail Pod modification	81177	Capital Outlay - Detention Center	Y
	5889 Wold Architects and Engineers		480.00	1 Transactions			
251	DEPT Total:		93,001.53	Jail	3 Vendors	3 Transactions	
38	Fund Total:		101,278.66	Capital Outlay Fund		6 Transactions	

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53 Landfill Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
171	53-398-000-0000-6304	2,458.58	116 mattresses	8612	Contract Services	Y
9087	7 Rivers Recycling LLC	2,458.58		1 Transactions		
5465	B To Z Hardware					
172	53-398-000-0000-6410	26.83	Demo blade	B338835	Office Supplies	N
173	53-398-000-0000-6410	208.23	Safety paint, brushes	B340344	Office Supplies	N
5465	B To Z Hardware	235.06		2 Transactions		
11215	Central Farm Services					
177	53-398-000-0000-6541	362.71	191 gal LP - back shop	183505	Heating Fuel	N
174	53-398-000-0000-6540	2,984.57	570 gal diesel, 100 gal unlead	23885	Machine Fuel	N
175	53-398-000-0000-6540	1,820.07	405 gal diesel	23925	Machine Fuel	N
176	53-398-000-0000-6540	1,348.20	300 gal diesel	23948	Machine Fuel	N
178	53-398-000-0000-6540	2,020.12	380 gal diesel, 103 gal unlead	23998	Machine Fuel	N
180	53-398-000-0000-6540	1,717.60	400 gal diesel	4754	Machine Fuel	N
179	53-398-000-0000-6540	183.60	Grease	5400983	Machine Fuel	N
11215	Central Farm Services	10,436.87		7 Transactions		
14584	Continental Research Corp					
60	53-398-000-0000-6301	1,031.59	Tefla lube, 60 day refills	0038995	Equip Repairs	N
14584	Continental Research Corp	1,031.59		1 Transactions		
25565	First Supply LLC-Owatonna					
181	53-398-000-0000-6380	21.97	Plug, batteries	13403427-00	Grounds Maintenance	N
25565	First Supply LLC-Owatonna	21.97		1 Transactions		
8459	Freerksen Oil LLC					
182	53-398-000-0000-6301	256.65	Citrol - 5 gallons	1694	Equip Repairs	Y
8459	Freerksen Oil LLC	256.65		1 Transactions		
27350	Frontier Communications					
183	53-398-000-0000-6210	219.99	Phone & fax	5075837766	Telephone	N
27350	Frontier Communications	219.99		1 Transactions		
38160	J R's Advanced Recyclers Inc					
61	53-398-000-0000-6304	545.00	95 appliances	108378	Contract Services	N

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53 Landfill Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
38160	J R's Advanced Recyclers Inc		545.00	1 Transactions		
43300	Krell/Denise K					
184	53-398-000-0000-6261		280.80	Mileage April - June	4/14-6/10	Conference & Training N
185	53-398-000-0000-6261		93.60	Mileage June	6/14-6/28	Conference & Training N
186	53-398-000-0000-6261		300.00	Mileage July - August	7/1-8/30	Conference & Training N
43300	Krell/Denise K		674.40	3 Transactions		
3693	Loffler Companies Inc					
154	53-398-000-0000-6410		123.16	Landfill printers	4149809	Office Supplies N
3693	Loffler Companies Inc		123.16	1 Transactions		
50510	McNeilus Steel Inc					
62	53-398-000-0000-6301		204.00	Steel	01867995	Equip Repairs N
50510	McNeilus Steel Inc		204.00	1 Transactions		
52725	Mn Pollution Control Agency					
187	53-398-000-0000-6261		1,125.00	Oper cert-Deml,Cassen,Johnson		Conference & Training N
63	53-398-000-0000-6261		15.00	Operator certification renewal	TLarson	Conference & Training N
52725	Mn Pollution Control Agency		1,140.00	2 Transactions		
4097	Nuss Truck & Equipment					
64	53-398-000-0000-6301		1,288.74	BOMAG sensor, seals & float	7192003P	Equip Repairs N
4097	Nuss Truck & Equipment		1,288.74	1 Transactions		
9509	Rochester Diesel Inc					
188	53-398-000-0000-6301		491.05	Pump parts	47612	Equip Repairs N
9509	Rochester Diesel Inc		491.05	1 Transactions		
77570	Short Elliott Hendrickson Inc					
66	53-398-000-0000-6542		1,548.68	Cleaning oversight	432248	Testing & Monitoring N
65	53-398-000-0000-6542		6,769.57	Landfill services	432460	Testing & Monitoring N
77570	Short Elliott Hendrickson Inc		8,318.25	2 Transactions		
3204	Stoel Rives LLP					
189	53-398-000-0000-6304		4,990.00	Waste delivery contracts	7926726	Contract Services Y
3204	Stoel Rives LLP		4,990.00	1 Transactions		
99500	Ziegler,Inc					

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53 Landfill Fund

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Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
67	53-398-000-0000-6600		259D3 track skidloader	701290	Capital Outlay	N
99500	Ziegler, Inc		1 Transactions			
398	DEPT Total:		Landfill	17 Vendors	28 Transactions	
53	Fund Total:		Landfill Fund		28 Transactions	
	Final Total:		164 Vendors	225 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	301,613.97	General Revenue Fund	
10	8.87	Road & Bridge Fund	
21	2,882.70	County Ditch Fund	
38	101,278.66	Capital Outlay Fund	
53	93,111.77	Landfill Fund	
All Funds	498,895.97	Total	Approved by,
			
			

PERSONNEL REPORT
October 11, 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>Date</i>
Chad Schlueter (promotion)	Road Deputy/Sheriff's Office	B25/8	10/12/22

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Jacelyn Tebay	Appraiser	Assessor's Office	10/17/22

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Appraiser	Assessor's Office	Backfill Tebay

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officers (5)	Det. Center/Sheriff's Office	Backgrounding
Technical Clerk I	Planning & Zoning/Facilities	Interviewing
Road Deputy	Sheriff's Office	Recruiting
Health Services Asst/LPN	Det. Center/Sheriff's Office	Interviewing
Asst. Cty Attorney I or II	County Attorney's Office	Recruiting
Assessment Technician I	Assessor's Office	Recruiting
Custodian	Facilities	Offer Pending
Homecare Supervisor	Public Health	Interviewing
Long-Term Care Supervisor	Public Health	Interviewing
Family Health Supervisor	Public Health	Interviewing

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: MRCI Lease – Administration Center

Department: Administrator's Office

Committee Meeting Date: October 4, 2022

Board Meeting Date: October 11, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving lease agreement

Recommendation:

Approve 2023 office space lease with MRCI and authorize Administrator to sign lease.

Background (*Including Budget Impact*):

The County leases 1566 sq ft of office space in the lower level of the Administration Center to MRCI, who works with MN Prairie to provide employment services. The proposed 2023 lease is for \$16/sq ft (\$25,056 annual amount), which represents a 6.6% increase over the 2022 rate.

Attachments:

2023 MRCI Lease

LEASE OF COMMERCIAL SPACE

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

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

Section One Description of Premises

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

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

Section Two Term

The term of this lease is for twelve months beginning January 1, 2023 and terminating on December 31, 2023.

Section Three Rent

Rent shall be payable as follows: the annual lease shall be twenty-five thousand and fifty-six dollars and zero cents (\$25,056.00). The Lessee shall pay in monthly payments of two thousand and eighty-eight dollars and zero cents (\$2,088.00). These rental amounts shall be on the first of each month during the calendar year, beginning January 1, 2023. There shall be no security deposit paid.

Section Four Scope of Lease

Payment of rent will cover the following items:

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

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

The rent payment will not cover the following items:

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

Section Five Restrictions

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

Section Six Care of Property

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

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

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

Section Seven

Entry of Premises by Lessor

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

Section Eight

Waiver and Indemnity

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

Section Nine

Sub-Lease or Assignment

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

Section Ten

Breach

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

Section Eleven

Remedies of Lessor for Breach by Lessee

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

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

MRCI Workforce

Steele County

By:

Steele County Administrator

Its: _____

Date: _____

Date: _____



Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 222203; CP 074-022-003

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: October 11, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 222203: CP 074-022-003 to Scott Construction, Inc. in the amount of \$41,985.11.

Background (*Including Budget Impact*):

This project provided countywide sealcoat in 2022. The final contract amount was \$839,702.16

Attachments:

Resolution – Certificate of Final Acceptance

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

Contract Number: 222203
Contractor: Scott Construction, Inc.
Date Certified: August 2, 2022
Final Pay Request Number: 2

Whereas; Contract No. 222203 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

State of Minnesota
County of Steele

Dated this ____ day of _____, 20__

At _____

Signed by _____
County Auditor
(SEAL)

STEELE COUNTY PERSONNEL AGENDA ITEM

October 11, 2022 at 5:00 pm

OCTOBER EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Sean Benz	Asst. Director of Parks & Recreation/P & R	10/03/22	17
Benjamin Frear	Road Deputy – Sheriff's Office	10/06/22	8
Katy McMann	RN – Public Health	10/07/22	9
Todd Mogen	Maintenance Tech – Highway	10/11/22	1
Kristi Jorgenson	Office Support Specialist – Landfill	10/13/22	2
Rene Gilormini	Veteran's Services Officer – Veteran's	10/24/22	17
William Bromley	Probation Officer II – Comm. Corr.	10/26/22	7
Kari Woltman	Investigator – Sheriff's Office	10/27/22	11
Chad Schlueter	Training & Compliance Officer – Det. Ctr.	10/29/22	8



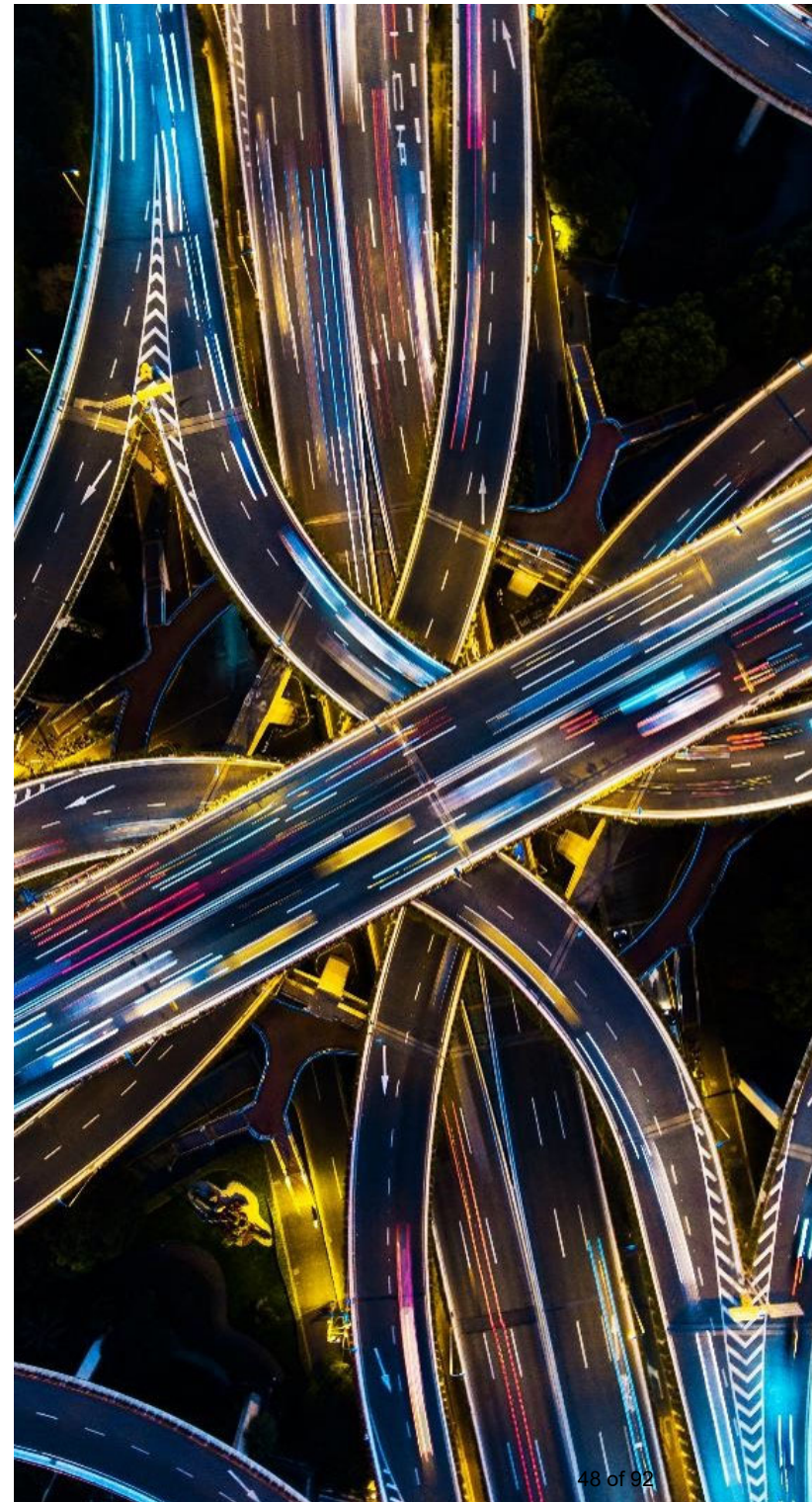
Recap of the 2021 External Audit

Prepared for Steele County

October 11, 2022



This report is intended solely for the use of the County Board and Management.



Overview

- 01** Scope and status of services

- 02** Required audit communications

- 03** Other management letter points

- 04** Review of financial statements

- 05** Questions

Scope and status of services



Scope and status of services

- Audit of financial statements

- Reports issued September 9, 2022
- Publication of necessary info and submission of electronic report to State Auditor's office completed by the county

- Audit of federal award programs

- Applicable for 2021
- Major program tested: Highway Planning and Construction Cluster– no findings

- Audit of compliance with state statutes

- Included with financial statements – no findings

Required audit communications



Required audit communications

- Auditors' responsibility
 - Findings noted are common for local governments your size
- No changes to planned scope and timing
- Accounting policies
 - No new accounting policies adopted.
- Accounting estimates
 - Liability for compensated absences, other postemployment benefits liability and related deferrals, net pension liability/asset and related deferrals, depreciation and landfill closure and post-closure liability
- Financial statement disclosures are neutral, consistent and clear

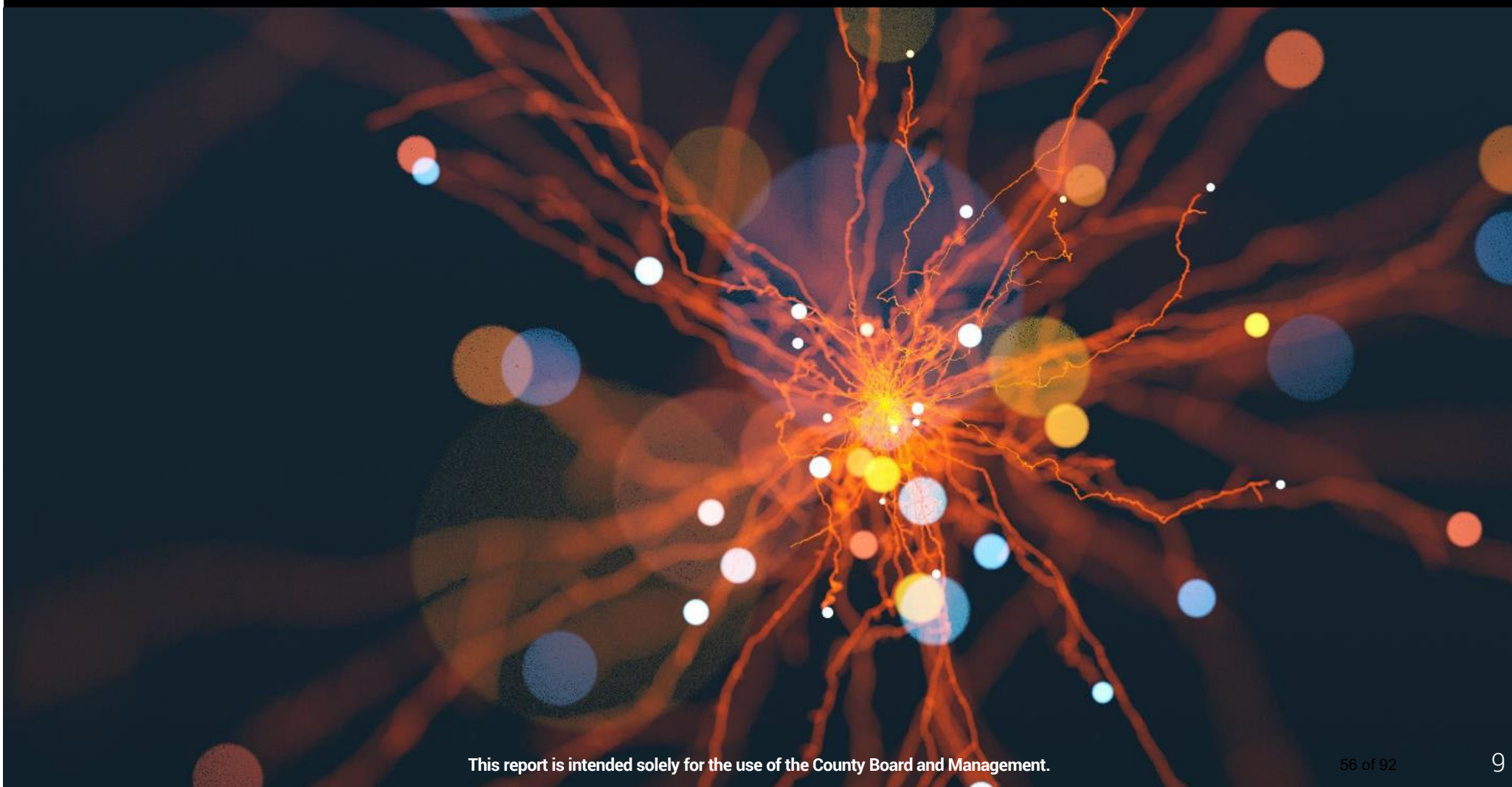
Required audit communications (cont.)

- No difficulties in performing the audit
- Audit adjustments
 - No material audit adjustments
 - Passed adjustment attached to the management representation letter
- No disagreements with management
- No consultations with other accountants
- Management representations
- Independence matters
- Other findings or issues discussed in the normal course of the audit
- Other matters

Other management letter points

- Two-way communication regarding your audit
 - Planning mechanism for next year's engagement
- Other recommendations and informational points
 - GASB updates
 - Upcoming lease standard (GASB No. 87)

Review of financial statements



Review of financial statements

- **Independent auditors' report**
 - Unmodified opinion
- **Management's discussion and analysis (unaudited)**
- **Basic financial statements**
 - Full accrual Statement of Net Position and Statement of Activities (similar to how a business would report)
 - Modified accrual fund statements (similar to budget basis)
 - Footnotes (standard disclosures)
- **Required supplementary information**
 - Budget to actual schedules for the General Fund and major special revenue funds
 - Other postemployment benefits and pension (PERA) schedules

Review of financial statements (cont.)

- **Supplementary information**
 - Combining statements and schedules
 - Schedule of intergovernmental revenues
- **See handout for highlights**

QUESTIONS?

Connect with us

Ryan Engelstad, CPA – Partner

ryan.engelstad@bakertilly.com

+1 (612) 876 4613

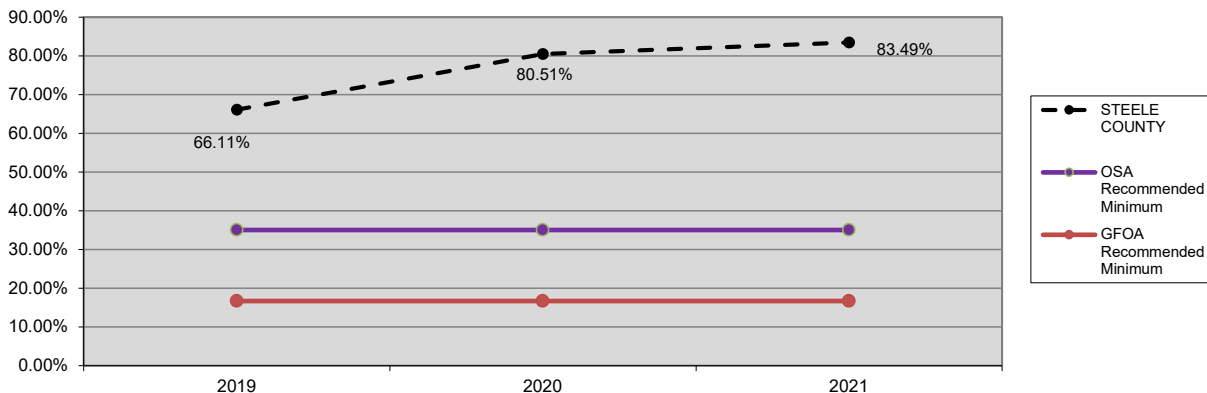
www.bakertilly.com/industries/state-and-local-government

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STEELE COUNTY 2021 FINANCIAL STATEMENTS HIGHLIGHTS

GENERAL FUND		2021
Details of Fund Balance		
<u>Nonspendable</u> <i>includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.</i>		\$ 835,687
<u>Restricted</u> <i>consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations or other governments or 2) law through constitutional provisions or enabling legislation.</i>		1,363,209
<u>Assigned</u> <i>includes spendable fund balance amounts that are intended to be used for specific purposes that are not considered restricted or committed.</i>		5,517,975
<u>Unassigned</u> <i>includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories.</i>		20,279,107
Total Fund Balance (page 3)		<u>\$ 27,995,978</u>
General Fund Expenditures (page 5)		<u>\$ 30,896,929</u>
Assigned and Unassigned Fund Balance		<u>\$ 25,797,082</u>
Assigned and Unassigned General Fund - Fund Balance as % of above Expenditures		<u>83.49%</u>

Available or Assigned/Unassigned Fund Balance as a Percentage of Expenditures

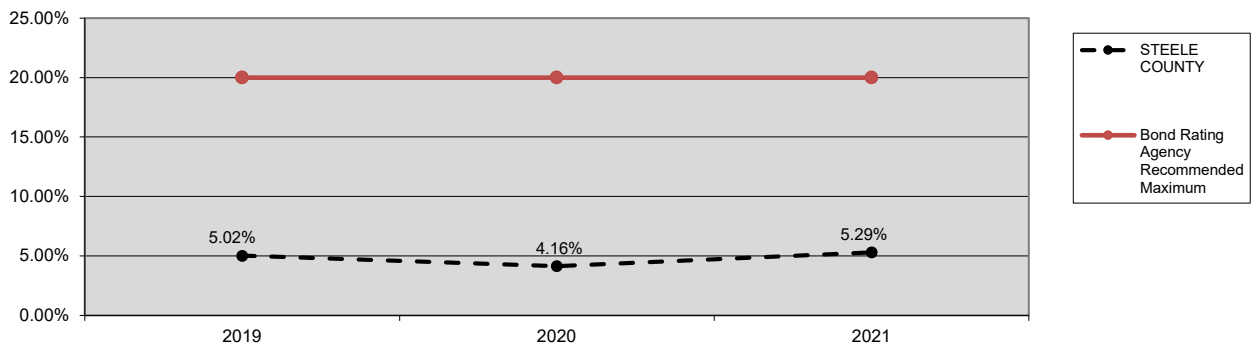


General Fund Summarized Income Statement (page 51)	2021 Budget	2021 Actual	2020 Actual
Revenues and other financing sources	\$ 31,514,895	\$ 31,282,239	\$ 36,540,150
Expenditures and other financing uses/special item	(31,514,895)	(30,896,929)	(31,317,063)
NET CHANGE IN FUND BALANCE	<u>\$ -0-</u>	<u>\$ 385,310</u>	<u>\$ 5,223,087</u>

STEELE COUNTY
2021 FINANCIAL STATEMENTS HIGHLIGHTS (cont.)

CASH AND INVESTMENTS	2021	2020	2019
Cash and Investments			
Unrestricted	\$ 55,921,332	\$ 49,085,619	\$ 44,103,517
Restricted	2,629,973	2,565,824	2,517,699
Fiduciary Funds	2,305,385	2,247,436	2,179,875
Total Cash and Investments (page 22)	\$ 60,856,690	\$ 53,898,879	\$ 48,801,091
MAJOR SPECIAL REVENUE FUND - ROAD & BRIDGE	2021	2020	2019
Total Fund Balances (page 3)	\$ 17,997,551	\$ 15,554,425	\$ 17,499,569
MAJOR SPECIAL REVENUE FUND - DITCH	2021	2020	2019
Total Fund Balances (Deficit) (page 3)	\$ 157,258	\$ (48,224)	\$ (155,327)
ENTERPRISE FUND - SOLID WASTE	2021	2020	2019
Cash and Investments - Unrestricted	\$ 5,226,315	\$ 4,583,938	\$ 3,704,702
Working Capital (Current Assets - Current Liabilities)	\$ 5,214,059	\$ 4,509,983	\$ 3,826,715
Net Position			
Net Investment in Capital Assets	\$ 3,172,874	\$ 3,536,247	\$ 3,742,275
Restricted for landfill	-	60,630	178,644
Unrestricted	4,486,597	4,273,599	3,581,188
Total Fund Balance (page 7)	\$ 7,659,471	\$ 7,870,476	\$ 7,502,107
GENERAL LONG-TERM DEBT	2021	2020	2019
Outstanding General Obligation (G.O.) Debt,			
less amount available in debt service fund	\$ 8,649,713	\$ 10,222,001	\$ 7,135,115
Total G.O. Debt Capacity	131,000,000	124,000,000	61,000,000
Percent of Debt Limit	6.60%	8.24%	11.70%
Percentage of Debt Service to Non-Capital Expenditures - Governmental Funds	5.29%	4.16%	5.02%

Debt Service to Non-Capital Expenditures





Steele County Agenda Item

Subject: Steele County Sheriff's Addition to the Detention Center

Department: Building & Grounds

Committee Meeting Date: October 4, 2022

Board Meeting Date: October 11, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends discussion at Board work session.

Recommendation:

To authorize Administrator to sign schematic design proposal from Wold Architects.

Background (*Including Budget Impact*):

Previously the County embarked on a space study to assist with the overall Master Plan. Per the Master Plan it was recommended that the location of the Sheriff's office be moved to the Detention Center Site. Some of the efficiencies created by this move would be consolidation of Sheriff's Department operations, better/safer access to the freeway or main highways, use of underutilized space, and less deferred maintenance.

Also included in the Master Plan was the recommended size of the Sheriff's office, this size should be approximately 12,000sf. After further research and discovery, it was suggested at the previous work session that there is approximately 2500sf at the detention center that could be retrofitted to accommodate part of the Sheriff's office while only adding on approximately 9,000sf for the remainder of the square footage needed. This recommendation also included that the County should begin the schematic design phase to better understand the scope of the project, which would include the current 2,500sf at the detention center and an addition of 9,000sf. This phase would also better assist us with planning our budget for the project.

Attachments:

Wold Proposal

Wold Cost Analysis

Cost Analysis/Addition & Renovation vs All New Addition



October 6, 2022

Jake Rysavy, Facilities & Fleet Director

Steele County
630 Florence Avenue
Owatonna, Minnesota 55060

Re: Sheriff's Addition and Renovation to the Jail Facility
Commission No. 9999

Dear Jake:

It was great talking to you about next steps for the design of an addition and renovation to the current jail for the Sheriff's Department. This project was discussed during the Master Planning work and would benefit from further development. This would provide a more comprehensive solution with more detail that will allow for a refined budget and scope.

- Finalize the layout of the facility to determine the optimal layout for the building.
- Develop the site solution to determine the orientation and modifications needed to accommodate both public and staff parking.
- Meet with city planning, engineering and code enforcement to gain consensus and approval of the solution.
- Develop massing and exterior design concepts.
- Meet with County leadership and Board as needed to support the approval process.

To advance the design to the level needed to determine a final solution, gain needed approvals and provide a detailed budget, I am recommending we start the design process and complete Design Development by the end of the year. This will allow for the level of detail needed to gain approval on the design solution and have enough detail to go through a formal approval from the city, if needed, for the development of the site. I recommend the following preliminary schedule:

1. Schematic Design – October 2022 through December 2022.
2. County Board Approval of Schematic Design – December 2022
3. Design Development – December 2022 – February 2023
4. Contract Documents – March 2023 through May 2023.
5. Bidding – May - June 2023.
6. Construction – July 2023 through March 2024.

We can adjust the schedule as needed as we receive feedback and direction. Once we receive approval of the schematic design, we would commence Design Development, Contract Document and Bidding Phases of the work.

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



We are excited to help you with this important project and look forward to continuing what we started together. We typically establish a fixed fee at the project onset. All engineering and consultants are included in our fixed fee. For a project that is an addition to an existing building, I would propose a fixed fee based on 7.5% of agreed on cost of construction. From our discussion, this would entail adding approximately 9,000 sq. ft. to the existing building and renovating existing approximately 2,500 sq. ft. in the existing facility to accommodate the Sheriff's needs. Utilizing current costs for construction that includes escalation and inflation, we would recommend \$4.4 million be allocated for construction. Utilizing a 32% Project Cost Factor, we would recommend a Total Project Cost of \$5.81 million for this project, which would include a budget for fees, testing, contingencies and FF&E. Our fee calculation would be as follows:

$$\$4,400,000 \text{ (construction cost)} \times 7.5\% = \$330,000 \text{ (Total Architectural Fee)}$$

Reimbursable expenses would be in addition to this fixed fee and are estimated to be approximately \$12,000.

Based on feedback from County leadership, there is interest in understanding the potential costs for starting on the first phase of design. As our contract and industry standard reflects, the typical breakdown for each phase is as follows:

Schematic Design (SD) – 15%
 Design Development (DD) – 20%
 Construction Documents (CD) – 40%
 Bidding, Procurement (BD) – 5%
 Construction Administration (CA) – 20%

Utilizing these percentages, the fixed fee to complete the Schematic Design is:

$$\$330,000 \times 15\% = \$49,500 \text{ total maximum SD fee (not including reimbursables)}$$

As the projects continue to progress we would prepare proposals for subsequent phases for consideration of approval by the Board.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

Steele County

John McNamara | AIA, LEED AP
 Partner

 Scott Golberg Date
 County Administrator

cc: Jake Wollensak, Wold Architects and Engineers



Steele County Agenda Item

Subject: New Landfill Operator Hire

Department: Administrator's Office

Committee Meeting Date: October 4, 2022

Board Meeting Date: October 11, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends bringing to the full Board

Recommendation:

Approve hiring a new landfill operator

Background (*Including Budget Impact*):

The County landfill encompasses several operation components besides the accounting/transaction/billing duties and administrative work: waste filling activities, daily and intermittent cover, leachate management (8 million gallons/year = 22,000 gallons/day), tipping floor management (cash customers, special wastes), equipment servicing, grounds maintenance/litter collection, seasonal household hazardous waste operation, and other. The landfill is open to the public a total of 50 hours week, Monday through Saturday. As the landfill operation grows in size, there are more areas to maintain, more leachate to manage, etc.

Adding an additional operator will support the needs of the operation going forward with the expansion and ensure that we have adequate staffing day-to-day in all situations and conditions. The landfill operations will continue to be supported on an as-needed basis from the highway department, when highway dept. staff and equipment are available. The Landfill Supervisor is a working supervisor position that can perform some of the hands-on work, but it is critical that this position also dedicates time to the administrative duties (i.e. inspections, reporting, board review items, etc.); these duties were delegated from the former Environmental Services Director position that was not backfilled.

The landfill is completely funded through the fee charges at the gate and has an enterprise fund established to create reserves for large capital projects such as new cell/infrastructure construction, equipment purchases, contingency/emergency actions, and maintenance; consequently, this position will not have any impact on the county levy/budget.

Attachments:

Position Requisition Form

Landfill Operator Position Description

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: 09/22/2022

Is this a new position? Yes

Title: <u>n/a</u>	Division: <u>n/a</u>
Former Incumbent: <u>n/a</u>	Department: <u>n/a</u>
Former Incumbent's Wage: <u>n/a</u>	DBM Rating: <u>B22</u> Step: <u> </u> Full-time/Part-time: <u>FT</u>
Incumbent's Last Working Day: <u>n/a</u>	

Section 2: Proposed Position Information

Title: <u>Landfill Operator</u>	Division: <u>Public Works</u>
Department: <u>Landfill</u>	Date of Need: <u> </u>
Regular/Seasonal/Temporary: <u>Regular</u> <i>If seasonal or temporary, list state/end dates:</i> <u>n/a</u>	

Section 3: Position Type

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

Section 4: Funding Source (Chart of Accounts)

Fund Code: <u>53</u>	Department: <u>398</u>	Program Code: <u>00</u>	Account: <u>6110</u> % Percentage: <u> </u>
Fund Code: <u> </u>	Department: <u> </u>	Program Code: <u> </u>	Account: <u> </u> % Percentage: <u> </u>
Target Salary: <u>20.30 - 24.38</u>		Estimated Budget Impact: <u>\$60K (landfill fund)</u>	
Budgeted position: <u>No</u> Reallocation: <u>no</u>			

Section 5: Revenue Source

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

Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes ☐ No ☒
2. Can the job function be restructured in such a way as to:
- Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes ☐ No ☒
 - Contracting with/purchasing services from another agency/government? Yes ☐ No ☒
 - Contracting with a consultant/contractor/vendor? Yes ☐ No ☒
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County: *If yes, please specify.*
No
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
No
5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*
Landfill expansion, increased leachate volumes, operations and compliance coverage under all situations, controlling OT and burnout from working Saturdays
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
By hiring a person, this will allow the landfill supervisor to complete administrative work that has been delegated from the Env. Services Director position that was not backfilled.
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?
Organizational structure is under transition, as the Landfill operation is being moved under Highway Dept. effective 1/1/2023. The landfill and highway operations have always been "melded" with sharing of staff and equipment resources and this will continue. Under this arrangement the County will be able to continue to utilize internal resources for operational needs vs. contracting some services out.

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

Employee burnout working most Saturdays. Part-time employee hours would exceed benefit thresholds and retirement income limits.

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

No

<u>APPROVAL SIGNATURES</u>

Department Head: _____ Date: _____

Division Director: _____ Date: _____

(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

<u>HR USE ONLY</u>
____ Non-Exempt (OT Eligible) ____ Exempt (OT Ineligible) Bargaining Unit : _____ DBM Rating: _____ Salary amount budgeted for position: _____



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Landfill Operator	Division/Department: Community Services/Environmental Services
Immediate Supervisor's Position Title: Landfill Supervisor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Landfill Supervisor, the Landfill Operator is responsible for operating landfill equipment and implementing landfill operation and procedures associated with the receiving, placement and compaction of solid waste, demolition, and household hazardous waste in accordance with department policies, procedures and state and/or federal regulations.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Operates equipment to spread, place, compact and cover trash and demolition materials. • Transports leachate using a tanker truck for off-site disposal. • Maintains and performs general repairs to equipment, trucks, trailers and vehicles. Orders and picks up parts and supplies. • Operates a variety of equipment in cleaning ditches and ponds; building and grading roads; placing rip rap for erosion control; repairing and installing drain tile; stock piling and hauling cover materials; and repairing landfill cell leaks. • Monitors and interacts with haulers, contractors and the general public. Informs customers and monitors loads to assure acceptable materials for the landfill. Directs customers to resources and answers questions or directs them to appropriate parties. Assures correct dumping rates. • Performs building and grounds maintenance in the facility. Mows grass; shovels and plows snow; maintains and cleans shop areas and restrooms; performs minor repairs to buildings; maintains fences and signs. • Operates and oversees the household hazardous and refuse facility. Records, tracks and repackage all chemicals taken in; monitors the operation to assure the safety of collection procedures; delivers all chemicals to designated locations. • Fills in as needed to work the tipping floor. Operates equipment to deliver scrap metal. • Performs other duties of a comparable level or type, as required. a) Waters roads for dust control. b) Loads and unloads trucks using skid steer, loaders and wheel loader.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Relevant laws, rules, regulations, codes and ordinances that pertaining to landfill and household hazardous waste operations. • Knowledge of landfill and heavy equipment operation, practices, procedures and their use in landfill activities. • Customer service principles and procedures. • Knowledge of safety and risk management procedures. • Knowledge of acceptable landfill materials and handling of hazardous materials. • Knowledge of preventive maintenance service and procedures on equipment.		
	2nd year graduate level			
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years directly related experience operating light/heavy equipment.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: MN CDL with a Tanker and Air Brake endorsement. Type II Municipal Solid Waste Disposal Facility Operators Certificate. May require additional certification and training after employment depending upon assignments and departmental needs.		
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: • Oral and written communications. • Interpreting, applying and implementing landfill policies and procedures covering the suitability of landfill materials. • Operation and use of equipment used in landfill operations and maintenance procedures (e.g. compactors, dozers, tanker trucks, loaders, skid-steer, etc.). • Customer relation skills needed in dealing appropriately with the public and contractors over the inspection and explanation of landfill procedures, policies and regulations. • Maintaining and documenting landfill records, logs and documentation requirements. • Performing duties and responsibilities under minimal direction and supervision. • Performing general preventive maintenance and repairs to landfill equipment. • Performing general building maintenance repairs and maintenance.		

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

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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

Medium Heavy Work:
Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Position requires the daily operation of heavy equipment on non-level surfaces and ground conditions; contact with hazardous waste materials and chemicals; performing duties around moving equipment; exposure to sharps in work areas; and performance of duties in all types of outdoor and weather conditions, wind, dust, and fumes.
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SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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

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

Department Head's Signature

Date

Classification History:

Prepared 1/2014 by BCC.



Steele County Agenda Item

Subject: Agile Fleet Software

Department: Building & Grounds

Committee Meeting Date: October 4, 2022

Board Meeting Date: October 11, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Present to the Board for decision to purchase

Recommendation:

Purchase Agile Fleet software

Background (*Including Budget Impact*):

The County provides vehicles for employees to use when conducting County business. Over the last couple of years, the County has been working on its vehicle usage policy to encourage employees to utilize County vehicles for business use; this policy will also outline the mileage reimbursement procedures when personal vehicles are used rather than a County owned vehicle. To enforce the policy, the County needs a way to monitor the availability of the vehicles, a means for employees to reserve them and the accountability to ensure best efforts were exhausted before using a personal vehicle.

Agile Fleet's FleetCommander is a trusted solution for vehicle scheduling, fleet management, and vehicle reservations. Management has extensively viewed the product and recommends buying this product to utilize the technology to manage the County's fleet and ensure that the County's vehicle usage policy is followed. We would like to purchase this software before the policy is enforced to assure that the program follows the draft vehicle usage policy in the event changes need to be made before rolling out the policy.

Attached is a three-year contract with Agile Fleet, Inc. for the purchase of the technology which includes the software, hardware, installation, and training for \$34,179.95 and annual maintenance costs of approx. \$14,220 and \$14,549 for the following two years thereafter.

Attachments:

AgileFleet 3 Year Contract & FleetCommander Investment Summary

SOFTWARE LICENSE AND MAINTENANCE AGREEMENT

This Software License and Maintenance Agreement (“Agreement”) is made and entered into as of **date of last signature, 2022** (“Reference Date”), by and between **Agile Fleet, Inc.**, 14101 Willard Rd., Ste. A, Chantilly, VA 20151 (“Vendor”), and **Steele County, MN** (“Client”).

In consideration of valuable consideration and the mutual promises herein contained, the parties agree as follows:

1. Definitions.

The following terms, when used in this Agreement, shall have the following meanings:

- 1.1. “Confidential Information” means non-public information disclosed by a party to this Agreement to the other party. Confidential Information shall be limited to the Software and Documentation, related data supplied for proper installation and all other non-public information clearly identified by the disclosing party as confidential. All Confidential Information that is orally disclosed by a party shall be reduced in writing to the receiving party within ten days of disclosure or else disclosed information shall not be deemed to be Confidential Information.
- 1.2. “Licensed Software” or “Software” means the source, object, or executable code version of the computer programs, improvements, modifications, extensions, enhancements, and Updates for the modules that are provided by Vendor to Client, as listed in Attachment A (Licensed Software Listing).
- 1.3. “Documentation” means Vendor’s training course materials, system specifications, hardware requirements, technical manuals, and all other user instructions regarding the capabilities, operation, installation and use of the Licensed Software, including all online help files and other user instructions. “Documentation” does not include source code.

2. Software License.

- 2.1. *License Grant.* Subject to the terms and conditions of this Agreement, Vendor grants to Client a world-wide, software as a service, enterprise, non-transferable (except as provided herein) license to use the Licensed Software by all users authorized by Client, including without limitation, employees, agents (such as outsourcers, consultants and independent contractors), and all other affiliated entities. For purposes of this Section, the term “Client” shall include Client and its affiliates, and their respective employees and authorized contractors and agents.
- 2.2. *License Software Use Restrictions.* Except as permitted in this Agreement, Client’s use of the Licensed Software shall be subject to the following restrictions:
 - 2.2.1. The Licensed Software shall be used solely for Client’s business purposes;
 - 2.2.2. Client shall not cause the Licensed Software in any way to be disassembled, decompiled or reverse engineered nor shall any attempt to do so be undertaken or permitted;
 - 2.2.3. Client shall not make the Licensed Software available for access or use by any person or entity other than Client’s employees and authorized contractors and agents. Notwithstanding the foregoing, Client may serve as a service bureau for its affiliates provided such affiliates are listed and identified in Attachment A;
 - 2.2.4. Client shall adhere to the license limits for each module of the Licensed Software.

- 2.2.5. Client shall not copy, translate, port, modify, or make derivative works of the Licensed Software, unless otherwise allowed by this Agreement.
- 2.3. *Ownership.* This Agreement does not grant to Client any ownership interest in the Licensed Software. Rather, Client is granted a license to use the Licensed Software as provided in this Agreement. Client hereby agrees and acknowledges that Vendor owns all right, title, and interest in the Licensed Software. Any copy, modification, revision, enhancement, adaptation, translation, or derivative work of or created from the Licensed Software made by or at the direction of Client shall be owned solely and exclusively by Vendor, as shall all patent rights, copyrights, trade secret rights, trademark rights, and all other proprietary rights, worldwide (all of the foregoing rights taken together being referred to collectively herein as “Intellectual Property Rights”) therein and thereto.
- 2.4. *Copyright.* The Licensed Software contains material that is protected by United States copyright law and trade secret law, and by international treaty provisions. All rights not granted to Client by this Agreement are expressly reserved by Vendor. Client shall not remove any proprietary notice of Vendor from any copy of the Licensed Software.
- 2.5. *Vendor Hosted.* Vendor provides all computers, software, licenses, and support in the Vendor-hosted environment.
- 2.6. *Delivery.* Client will be deemed to have accepted the Licensed Software on date site creation is completed.

3. Maintenance.

- 3.1. *General Obligations.* Subject to Client’s payment of the annual SaaS fees set forth in Exhibit A, Vendor will provide Client access to all releases, updates, patches, service packs, improvements, and new versions of Licensed Software (“Updates”). For clarity, Client is entitled to all Updates to the right and the left of the decimal point in Vendor numbering scheme of Licensed Software. Vendor will provide Client (via a Client-dedicated, single point of contact) with unlimited telephone and email support regarding use and operation of the Licensed Software. Vendor from time to time will require access to Client's database. Client agrees to provide access as required to support software upgrades, technical support, and license compliance checks. Access is provided via secure methods. No data mining is performed. No data is disclosed outside of Agile Fleet, Inc.
- 3.2. *Supported Releases.* Vendor agrees to provide support for the current and one prior release of the Licensed Software under this Agreement.
- 3.3. In the event Vendor removes a material function ("Function") found in any Licensed Software by Vendor to Client hereunder ("Initial Product") from a subsequent version or release of such Licensed Software, whether such removal occurs via Services purchased by Client for the Initial Product or otherwise, and that Function appears in another product (“Additional Product”) Vendor makes commercially available, then Client, at Client’s sole discretion and without forfeiting rights to Initial Product, shall be entitled to receive an equal quantity of licenses for the Additional Product as Client had rights in the Initial Product at no additional license or Maintenance charge provided that Client is current on Services at the time Vendor removes the Function from the Initial Product.
- 3.4. *SaaS Fees.* Technical support and software maintenance will be provided under the SaaS license purchase by the Client. Vendor may increase SaaS fees annually no greater than three (3%) percent for the first and all subsequent SaaS renewals. If the license size increases and/or

additional modules are purchased, then the price for SaaS may increase accordingly. Custom development outside of a standard implementation could require additional professional service hours and could affect the annual costs for the SaaS license.

- 3.5. *Standard Technical Support Hours of Operation.* Vendor will provide e-mail and telephone support. Support is offered Monday through Friday 7:00 a.m. to 7:00 p.m. Eastern Standard Time, exclusive of federal holidays, with an eight (8) hour response time. All support requests to Vendor personnel will be directed through one Client contact. After hours' technical support may be billed at Vendor's professional services hourly rate. After hours' technical support requests will be considered by Vendor on a case-by-case basis and approved in writing by Client prior to scheduling.
- 3.6. *Professional Service Rate.* Vendor will bill Client for professional services at the hourly rate of \$195.00. Professional service fees include but are not limited to assistance in developing custom transition plans for migration from legacy processes to new processes, review and analysis of FleetCommander operations, metrics and reports, developer assistance with data import/manipulation, additional training, on-site maintenance or other tasks as agreed. Vendor will provide Client with a written Change Request ("CR"), specifying the scope of work to be provided and estimated number of professional service hours for completion. CR's must be approved by Client prior to scheduling. Custom development outside of a standard implementation could require additional professional service hours and could affect the annual costs for SaaS license.
- 3.7. *Internet-based Administrator Training.* Using web-conferencing tools, Vendor will instruct up to 10 Client representatives on the operation of the FleetCommander application. Client will be responsible for training additional employees. On-site training incurs an additional cost as well as reasonable and actual travel and living expenses. Estimates for these costs will be submitted to Client before traveling and approved prior to scheduling.
- 3.8. *Case Study Participation.* Provide input to a case study reflecting Licensed Software's use in Client's environment. This is not an endorsement, but rather factual input based on actual Licensed Software use. Case studies are used to assist Vendor's prospects in understanding how Licensed Software is used to manage other fleets. Information to be provided and potentially published by Vendor includes: Client name, fleet characteristics, strengths and weaknesses of Licensed Software with respect to managing Client's fleet, and "My Biggest FleetCommander Success" story.
- 3.9. *Return Material Authorization.* Notification and Return Material Authorization. Proper notification will be deemed to have occurred only after (i) Client has in good faith worked with technical support team by telephone at 571-498-7555 ext. 2 or email fcsupport@agilefleet.com to evaluate, troubleshoot and test any Hardware that appears to have a Defect; (ii) if the technical support team determines that the Hardware appears to have a warranted Defect that cannot be repaired through telephone support or over the air programming. Technical support will authorize and assign a Return Material Authorization Number ("RMA") for the Hardware.
- 3.10. *Warranty and Repair Process.* Client, at its own cost, shall uninstall the Hardware or the facility and return it, securely packaged, to a designated facility for repair with the assigned RMA clearly visible on each shipping form and carton. Inbound shipping will be paid by Client and outbound standard ground shipping for warranty service will be borne by Vendor, with Client bearing all risk of loss during inbound transit. Any other shipping requested by Client will be at Client's sole cost. Client consents to Licensed Technology

updates or upgrades being installed with respect to any Hardware. Hardware returned for repair under warranty that is determined to not be covered by warranty will be charged to Client at a flat diagnostic/repair rate (10% markup to actual costs). Repair services for Hardware that is outside its warranty period may not be available and replacement may be required. If non-warranty repairs are requested and are available, the diagnostic/repair costs will be set forth in the RMA and Client's delivery of the Hardware by Client support constitutes agreement to these charges. Client shall be responsible for the Installation and the payment of any Taxes, shipping or other charges or fees associated with each repaired or replaced Hardware unit. On-site troubleshooting services are not covered under warranty and are available to Client only upon request and will be subject to a separate agreement.

- 4. Term and Termination.** This Agreement shall be effective as of the Reference Date and continue in full force and effect until date of last signature, 2025 unless extended, or unless earlier terminated or canceled, as set forth herein. This Agreement will automatically renew for the same length as the initial agreement (three-year term) unless the Client informs the Vendor not less than sixty (60) days prior to the expiration of the original agreement term, as applicable.

- 4.1. *Termination.* Either party may terminate the Agreement immediately upon written notice at any time if the other party: (i) commits a non-remediable material breach of the Agreement, or if the other party fails to cure any remediable material breach or provide a written plan of cure acceptable to the non-breaching party within 45 days of being notified in writing of such breach, except for breach of Section 5 of this Agreement which shall have a ten (10) day cure period; or (ii) ceases business operations; or (iii) becomes insolvent, generally stops paying its debts as they become due or seeks protection under any bankruptcy, receivership, trust deed, creditors arrangement, composition or comparable proceeding, or if any such proceeding is instituted against the other (and not dismissed within 90 days after commencement of one of the foregoing events). Upon termination, Vendor shall not be obligated to provide any Products and Services, in whole or in part, to Client.
- 4.2. *Effect of Termination.* Immediately upon termination of this Agreement, Client shall return or destroy all Software and Documentation and all copies thereof in any form, whether partial or complete, and whether or not modified by Client.
- 4.3. *Survival of Obligations.* The following obligations shall survive termination of this Agreement. (i) all obligations regarding use or disclosure of Confidential Information; (ii) all obligations to indemnify or protect proprietary information; and (iii) all obligations to make payments of amounts or fees owed or accrued prior to termination. Specifically, the parties' rights and obligations under Sections 2.2, 2.3, 4, 9, 12 shall survive termination of this Agreement.

5. Fees and Payment.

- 5.1. *License, hardware and Professional Services Fees.* Client shall pay the license, maintenance, and other fees set forth in Exhibit A.
- 5.2. *Taxes.* Client shall pay applicable taxes including and not limited to all federal, state, and local taxes, government fees as well as sales, use, excise, and value added taxes. Exempt Clients are required to provide Vendor with a tax exemption certificate prior to use of the software on annual basis.
- 5.3. *Payment.* Unless provided otherwise herein, Client agrees to pay all amounts due under this Agreement within thirty (30) days upon receipt of invoice.

- 5.4. *Late Penalty.* Failure to provide payment by the first day of the billed period will result in ongoing monthly late payment fees of 1.5% of the total outstanding invoice. Vendor also reserves the right to discontinue services due to non-payment.
- 5.5. *Additional Software and Hardware.* Client will be invoiced for any additional software and/or hardware and shipping costs. Vendor shall reserve the right to require Client's payment in advance, in full or part, prior to ordering for additional software and hardware costs not covered in Exhibit A.

6. Limited Warranty.

- 6.1. *Licensed Software.* Vendor warrants that the Licensed Software shall perform substantially in accordance with the requirements of this Agreement and, solely to the extent not inconsistent with the documentation for the term of Agreement. Vendor shall not be responsible for any errors or nonconformities in the Licensed Software resulting from Client's failure to use the Licensed Software in conformance with this Agreement or modification of the Licensed Software by Client.
- 6.2. *Hardware.* Vendor warrants that the Hardware shall perform substantially in accordance with the requirements of this Agreement and, solely to the extent not inconsistent with the documentation for the term of Agreement. Vendor shall not be responsible for any errors or nonconformities in the Hardware resulting from Client's failure to use the Hardware in conformance with this Agreement or modification of the Hardware by Client.
- 6.3. *Services.* Vendor warrants that all services provided by Vendor to Client under this Agreement shall be performed in a workmanlike manner and in accordance with industry best practices and standards.
- 6.4. *Viruses and Disabling Mechanisms.* Vendor shall use commercially reasonable measures to screen the Licensed Software to avoid introducing any virus or other destructive programming that are designed (i) to permit unauthorized access or use by third parties to the software installed on Client's systems, or (ii) to disable or damage Client's systems. Vendor shall not insert into the Licensed Software any code or other device that would have the effect of disabling or otherwise shutting down all or any portion of the Licensed Software, except as such capabilities are included in the off-the-shelf Licensed Software in the form of a payment key or product key. In the event a payment key is included in the Licensed Software in a Client-hosted environment, the payment key shall be set to expire no less than 30 days after the payment due date identified in Section 5.3. Vendor shall not invoke any new code or other device at any time or modify the payment key, including upon expiration or termination of this Agreement for any reason. Client shall not modify or disable the payment key or product key at any time.
- 6.5. *Infringement.* To the best of Vendor's knowledge, Client's permitted use of the Licensed Software will not infringe the intellectual property rights of any third party.
- 6.6. *No Litigation.* Vendor further warrants there is no pending or threatened litigation that would have a material adverse impact on its performance under this Agreement.
- 6.7. *Authority.* Vendor has the full power, capacity and authority to enter into and perform this Agreement and to make the grant of rights contained herein.
- 6.8. *Compliance with Applicable Law.* Vendor warrants that the services provided under this Agreement and Client's permitted use of the Licensed Software shall comply with applicable federal, state, and local laws and regulations.

7. **Disclaimer of Warranties.** EXCEPT AS PROVIDED IN SECTION 7, VENDOR EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. VENDOR DOES NOT WARRANT THAT THE PRODUCTS WILL MEET CLIENT'S REQUIREMENTS, THAT THE LICENSED SOFTWARE IS COMPATIBLE WITH ANY PARTICULAR HARDWARE OR SOFTWARE PLATFORM, OR THAT THE OPERATION OF THE LICENSED SOFTWARE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT DEFECTS IN THE LICENSED SOFTWARE WILL BE CORRECTED. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE LICENSED SOFTWARE IS ASSUMED BY CLIENT. FURTHERMORE, EXCEPT AS PROVIDED IN SECTION 7, VENDOR DOES NOT WARRANT OR MAKE ANY REPRESENTATION REGARDING THE USE OR THE RESULTS OF THE USE OF THE LICENSED SOFTWARE OR RELATED DOCUMENTATION IN TERMS OF THEIR CORRECTNESS, ACCURACY, QUALITY, RELIABILITY, APPROPRIATENESS FOR A PARTICULAR TASK OR APPLICATION, CURRENTNESS, OR OTHERWISE. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY VENDOR OR VENDOR'S AUTHORIZED REPRESENTATIVES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF WARRANTIES PROVIDED IN THIS AGREEMENT.
8. **Limitation of Liability.** IN NO EVENT SHALL VENDOR BE LIABLE TO CLIENT OR ANY THIRD PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, INDIRECT, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES FOR LOSS OF BUSINESS, LOSS OF PROFITS, BUSINESS INTERRUPTION, LOSS OF DATA, OR LOSS OF BUSINESS INFORMATION) ARISING OUT OF OR CONNECTED IN ANY WAY WITH USE OF OR INABILITY TO USE THE LICENSED SOFTWARE, OR FOR ANY CLAIM BY ANY OTHER PARTY, EVEN IF VENDOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. VENDOR'S TOTAL LIABILITY TO CLIENT FOR ALL DAMAGES, LOSSES, AND CAUSES OF ACTION (WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE) SHALL NOT EXCEED ONE (1) TIMES THE PURCHASE PRICE. THE LIMITATIONS PROVIDED IN THIS SECTION SHALL APPLY EVEN IF ANY OTHER REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE.
9. **Indemnification.** Vendor, at its own expense (including payment of attorney's fees, expert fees and court costs) shall defend and hold harmless Client and its directors, officers, agents, employees, affiliates and successors in interest against any loss, cost, damage, liability, or expense from any and all third party claims that the License Software infringes any patent, copyright, trade secret, or other proprietary right of a third party and shall indemnify and hold harmless Client and its directors, officers, agents, employees, subsidiaries and successors in interest from any amounts assessed against them in a resulting judgment or amounts to settle such claims, provided that Client (a) gives Vendor prompt written notice of any such claim, (b) permits Vendor to control and direct the defense or settlement of any such claim, and (c) provides Vendor all reasonable assistance (at the expense of Vendor) in connection with the defense or settlement of any such claim. If the Licensed Software is, or is likely to be, the subject of an infringement claim, Vendor, at its expense, shall: (i) procure the right to allow Client to continue to use the Licensed Software; or (ii) modify or replace the Licensed Software or infringing portions thereof to become non-infringing, without loss of material functionality. If Vendor is unable to provide one of the remedies in (i) nor (ii) within forty-five (45) days of notice of the claim (unless such period is extended by Client), Vendor shall have the right to terminate this Agreement and refund all fees paid hereunder for the Licensed Software, pro-rated on a straight-line basis over a five-year term. Notwithstanding the foregoing, Vendor shall have no obligations under this Section solely to the extent any infringement claim is based upon or arising

out of (i) any modification or alteration to the Licensed Software not approved by Vendor, (ii) any combination or use of the Licensed Software with products or services not supplied by Vendor or approved in writing by Vendor in advance of such combination, or (iii) use of the Licensed Software not in accordance with the applicable Documentation or outside the scope of the license granted under this Agreement.

10. Independent Contractor. Vendor acknowledges that it is at all times acting as an independent contractor under this Agreement and except as specifically provided herein, not as an agent, employee, joint venture, or partner of Client.

11. Notices. Any notices required or permitted to be given hereunder by either party to the other shall be in writing and shall be deemed duly given or made if delivered: (1) by United States first class registered or certified mail, postage prepaid, return receipt requested; or (2) by bonded courier or by a nationally recognized overnight delivery company; or , in each case, addressed to the parties as follows (or to such other addresses as the parties may request in writing by notice given pursuant to this Section):

If to Vendor:

Edwin Smith

President

Agile Fleet, Inc.

14101 Willard Road; Suite A

Chantilly, VA 20151

If to Client:

12. Confidentiality. Both parties shall treat all information provided by the other party in the strictest confidence and shall not reveal such information to anyone other than parties' own employees and contractors.

13. GOVERNING LAW; EXCLUSIVE JURISDICTION; EXCLUSIVE VENUE: This Agreement is entered into in Virginia and shall be governed by and construed in accordance with the substantive law (and not the law of conflicts) of the Commonwealth of Virginia. Courts of competent authority located in Fairfax County, Virginia shall have sole and exclusive jurisdiction of any action arising out of or in connection with the Agreement, and such courts shall be the sole and exclusive venue for any such action.

14. Force Majeure. Vendor shall not be responsible for failures of its obligations under this Agreement to the extent that such failure is due to causes beyond Vendor's control including, but not limited to,

acts of God, war, acts of any government or agency thereof, fire, explosions, epidemics, and quarantine restrictions (each, a “Force Majeure Event”). Should Vendor declare a Force Majeure Event, Client shall be relieved of all payment obligations during the time Vendor has declared such Force Majeure Event, and Vendor shall refund to Client within 90 days of resumption to normal business practices, a prorated amount of any prepaid recurring fees paid by Client for the period of the Force Majeure Event.

- 15. Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all other prior and contemporary agreements, understandings, end-user license agreements, click-through agreements, and commitments between the parties regarding the subject matter of this Agreement. Click-through license agreements will be deemed void, even if affirmative acceptance of an agreement was clicked in the course of using the software. This Agreement may not be modified or amended except by a written instrument executed by the parties. In particular, any provisions, terms, or conditions contained in Client’s Purchase Orders or other similar forms that are in any way inconsistent with or in addition to the terms and conditions of this Agreement shall not be binding upon Vendor.
- 16. Severability.** If any provision of this Agreement is found to be invalid or unenforceable by any court, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provisions of the Agreement.
- 17. Assignment.** Neither this Agreement nor any interest in this Agreement may be assigned by Client without the prior express written approval of Vendor. Vendor may assign, pledge, mortgage, sell to a third party, or otherwise dispose of all or any portion of this Agreement, provided that such action shall not relieve Vendor of its obligations to Client under this Agreement or reduce Client’s rights hereunder.
- 18. Waiver.** All waivers under this Agreement shall be in writing to be effective. No failure or delay by a party to exercise any right it may have by reason of the default of the other party shall operate as a waiver of default or as a modification of this Agreement or shall prevent the exercise of any right of the non-defaulting party under this Agreement.
- 19. Headings.** Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.
- 20. Agreement Drafted by Both Parties.** This Agreement is the result of arm’s length negotiations between the parties and shall be construed to have been drafted by all parties such that any ambiguities in this Agreement shall not be construed against either party.
- 21. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the Reference Date at such time as all the signatories hereto have signed a counterpart of this Agreement.
- 22. IN WITNESS WHEREOF,** the parties hereto have caused this Agreement to be executed as of the date first above written.

Accepted by:

Client:

Vendor:

Agile Fleet, Inc.

By: _____

By: _____

Name: _____

Name: Edwin Smith

Title: _____

Title: President

Date: _____

Date: _____

Attachment A - Licensed Software Listing

1) Agile Fleet, Inc.'s FleetCommander Hosted Software as a Service License Modules includes:

* User Management- Unlimited

*Motor Pool- 21 vehicles

*Key Control

*Maintenance- 44 vehicles

*Assigned- 23 vehicles

Optional

Risk Management

Fuel

* Steele County MN description of chosen SAAS modules and professional services are in Exhibit A - Fees. Additional modules and licenses can be added at any time with additional purchase order.

Exhibit A – Fees

QTY	PART #	PRODUCT NAME	UNIT PRICE	Year 1 EXTENDED	Year 2	Year 3
FleetCommander Software						
21	FCMS-MP	Motor Pool Module – Annual price per vehicle	\$126.00	\$2,646.00	\$2,725.38	\$2,807.14
23	FCMS-AV	Assigned Vehicle Module- Annual price per vehicle	\$20.16	\$463.68	\$477.59	\$491.92
44	FCMS-MT	Preventative Maintenance Module- Annual price per vehicle	\$21.60	\$950.40	\$978.91	\$1,008.28
1	FCAS-KC	Key Control Module – Annual price	\$2,880.00	\$2,880.00	\$2,966.40	\$3,055.39
1	KIO	Kioware – (per kiosk)	\$272.25	\$272.25	\$100.00	
1	AH250	Annual Hosting	\$3,960.00	\$3,960.00	\$4,078.80	\$4,201.16
Key Control Hardware						
1	K1C1616C016A	16-Position Standard Key Box	\$8,493.98	\$8,493.98		
1	STK	Standard Touch-Screen Kiosk	\$3,258.15	\$3,258.15		
1	RFID-001	RFID Reader	\$250.00	\$250.00		
3	SHIP	Shipping		\$470.00		
Professional Services						
1	SU250	FleetCommander Setup	\$2,100.00	\$2,100.00		
8	FCTR	Training per hour	\$195.00	\$1,560.00		
6	FCPS	Project Management, Implementation	\$195.00	\$1,170.00		
8	FCPS	RFID Implementation	\$195.00	\$1,560.00		
30	FCPS	Single Sign On	\$195.00	\$5,850.00		
10	FCGPS-MDAT	Geotab Data Connection Service - Annual price per vehicle - No charge	\$51.00	\$0.00	\$0.00	\$0.00
1	FASTS	Annual Standard Technical Support	\$694.01	\$0.00	\$714.83	\$736.27
1	FASM	Annual Software Maintenance	\$1,041.01	\$0.00	\$1,072.24	\$1,104.41
	SAMMTS	Key Control Hardware Support and Maintenance	\$1,762.82	\$0.00	\$1,815.70	\$1,870.18
SUBTOTAL:				\$35,884.46	\$14,929.86	\$15,274.75
DISCOUNT:				(\$1,704.51)	(\$709.17)	(\$725.55)
TOTAL:				\$34,179.95	\$14,220.69	\$14,549.20



FleetCommander Investment Summary

October 4, 2022

Prepared for



Prepared By

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Inside Account Manager
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FleetCommander Investment Summary

This Sourcewell investment summary defines the software, hardware, and professional services necessary for the comprehensive implementation of Agile Fleet's web-based fleet management solution prepared for Steele County, MN.

This Investment Summary reflects the annual costs for the Software as a Service (SaaS) delivery of FleetCommander as well as all necessary professional services to include secure application hosting services, project management, data conversion and implementation services, remote training, annual maintenance, and support fees. Annual out year costs are included below to help with budgeting and line up with our contract.



Qty	Description	Unit Price	Extended
	FleetCommander SaaS Offering		
21	Motor Pool Module – Annual price per vehicle	\$126.00	\$2,646.00
23	Assigned Vehicle Module- Annual price per vehicle	\$20.16	\$463.68
44	Preventative Maintenance Module- Annual price per vehicle	\$21.60	\$950.40
1	Key Control Module – Annual price	\$2,880.00	\$2,880.00
1	Kioware – (per kiosk)	\$272.25	\$272.25
1	Annual Hosting	\$3,960.00	\$3,960.00
	Subtotal Software		\$11,172.33
	Key Control Hardware		
1	16-Position Standard Key Box	\$8,493.98	\$8,493.98
1	Standard Touch-Screen Kiosk	\$3,258.15	\$3,258.15
1	RFID Reader	\$250.00	\$250.00
3	Shipping	\$470.00	\$470.00
	Key Control Hardware		\$12,472.13
	Professional Services		
1	FleetCommander Setup	\$2,100.00	\$2,100.00
8	Training per hour	\$195.00	\$1,560.00
6	Project Management, Implementation	\$195.00	\$1,170.00
8	RFID Implementation	\$195.00	\$1,560.00
30	Single Sign On	\$195.00	\$5,850.00
10	Geotab Data Connection Service - Annual price per vehicle - No charge	\$51.00	\$0.00
	Subtotal Professional Services		\$12,240.00
	Annual Support & Maintenance – First Year		\$0.00
Sourcewell Contract #020221-AAC			
	SUBTOTAL:		\$35,884.46
	Sourcewell DISCOUNT:		(\$1,704.51)
	TOTAL:		\$34,179.95
Above Pricing Valid Through November 4, 2022			



Annual SaaS Fees, Support & Maintenance	FleetCommander Software	Key Control Hardware	Sourcewell Discount	Total
Year 2	\$13,114.15	\$1,815.70	(\$709.17)	\$14,220.69
Year 3	\$13,404.58	\$1,870.18	(\$725.55)	\$14,549.20

Notes:

- The above FleetCommander costs are based upon 44 “active” vehicles. Agile Fleet’s SaaS pricing **in no way limits the number of users that can access the system at any given time.**
- Agile Fleet’s annual SaaS licensing, application hosting, software and hardware support and maintenance contract providing unlimited technical support, version upgrades and new releases takes effect upon the expiration of the initial first year complimentary support contract. Technical support for Steele County is 100% U.S. based.
- **Included** in the above pricing is the migration of Steele County’s current standing vehicle, organizational and user data utilizing Agile’s preconfigured data loader. We presume that the county’s supplied data has all relevant fields and necessary coding structure for proper migration to FleetCommander. Additional data manipulation will incur additional cost.
- Agile Fleet’s implementation, data conversion, and remote training service pricing is based upon the scope of work discussed with Steele County thus far. If the county requires material changes to this scope of work, a mutually agreed upon change order will be executed. This change order will include a revised scope of work, days required, impact to the schedule and the cost to perform. Change orders will be priced at Agile Fleet’s current Professional Services rates.
- Travel and related expenses are excluded from the fixed rate services outlined above. Pre-approved travel and related expenses will be billed at cost as incurred.



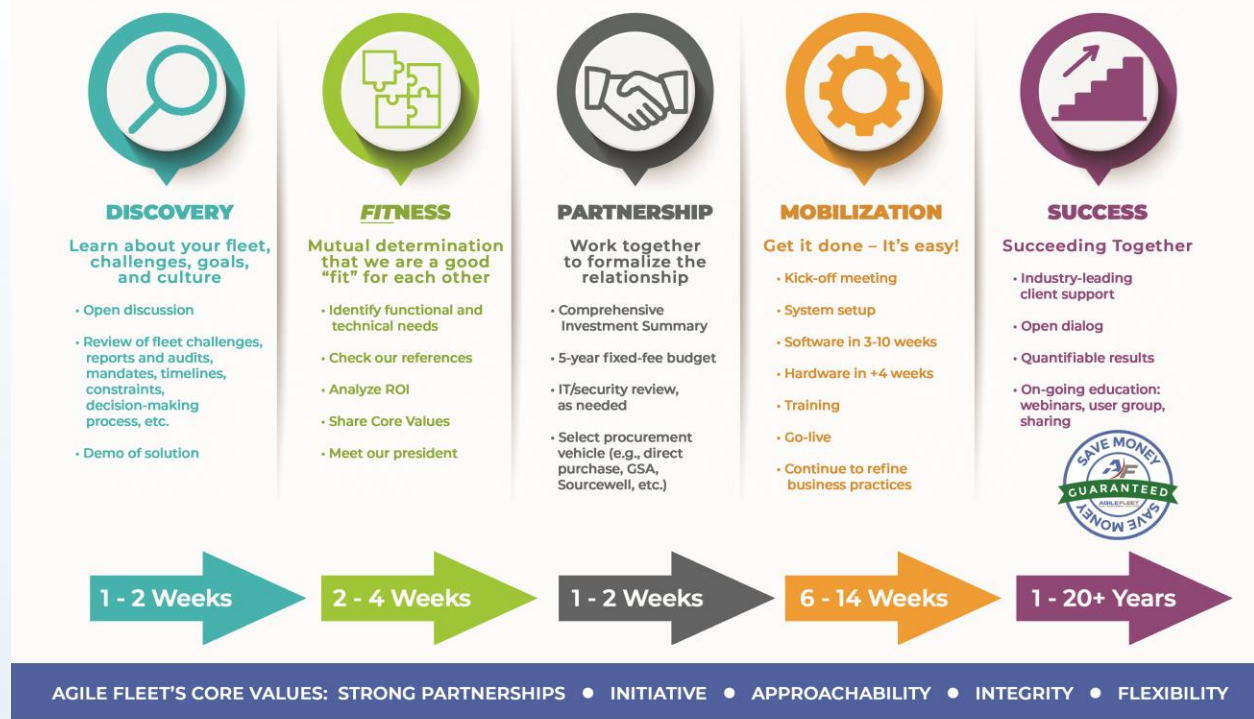
Our Core Values & The Agile Fleet Way

In early 2020, the management team of Agile Fleet developed a set of core values for the company. These core values are a timeless set of guiding principles that define the behaviors we expect from each other, our partners, and our clients and they define our culture and guide our business decisions. They define what makes Agile Fleet different and unique.

For more than 20 years, we have seen our clients succeed. The Agile Fleet Way™ is our proven process for working together to achieve cost savings and efficiency in your fleet operations. When a client takes part in this proven process, we know they will achieve their goals of efficiency and cost savings goals – in fact, we guarantee it!



THE AGILE FLEET WAY™





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, October 4, 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, Landfill Supervisor Josh Johnson, IT Director Dave Purscell, and County Assessor Tom Reineke.

Consent Agenda

1. Committee recommends approving the 2023 MRCI Lease Agreement.

General Agenda

2. Landfill Operator Position
 - No impact on budget as it will come out of the Landfill fund.

Department Head Reports

Treasurer/Finance: Audit for 2021 has been completed and Ryan from Baker Tilly will be speaking at the next Board meeting. Property Tax payments are starting to come in. Cathy gave a brief update regarding the conference she attended last week.

Human Resources: Open enrollment will start October 12th and goes through the 26th. Working on preparations for Union negotiations. Steele County in-person recognition event will be held at the Eagles Club on Friday, December 2nd. Gallagher is still analyzing the data from the market study.

Administration: Reminder of the last Staff Appreciation event on Wednesday, October 19th at the Four Seasons.

Auditor Office: Absentee voting has started. Working on Truth and Taxation.

Information Technology: Go live for MNP on the new phone system. Microsoft Teams is the phone system and most of the physical phones have been removed.

Assessor: Barb Osman will be going to Treasurer's Office / payroll starting October 10. The team is working longer hours to complete the quintile which is a few weeks behind because of staff shortages.



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, October 4, 2022 at 8:45 a.m. – Steele County Boardroom

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

General:

Agile Fleet System

Work session:

Approve spending \$48k for concept designs for the Sheriff's Department possible relocation to the DC.

Informational updates on projects:

Sheriff's Department:

A review of Sheriff's Office/Law Enforcement Center relocation to Detention Center. The addition / renovation to the existing building to make room for the Sheriff's department is a total estimated cost of \$5.8MM and to build a new addition is an estimated cost of \$6.7MM. There was discussion on using part of the existing DC for the sheriff's department and what the DOC will allow. Discussion on moving forward with the spending the \$48k for concepts which may help determine what is actually needed for size/space – move this item to the next Work Session.

The discussion regarding the purchase of a building located by the Detention Center will be coming at the next Board meeting.

DC wall is coming along well.

Courthouse:

HVAC should be complete in October.

LEC Discussion:

The pricing for the garage heaters at the LEC has changed. They are now \$30K for one and \$70K for the other for a total of \$100K.

911 Dispatch – A meeting is coming up soon to discuss the possibility of creating a regional dispatch center.

Gate installation is being held up as they are working with a new city representative.

Administration Center:

Lower level concepts are being revised. Patio and retaining wall at the Admin Center are being worked on.

Agile Fleet discussion took place – bring to full Board.

Department Head Reports

Information Technology: Working on the possibility of 5G at the Landfill through Team Mobile.