



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, NOVEMBER 22, 2022, at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

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

4. Approve November 8, 2022, Board Minutes (pg. 3)
5. Approve November 8, 2022, Board Work Session Minutes (pg. 6)
6. Approve November 15, 2022, Special Board Minutes (pg. 7)
7. Approve Bills and Journal Entries (pg. 8)
8. Approve Personnel Report (pg. 59)

9. Adopt Resolution for the 2023 Aquatic Invasive Species Prevention Plan (pg. 60)
10. Approve 2023 Snowmobile Grant-In-Aid Agreement (pg. 69)
11. Approve agreements with Havana, Medford, and Merton Townships for Replacement of Township Bridges and Authorize the Chair and Administrator to sign (pg. 82)
12. Adopt Resolution – Prioritized Bridge Replacement List (pg. 95)

General

13. Health Insurance Dividend Distribution (pg. 97)

County Board Work Session – November 22, 2022

14. Purchase of Sheriff's Squad Cars (n/a)

Land Use & Records Committee- November 15, 2022

15. Authorize Planning & Zoning Director to send out RFP for Curbside Recycling Collection Services (pg. 98)

Information Items

16. Public Works Committee Meeting Minutes – November 10, 2022 (pg. 133)
17. Land Use & Records Committee Meeting Minutes – November 15, 2022 (pg. 134)

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – Thursday, December 1st at 8 a.m., Boardroom

Property & Maintenance Committee – Thursday, December 1st at 8:30 a.m., Boardroom

Public Works Committee – Thursday, December 8 at 8:00 a.m., Public Works Facility

County Board Work Session – Tuesday, December 13th at 4:00 p.m., Boardroom

County Board Meeting – Tuesday, December 13th at 5:00 p.m., 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

November 8, 2022

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 4:00 p.m. on November 8, 2022 with Commissioner's Abbe, Gnemi, Glynn, Krueger and Brady present. Also present were County Attorney Dan McIntosh, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, IT Director Dave Purscell, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

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

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

Ayes all.

- A. Approve the minutes of October 25, 2022
- B. Approve the minutes of October 25, 2022 Board Work Session
- C. Approve Bills
- D. Approve Personnel Report

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Miranda Carlson	Correctional Officer	B24/1	11/01/22
Alexa Wencil	Long-Term Care Supervisor/PH	D61/7	11/21/22
Grant Bahl	Appraiser/Assessor's Office	C41/1	12/12/22

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Nick Golbuff	Correctional Officer	Detention Center	11/11/22

- E. Approve the purchase of a DS200 Optical Scan machine in the amount of \$8,790 using HAVA Grant funds that we've received
- F. Approve 2023 Office Lease Agreement with MnPrairie in the amount of \$177,623.04 and authorize the Chair to sign
- G. Approve Body Art Establishment License for Seven Tattoo Parlor
- H. Adopted the following **Resolution:**

**ACCEPTANCE OF DONATION FOR
FOUR SEASONS CENTRE BENCH**

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

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

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

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

- Roger Bogen Family \$1,000.00

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

Human Resources Director Julie Johnson read the November Anniversary Report.

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Melissa Trihus	Technical Clerk I – Recorder's Office	11/02/22	7
Dawn Grunklee	Programs Assistant – Detention Center	11/13/22	15
Debbie Grems	Office Support Specialist – Public Health	11/27/22	16

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

RESOLUTION APPROVING THE 2023 – 2027 HIGHWAY CAPITAL IMPROVEMENT PLAN AND AMENDING THE USE OF THE TRANSPORTATION SALES TAX

WHEREAS, the Steele County Board of Commissioners annually reviews and updates its 5-year Highway Capital Improvement Plan and funding sources; and

WHEREAS, on December 16, 2014 the Steele County Board of Commissioners authorized and imposed a ½% transportation sales tax as provided for in Minnesota Statutes 297A.993, commencing April 1, 2015 to fund road and drainage improvements as identified in the Steele County 2015-2025 Transportation Capital Improvement Plan dated November 25, 2014; and

WHEREAS, the 2019 Minnesota Legislature clarified, in section 297A.993, subd. 2, the process for a county to dedicate the proceeds of the tax to additional projects, and the purpose of this resolution is to conform to said process for proposed transportation sales tax projects; and

WHEREAS, the Steele County Board held a public hearing on October 25, 2022 regarding the 2023 – 2027 Highway Capital Improvement Plan and the use of the transportation sales tax.

NOW THEREFORE, BE IT RESOLVED that the proposed 2023-2027 Highway Capital Improvement Plan is approved and adopted.

BE IT FURTHER RESOLVED that the proceeds of the transportation sales tax are additionally dedicated exclusively to the payment of the capital costs of any and all projects within the Steele County 2023-2027 Highway Capital Improvement Plan.

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

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to set the 2023 Fee Schedule Public Hearing for Tuesday, December 27, 2022 at 5:15 p.m. Ayes all.

Leota Lind, Chief Executive Officer, South Country Health Alliance gave a bi-annual update on the 2022 financials, New Enrollee Health Survey results and the Healthy Start Program in Steele County.

Commissioner Abbe reported on his attendance at Joint City/County/School/OPU meeting, District 9 AMC meeting and Steele/Rice 911 Joint Powers Board meeting.

Commissioner Brady reported on his attendance at Joint City/County/School/OPU meeting, 911 meetings and a Work Session.

Commissioner Gnemi reported on his attendance at Drug Court meetings, AMC meeting and Work Sessions.

Commissioner Krueger reported on his attendance at South Country Health Alliance meetings, District 9 AMC meeting, Criminal Justice meeting, Internal Central Service, MnPrairie meeting, Law Enforcement Center meeting, Ag Society meeting and a Work Session.

Commissioner Glynn reported on his attendance at Internal Central Services, Ag Society meeting, Fair Board meeting and a Work Session.

**LISTING OF BILLS
11/8/2022**

Ancom Technical Center Inc	18,833.11
CenturyLink	2,326.50
CPS Technology Solutions	2,035.00
CRK Properties LLC	6,557.71
Custom Communications Inc	2,677.22
Four Seasons Centre	6,210.00
General Parts LLC	2,911.95
ICS Consulting Inc	3,503.00
Jones Haugh & Smith Inc	8,216.26
Kahn Tile Supply LLC	2,009.49
Kronos Incorporated	3,649.13
Liberty Tire Recycling LLC	2,238.05
Mike’s Repair	2,104.86
Mn Dept Of Transportation	5,931.19
Mn Pollution Control Agency	22,733.20

Owatonna Police Dept	12,329.80
Owatonna Public Utilities	3,936.50
Progressive Environmental Services LLC	52,975.00
Sentinel MN LLC	2,670.00
Short Elliott Hendrickson Inc	4,025.68
Shreffler/Lawrence	3,300.00
Steele County Highway Dept	23,184.59
Steele County Soil & Water Conserv Dist	7,843.50
Summit Food Services LLC	3,284.52
TGK Automotive of Owatonna	2,051.97
Wold Architects and Engineers	10,073.75
Ziegler, Inc	6,875.84
96 Payments less than 2,000	<u>37,962.92</u>
Total:	262,450.74

Motion by Commissioner Gnemi, seconded by Commissioner Brady to go into closed session at 4:50 p.m. for the purpose of labor negotiations strategy, per MN statute 13D.03. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to come out of closed session at 5:59 p.m.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 5:59 p.m. Ayes all.

CHAIRMAN

ATTEST: AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

November 8, 2022

STATE OF MINNESOTA))ss
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 3:00 p.m. on November 8, 2022 with Commissioner's Gnemi, Brady, Abbe, Glynn and Krueger present. Also present were County Attorney Dan McIntosh, Public Works Director Greg Ilkka, Planning & Zoning Director Dale Oolman, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order.

Lisa Callahan and Trevor Kruckeberg from Kruckeberg Services were present to discuss their Sustainability Proposal Circular Economy/Emission Reduction Initiative.

Scott updated the Board on the 2023 Budget. There are still some open budget items that have not been determined, such as the County Attorney salary, an additional GIS position, Library request, final employee health insurance elections, and the market salary survey. These will be discussed at the November 22nd Board Work Session with a goal of having the 2023 budget and levy finalized by the end of that meeting.

Meeting was adjourned at 3:32 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

November 15, 2022

STATE OF MINNESOTA)
)ss
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Special Board Meeting at 1:00 p.m. on November 15, 2022 with Commissioners Brady, Gnemi, Abbe, Krueger and Glynn present. Also present were Human Resources Director Julie Johnson, County Treasurer Cathy Piepho and Administrator Scott Golberg.

Call to Order.

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

Motion by Commissioner Brady, seconded by Commissioner Krueger to go into closed session at 1:05 p.m. for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to come out of closed session at 1:54 p.m. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Brady to adjourn to the Call of the Chair at 1:55 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

SBENDORF

11/17/22

11:22AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

11/17/22 11:22AM

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			
	6032	APG Media of Southern Minnesota LLC						
1		10-301-000-0000-6242		6.00	Equipment for sale notice	13097-1022	Publishing	N
	6032	APG Media of Southern Minnesota LLC		6.00	1 Transactions			
	3738	Arrow Ace Hardware						
3		10-301-000-0000-6512		14.58	Water treatment for lab	270516/2	Bldg Repair & Maintenance	N
	3738	Arrow Ace Hardware		14.58	1 Transactions			
	8251	BRN Lawn & Landscape LLC						
4		10-301-000-0000-6512		565.00	October lawn services	2164	Bldg Repair & Maintenance	Y
	8251	BRN Lawn & Landscape LLC		565.00	1 Transactions			
	61505	Gopher State One-Call						
16		10-301-000-0000-6260		29.70	October locates	2101462	Consultants/Admin Fee	N
	61505	Gopher State One-Call		29.70	1 Transactions			
	37025	Innovative Office Solutions LLC						
20		10-301-000-0000-6410		73.70	Paper, folders & clips	IN3997908	Office Supplies	N
	37025	Innovative Office Solutions LLC		73.70	1 Transactions			
	5072	MN County Engineers Assn						
30		10-301-000-0000-6241		210.00	MCEA Conference - Illka	MCEA Conf	Membership Dues	N
	5072	MN County Engineers Assn		210.00	1 Transactions			
	68420	Plunkett's Pest Control, Inc.						
39		10-301-000-0000-6512		107.40	November pest control	7800448	Bldg Repair & Maintenance	N
	68420	Plunkett's Pest Control, Inc.		107.40	1 Transactions			
301	DEPT Total:			1,006.38	Administration	7 Vendors	7 Transactions	
302	DEPT				Road & Bridge Maintenance Expense			
	3738	Arrow Ace Hardware						
2		10-302-000-0000-6525		19.99	Batteries for Lazor	270425/2	CSAH Supplies - Aggregate/Asphalt	N
	3738	Arrow Ace Hardware		19.99	1 Transactions			
	23800	Fastenal Company						
13		10-302-000-0000-6801		58.12	First aid kit supplies	OWA239198	Osha/Safety Supplies	N

SBENDORF

11/17/22 11:22AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	23800	Fastenal Company		58.12	1 Transactions		
	25565	First Supply LLC-Owatonna					
14		10-302-000-0000-6524		151.36	Plug, tees & gasket	22016277	Supplies - Culverts N
	25565	First Supply LLC-Owatonna		151.36	1 Transactions		
	36550	IFACS					
18		10-302-000-0000-6524		57.12	Spring T-bolt clamp	5303028	Supplies - Culverts N
	36550	IFACS		57.12	1 Transactions		
	46551	Locators & Supplies Inc					
22		10-302-000-0000-6801		35.10	Latex nylon guage gloves	0303876-IN	Osha/Safety Supplies N
	46551	Locators & Supplies Inc		35.10	1 Transactions		
	48700	M-R Sign Company, Inc					
23		10-302-000-0000-6534		192.80	Transfer tape	218268	Supplies - Signing N
24		10-302-000-0000-6534		174.91	Down arrow - right CSAH 34	218327	Supplies - Signing N
	48700	M-R Sign Company, Inc		367.71	2 Transactions		
	73956	Road Machinery & Supplies Co					
41		10-302-000-0000-6340		110.50	Rental demo fuel	R2315101	Equipment Rental N
	73956	Road Machinery & Supplies Co		110.50	1 Transactions		
302	DEPT Total:			799.90	Road & Bridge Maintenance Expense	7 Vendors	8 Transactions
303	DEPT				Construction Expense		
	37469	Insty Prints					
21		10-303-000-0000-6242		41.61	Postcards, 074-637-008	153480	Publishing N
	37469	Insty Prints		41.61	1 Transactions		
	5072	MN County Engineers Assn					
31		10-303-000-0000-6241		210.00	MCEA Conference - Sponholz	MCEA Conf	Membership Dues N
	5072	MN County Engineers Assn		210.00	1 Transactions		
303	DEPT Total:			251.61	Construction Expense	2 Vendors	2 Transactions
304	DEPT				Equipment Maintenance & Shops		
	10150	Carquest Auto Parts					

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5	10-304-000-0000-6520		Ball joints, unit#2120	444572	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520		Steering stabilizer, unit#2120	444678	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520		12V battery, unit#2171	444803	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520		Return ball joints, unit#2120	444941	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520		Engine oil filter, unit#2193	446812	Machinery/Vehicle Parts	N
10	10-304-000-0000-6520		Headlight lens kit, unit#2171	446854	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	389.00	6 Transactions			
11215	Central Farm Services					
11	10-304-000-0000-6540	790.82	54.90 gallons of 15W40 Oil	2645339	Fuel & Lubricants	N
11215	Central Farm Services	790.82	1 Transactions			
8882	D & M Construction LLC					
12	10-304-000-0000-6520	27.24	Fork lift propane, unit#2186	12799	Machinery/Vehicle Parts	Y
8882	D & M Construction LLC	27.24	1 Transactions			
5365	Fleet Pride					
15	10-304-000-0000-6520	106.62	Brake chamber,clevis,unit#2151	103535715	Machinery/Vehicle Parts	N
5365	Fleet Pride	106.62	1 Transactions			
7917	Hammell Equipment Inc					
17	10-304-000-0000-6520	944.97	Nuts & blades, unit#2152	1152363	Machinery/Vehicle Parts	N
7917	Hammell Equipment Inc	944.97	1 Transactions			
36550	IFACS					
19	10-304-000-0000-6511	68.00	Clamp & nylon ties	5303377	Maint Shop Supplies & Materials	N
36550	IFACS	68.00	1 Transactions			
5096	Matheson Tri-Gas Inc					
25	10-304-000-0000-6511	159.57	Weld mix	0026654822	Maint Shop Supplies & Materials	N
5096	Matheson Tri-Gas Inc	159.57	1 Transactions			
50510	McNeilus Steel Inc					
26	10-304-000-0000-6520	38.26	3/8 x 3 pipe, unit#2201	01886264	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc	38.26	1 Transactions			
51630	Mike's Repair					
28	10-304-000-0000-6252	350.00	Tire mount (4), unit#2151	099258	Contracted Services	Y
27	10-304-000-0000-6520	5,293.91	(4) tires, unit#2151	099258	Machinery/Vehicle Parts	Y

SBENDORF

11/17/22 11:22AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
29	10-304-000-0000-6252	56.50	Tire repair & patch, unit#2171	099308	Contracted Services	Y
51630	Mike's Repair	5,700.41	3 Transactions			
7771	MN Dept of Labor & Industry					
32	10-304-000-0000-6511	20.00	Boiler & pressure valve	ABR0294905X	Maint Shop Supplies & Materials	N
7771	MN Dept of Labor & Industry	20.00	1 Transactions			
4097	Nuss Truck & Equipment					
33	10-304-000-0000-6520	538.85	Fuel filters,strainer,unit2170	1217937P	Machinery/Vehicle Parts	N
34	10-304-000-0000-6520	141.34	Fuel & oil filters, unit#2201	1217939P	Machinery/Vehicle Parts	N
35	10-304-000-0000-6520	63.81	Oil filters, unit#2200	1217958P	Machinery/Vehicle Parts	N
36	10-304-000-0000-6520	50.24	Wire blades, unit#2162	1218080P	Machinery/Vehicle Parts	N
37	10-304-000-0000-6520	50.24	Wire blades, unit#2151	1218080P	Machinery/Vehicle Parts	N
38	10-304-000-0000-6520	50.24	Wire blades, unit#2170	1218080P	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	894.72	6 Transactions			
3743	RDO Equipment Co, Inc.					
40	10-304-000-0000-6252	14,779.19	Custom labor, unit#9903	W1626002	Contracted Services	N
3743	RDO Equipment Co, Inc.	14,779.19	1 Transactions			
85167	Stewart Sanitation					
44	10-304-000-0000-6514	114.61	October garbage services	0000748169	Utility Services	N
85167	Stewart Sanitation	114.61	1 Transactions			
86520	Terminal Supply Company					
45	10-304-000-0000-6511	374.93	Disconnects, hose prot, connec	85042-00	Maint Shop Supplies & Materials	N
46	10-304-000-0000-6511	119.91	Disconnects	85042-01	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company	494.84	2 Transactions			
9376	Trueman Welters Inc					
47	10-304-000-0000-6520	52.68	1" Pin	IE24792	Machinery/Vehicle Parts	N
9376	Trueman Welters Inc	52.68	1 Transactions			
99500	Ziegler,Inc					
49	10-304-000-0000-6520	256.15	Valve, unit#2190	N000766346	Machinery/Vehicle Parts	N
99500	Ziegler,Inc	256.15	1 Transactions			
304	DEPT Total:	24,837.08	Equipment Maintenance & Shops	16 Vendors	29 Transactions	

SBENDORF

11/17/22 11:22AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

	Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
310	DEPT					Capital Construction			
	77570	Short Elliott Hendrickson Inc							
42		10-310-000-0000-6262			2,192.23	City portion 074-648-008	435492	Sales Tax Consultants	N
43		10-310-000-0000-6262			6,576.70	Sales tax portion 074-648-008	435492	Sales Tax Consultants	N
	77570	Short Elliott Hendrickson Inc			8,768.93	2 Transactions			
	4364	WSB & Associates Inc							
48		10-310-000-0000-6567			3,860.25	Prof serv 074-021-006	0198500008	CRRSAA Construction Projects	Y
	4364	WSB & Associates Inc			3,860.25	1 Transactions			
310	DEPT Total:				12,629.18	Capital Construction	2 Vendors	3 Transactions	
10	Fund Total:				39,524.15	Road & Bridge Fund		49 Transactions	
	Final Total:				39,524.15	34 Vendors	49 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	39,524.15	Road & Bridge Fund	
	All Funds	39,524.15	Total	Approved by, ...
				
				

SBENDORF

11/17/22

2:33PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF
11/17/22 2:33PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT		County Wide			
	9173 Madden Galanter Hansen LLP					
173	01-003-000-0000-6194	164.27	Work comp issue	Oct 2022	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP	164.27		1 Transactions		
	85820 Superior Foods & Catering					
66	01-003-000-0000-6194	1,739.25	Staff appreciation events	20221110	Personnel Policy	G
195	01-003-000-0000-6801	224.00	Fair board - BOC meeting	20221115	General Expense	G
	85820 Superior Foods & Catering	1,963.25		2 Transactions		
3	DEPT Total:	2,127.52	County Wide	2 Vendors	3 Transactions	
5	DEPT		Board Of Commissioners			
	6032 APG Media of Southern Minnesota LLC					
190	01-005-000-0000-6242	15.75	Synopsis - 08/23/2022	12944-0922	Publishing	N
112	01-005-000-0000-6242	16.50	Synopsis - 09/13/2022	12944-1022	Publishing	N
113	01-005-000-0000-6242	15.00	Synopsis - 09/27/2022	12944-1022	Publishing	N
114	01-005-000-0000-6242	13.35	Synopsis - 10/11/2022	12944-1022	Publishing	N
	6032 APG Media of Southern Minnesota LLC	60.60		4 Transactions		
	4319 Association Of Mn Counties					
12	01-005-000-0000-6261	35.00	AMC District meeting - Golberg	62879	Conference & Training	N
11	01-005-000-0000-6261	35.00	AMC District meeting - Gnemi	62880	Conference & Training	N
10	01-005-000-0000-6261	35.00	AMC District meeting - Abbe	62881	Conference & Training	N
9	01-005-000-0000-6261	35.00	AMC District meeting - Krueger	62882	Conference & Training	N
	4319 Association Of Mn Counties	140.00		4 Transactions		
5	DEPT Total:	200.60	Board Of Commissioners	2 Vendors	8 Transactions	
13	DEPT		Law Library			
	70550 Thomson Reuters - West					
45	01-013-000-0000-6501	1,097.50	West information charges - Oct	847263254	Books	N
	70550 Thomson Reuters - West	1,097.50		1 Transactions		
13	DEPT Total:	1,097.50	Law Library	1 Vendors	1 Transactions	
31	DEPT		County Administrator			
	37025 Innovative Office Solutions LLC					

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
25	01-031-000-0000-6410		Tape, legal pads, protectors	3988291	Office Supplies	N
37025	Innovative Office Solutions LLC		1 Transactions			
61527	Owatonna Peoples Press					
194	01-031-000-0000-6801		Digital news subscription	OPP-73330	General Expense	N
61527	Owatonna Peoples Press		1 Transactions			
31	DEPT Total:		County Administrator	2 Vendors	2 Transactions	
32	DEPT		Human Resources			
9348	Vault Health					
46	01-032-000-0000-6801		DOT 4th quarter randoms	FL00544465	General Expense	N
9348	Vault Health		1 Transactions			
32	DEPT Total:		Human Resources	1 Vendors	1 Transactions	
41	DEPT		Auditor			
3847	Hildi Inc					
169	01-041-000-0000-6279		Actuarial valuation GASB75		Audit Costs	Y
3847	Hildi Inc		1 Transactions			
37025	Innovative Office Solutions LLC					
26	01-041-000-0000-6410		Post-its, packaging tape	3993424	Office Supplies	N
170	01-041-000-0000-6410		Copy paper - 1 box	40001589	Office Supplies	N
171	01-041-000-0000-6410		Toner, scissors	40001589	Office Supplies	N
37025	Innovative Office Solutions LLC		3 Transactions			
41	DEPT Total:		Auditor	2 Vendors	4 Transactions	
42	DEPT		Treasurer			
6032	APG Media of Southern Minnesota LLC					
7	01-042-000-0000-6242		2nd half RE taxes-Oct 11-15 ad	13098-1022	Publishing	N
6032	APG Media of Southern Minnesota LLC		1 Transactions			
37025	Innovative Office Solutions LLC					
172	01-042-000-0000-6410		Copy paper - 1 box	40001589	Office Supplies	N
37025	Innovative Office Solutions LLC		1 Transactions			

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
67	84035 Tri-M Graphics						
	01-042-000-0000-6410		353.76	Envelopes with windows-2500	99670	Office Supplies	N
	84035 Tri-M Graphics		353.76	1 Transactions			
42	DEPT Total:		791.66	Treasurer	3 Vendors	3 Transactions	
61	DEPT			Information Technology			
	18450 Office of MN IT Services						
58	01-061-000-0000-6212		1,100.44	Monthly internet fees	DV22100392	M-Net Expenses	N
	18450 Office of MN IT Services		1,100.44	1 Transactions			
61	DEPT Total:		1,100.44	Information Technology	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	8499 Counties Providing Technology						
15	01-062-000-0000-6301		4,344.00	Gen tech assist/support-Nov	November 2022	Equip/Software Maint	Y
	8499 Counties Providing Technology		4,344.00	1 Transactions			
	16282 Crosstown Cartage Inc						
191	01-062-000-0000-6801		324.00	Contracted mail services	11/11/2022	General Expense	N
192	01-062-000-0000-6802		225.00	Additional mail services	11/11/2022	Internal Chargeback	N
	16282 Crosstown Cartage Inc		549.00	2 Transactions			
	4480 DS Solutions Inc						
19	01-062-000-0000-6410		1,092.00	Pre-marked test deck - General	13245	Office Supplies	N
	4480 DS Solutions Inc		1,092.00	1 Transactions			
	5655 High Point Networks						
54	01-062-000-0000-6480		7,395.09	Network switch refresh - 2022	213888	Non-Capitalized Inventory	N
53	01-062-000-0000-6480		6,868.99	Network switch - FS	213892-R	Non-Capitalized Inventory	N
52	01-062-000-0000-6480		7,324.66	7 wireless access points-FS	214737	Non-Capitalized Inventory	N
	5655 High Point Networks		21,588.74	3 Transactions			
	49325 Mantronics Mailing Mach						
193	01-062-000-0000-6301		237.00	Mail machine supplies	49983	Equip/Software Maint	N
	49325 Mantronics Mailing Mach		237.00	1 Transactions			
	7887 Streamline Communications LLC						

SBENDORF
11/17/22 2:33PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
61	01-062-000-0000-6801		Courthouse bailiff ofc rewire	1451	General Expense	N
7887	Streamline Communications LLC		1 Transactions			
62	DEPT Total:	28,330.74	Central Services	6 Vendors	9 Transactions	
63	DEPT		Auditor Elections			
6032	APG Media of Southern Minnesota LLC					
115	01-063-000-0000-6242	3.00	Public accuracy test - General	12944-1022	Publishing	N
116	01-063-000-0000-6242	42.98	Sample ballot - General	12944-1022	Publishing	N
6032	APG Media of Southern Minnesota LLC	45.98	2 Transactions			
5925	Government Forms and Supplies					
21	01-063-000-0000-6410	555.18	Supplies-envelopes,paper rolls	337127	Office Supplies	N
20	01-063-000-0000-6410	122.87	5000 registered voter receipts	337315	Office Supplies	N
5925	Government Forms and Supplies	678.05	2 Transactions			
37025	Innovative Office Solutions LLC					
27	01-063-000-0000-6410	11.70	Blue tape, rubberfingers	3993424	Office Supplies	N
28	01-063-000-0000-6410	14.36	Masking tape	3996268	Office Supplies	N
37025	Innovative Office Solutions LLC	26.06	2 Transactions			
63	DEPT Total:	750.09	Auditor Elections	3 Vendors	6 Transactions	
91	DEPT		County Attorney			
14420	Culligan Inc					
16	01-091-000-0000-6315	44.80	10/20/22 - water delivery	15133397-1031	County Attorney Forfeiture Expendit	N
14420	Culligan Inc	44.80	1 Transactions			
37469	Insty Prints					
30	01-091-000-0000-6410	74.50	Business cards -CHouse	153445	Office Supplies	N
31	01-091-000-0000-6410	74.50	Business cards - TKerkela	153445	Office Supplies	N
37469	Insty Prints	149.00	2 Transactions			
79390	Sheriff Of Sherburne County					
38	01-091-000-0000-6343	154.50	Subpoena service 74-CR201480	221046	Service Fees	N
79390	Sheriff Of Sherburne County	154.50	1 Transactions			

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 6

	<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>	
91	DEPT Total:		348.30	County Attorney	3 Vendors	4 Transactions	
103	DEPT			Assessor			
	37025 Innovative Office Solutions LLC						
29	01-103-000-0000-6410		77.54	Pens,calender,misc supplies	3997963	Office Supplies	N
	37025 Innovative Office Solutions LLC		77.54	1 Transactions			
	84035 Tri-M Graphics						
68	01-103-000-0000-6410		423.67	Envelopes-Assessor logo	99591	Office Supplies	N
	84035 Tri-M Graphics		423.67	1 Transactions			
103	DEPT Total:		501.21	Assessor	2 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
	13000 City Of Blooming Prairie						
161	01-105-000-0000-6805		138.31	Bldg permit reimb - October		Bl Pr Reimb-Bldg Permit	N
	13000 City Of Blooming Prairie		138.31	1 Transactions			
	84035 Tri-M Graphics						
182	01-105-000-0000-6410		84.06	Business cards-TWentura	99763	Office Supplies	N
	84035 Tri-M Graphics		84.06	1 Transactions			
105	DEPT Total:		222.37	Planning & Zoning	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
	9075 Access Tonna Lock Service						
109	01-111-040-0000-6300		101.00	Key removal	2398	Bldg Repairs & Maintenance	Y
110	01-111-046-0000-6300		20.00	Key	2411	Bldg Repairs & Maintenance	Y
	9075 Access Tonna Lock Service		121.00	2 Transactions			
	8893 Bell Optical						
13	01-111-000-0000-6408		195.91	Safety glasses - Barb	364976674-0513	Uniforms/Uniform Reimbursement	N
	8893 Bell Optical		195.91	1 Transactions			
	6980 Block Plumbing & Heating Inc						
119	01-111-043-0000-6300		402.50	Elkay sensor	63170	Bldg Repairs & Maintenance	N
	6980 Block Plumbing & Heating Inc		402.50	1 Transactions			

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 7

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
14420	Culligan Inc					
120	01-111-041-0000-6300	33.50	Cooler rental - Annex	15215657	Bldg Repairs & Maintenance	N
14420	Culligan Inc	33.50	1 Transactions			
8288	Four Seasons Electric					
124	01-111-041-0000-6300	345.65	Install new wire	12022	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	345.65	1 Transactions			
9550	Johnson Controls Fire Protection LP					
196	01-111-041-0000-6300	1,083.00	Service call	89280785	Bldg Repairs & Maintenance	N
9550	Johnson Controls Fire Protection LP	1,083.00	1 Transactions			
62900	Owatonna Heating & Cooling Inc.					
138	01-111-044-0000-6250	16.11	60" orange filter media-DC	8652	Utilities	N
62900	Owatonna Heating & Cooling Inc.	16.11	1 Transactions			
85167	Stewart Sanitation					
156	01-111-041-0000-6300	83.30	Trash/recycling - Annex	748167	Bldg Repairs & Maintenance	N
157	01-111-042-0000-6300	134.38	Trash/recycling - CH	748170	Bldg Repairs & Maintenance	N
158	01-111-040-0000-6300	191.78	Trash/recycling - Admin	748670	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	409.46	3 Transactions			
111	DEPT Total:	2,607.13	Buildings & Grounds	8 Vendors	11 Transactions	
121	DEPT		Veteran Service			
6032	APG Media of Southern Minnesota LLC					
8	01-121-000-0000-6242	114.00	Memorial flags - October	13476-1022	Publishing	N
6032	APG Media of Southern Minnesota LLC	114.00	1 Transactions			
14420	Culligan Inc					
17	01-121-000-0000-6301	17.60	Water - October	15391516-1031	Repairs/Maintenance	N
14420	Culligan Inc	17.60	1 Transactions			
2072	Gilormini/Rene					
165	01-121-751-0000-6820	40.00	Reimb fuel - homeless veteran	214590	Grant Expense	N
2072	Gilormini/Rene	40.00	1 Transactions			
60050	Oakdale Motel					
37	01-121-000-0000-5761	71.73	Homeless veteran	11082022	Donations for Van	G

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

	<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>
	60050 Oakdale Motel		71.73	1 Transactions		
121	DEPT Total:		243.33	Veteran Service	4 Vendors	4 Transactions
201	DEPT			Sheriff		
6	3615 Ancom Technical Center Inc					
	01-201-297-0000-6301		1,149.25	Repair compressor/dehydrator	111446	T BI Pr-Equipment Repairs Y
	3615 Ancom Technical Center Inc		1,149.25	1 Transactions		
	3275 Anhors Gas And Tire					
111	01-201-000-0110-6320		776.96	4 tires	44513	Squad 7403 Maintenance N
	3275 Anhors Gas And Tire		776.96	1 Transactions		
	8657 Indentisys Inc					
24	01-201-000-0000-6293		1,703.20	Printer & ribbon	594688	Gun Permit Expenses N
	8657 Indentisys Inc		1,703.20	1 Transactions		
	1064 Kappy's Collision Center					
32	01-201-000-0118-6320		5,137.62	Repair squad - deer	3625	Squad 7412 Maintenance Y
	1064 Kappy's Collision Center		5,137.62	1 Transactions		
	5487 LexisNexis Risk Data Management					
34	01-201-000-0000-6425		150.00	Searches/reports - October	1035910-1031	Investigation Expense N
	5487 LexisNexis Risk Data Management		150.00	1 Transactions		
	8422 Mayo Clinic					
134	01-201-000-0000-6801		150.00	Pre-employment physical	700004026	Misc Expense Y
	8422 Mayo Clinic		150.00	1 Transactions		
	52513 Mn Dept Of Transportation					
123	01-201-297-0000-6347		300.00	Hayfield tower usage	174376	T-BI Pr Lease Payments N
	52513 Mn Dept Of Transportation		300.00	1 Transactions		
	56125 NAPA Auto Parts					
137	01-201-000-0000-6801		19.56	Air compressor fittings	958077	Misc Expense N
	56125 NAPA Auto Parts		19.56	1 Transactions		
	85300 Streichers Inc					
40	01-201-000-0000-6408		270.00	3 pants - CSchlueter	11597222	Uniforms/Uniform Reimbursement N

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 9

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
85300	Streichers Inc		270.00	1 Transactions		
21215	Strohschein Properties LLC					
42	01-201-000-0000-6346		37.16	Utilities - October	Eds Rent Account	Y
41	01-201-000-0000-6346		800.00	Rent - November	Eds Rent Account	Y
21215	Strohschein Properties LLC		837.16	2 Transactions		
5594	Water Systems Company					
48	01-201-000-0000-6410		9.75	5 gallon refill	Office Supplies	N
49	01-201-000-0000-6410		8.95	Monthly fee - November	Office Supplies	N
5594	Water Systems Company		18.70	2 Transactions		
201	DEPT Total:		10,512.45	Sheriff	11 Vendors	13 Transactions
208	DEPT			Coroner		
4229	Moore Md/Kellyanna J					
174	01-208-000-0000-6801		3,642.42	Coroner services - November	General Expense	Y
4229	Moore Md/Kellyanna J		3,642.42	1 Transactions		
208	DEPT Total:		3,642.42	Coroner	1 Vendors	1 Transactions
251	DEPT			Jail		
4346	Advanced Correctional Healthcare Inc					
2	01-251-000-0000-6269		1,660.24	Onsite mental health services	Site Mental Health Services	Y
1	01-251-000-0000-6270		8,136.45	Onsite medical services	Medical Services	Y
3	01-251-000-0000-6270		833.42	Reconciliation overages	Medical Services	Y
4	01-251-000-0000-6270		317.85	Reconciliation overs-pharmacy	Medical Services	Y
4346	Advanced Correctional Healthcare Inc		10,947.96	4 Transactions		
5750	Bob Barker Company Inc					
14	01-251-000-0000-6418		926.18	Inmate uniforms	Lock-Up Supplies	N
51	01-251-000-0000-6418		315.84	Inmate uniforms	Lock-Up Supplies	N
5750	Bob Barker Company Inc		1,242.02	2 Transactions		
9291	Le Seuer County Sheriff's Office					
55	01-251-000-0000-6439		920.00	Inmate boarding - Oct 2022	Prisoner Board	N
9291	Le Seuer County Sheriff's Office		920.00	1 Transactions		

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
18450	Office of MN IT Services					
59	01-251-000-0000-6211	42.50	Fiber management fee	DV22100392	Radio - Computers - Cameras	N
18450	Office of MN IT Services	42.50	1 Transactions			
85167	Stewart Sanitation					
60	01-251-000-0000-6254	262.86	Waste pick up 11/1 - 11/31	748667	Garbage Disposal	N
85167	Stewart Sanitation	262.86	1 Transactions			
85300	Streichers Inc					
63	01-251-000-0000-6192	133.96	Employee uniforms-Bahl	L1598974	Uniform Allowance	N
62	01-251-000-0000-6192	144.95	Employee uniforms-Carlson	L1598975	Uniform Allowance	N
85300	Streichers Inc	278.91	2 Transactions			
8247	Summit Food Services LLC					
43	01-251-000-0000-6441	3,420.02	Inmate meals 10/22-10/28/22	INV2000156915	Prisoner Meals	N
44	01-251-000-0000-6451	369.80	Paper products	INV2000156915	Operating Supplies	N
64	01-251-000-0000-6441	3,501.32	Inmate meals 10/29 - 11/4	INV2000157485	Prisoner Meals	N
65	01-251-000-0000-6451	73.96	Paper products	INV2000157485	Operating Supplies	N
8247	Summit Food Services LLC	7,365.10	4 Transactions			
618	Turnkey Corrections					
70	01-251-000-0000-6418	18.83	Inmate indigent items	10038355	Lock-Up Supplies	N
69	01-251-000-0000-6418	373.65	Inmate admission kits	22719	Lock-Up Supplies	N
618	Turnkey Corrections	392.48	2 Transactions			
251	DEPT Total:	21,451.83	Jail	8 Vendors	17 Transactions	
252	DEPT		Community Corrections			
4064	Alcohol Monitoring System Inc					
5	01-252-000-0000-6274	854.60	SCRAM monitoring fee	263567	Scram Monitoring	N
4064	Alcohol Monitoring System Inc	854.60	1 Transactions			
8393	AMC - MACA					
50	01-252-775-0000-6261	1,050.00	MACCAC agent training conf '23	62943-50	Conference & Training - CCA Subsidy	N
8393	AMC - MACA	1,050.00	1 Transactions			
6884	Language Line Services Inc					
33	01-252-000-0000-6284	78.45	Translator services	10666164	Interpreter Services	Y

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 11

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
6884	Language Line Services Inc		78.45	1 Transactions			
5830	Midwest Monitoring & Surveillance						
36	01-252-000-0000-6270		514.91	6 panel dips & Lab svc - Oct	DT1022122	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance		514.91	1 Transactions			
252	DEPT Total:		2,497.96	Community Corrections	4 Vendors	4 Transactions	
253	DEPT			Law Enforcement Center			
4753	Godfather's Exterminating Inc						
125	01-253-000-0000-6304		40.00	Pest control	202589	Contract Services/Bldg Mtce	N
4753	Godfather's Exterminating Inc		40.00	1 Transactions			
37025	Innovative Office Solutions LLC						
127	01-253-000-0000-6410		366.30	Planner, wrist rest, files, etc	3990116	Office Supplies	N
37025	Innovative Office Solutions LLC		366.30	1 Transactions			
52550	MEI Total Elevator Solutions						
35	01-253-000-0000-6304		399.58	Monthly service - November	989866	Contract Services/Bldg Mtce	N
52550	MEI Total Elevator Solutions		399.58	1 Transactions			
4879	Shred Right						
145	01-253-000-0000-6254		49.08	Paper shredding	587519	Garbage Disposal	Y
4879	Shred Right		49.08	1 Transactions			
85167	Stewart Sanitation						
39	01-253-000-0000-6254		83.24	Garbage removal	748669	Garbage Disposal	N
85167	Stewart Sanitation		83.24	1 Transactions			
253	DEPT Total:		938.20	Law Enforcement Center	5 Vendors	5 Transactions	
391	DEPT			Environmental Services			
9293	Routeware						
179	01-391-000-0000-6361		173.97-	Credit - 175054		Recycling Education	N
178	01-391-000-0000-6361		4,221.24	Online recycling system	INV-15502	Recycling Education	N
9293	Routeware		4,047.27	2 Transactions			
4955	Waste Management Of Wi-Mn						

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
183	01-391-000-0000-6548		Recycling contract - October	7270824-0491-2	Recycling	N
4955	Waste Management Of Wi-Mn		1 Transactions			
9551	Wencl/Robert & Sue					
184	01-391-321-0000-6820		Wencl - Fix up grant	1318-2210	Grant Expense	N
185	01-391-322-0000-6820		Wencl - BWSR SSTS grant	1318-2210	Grant Expense	N
9551	Wencl/Robert & Sue		2 Transactions			
391	DEPT Total:		Environmental Services	3 Vendors	5 Transactions	
481	DEPT		Public Health Nursing			
8783	Availity LLC					
117	01-481-460-6009-6383		Medicare billing charges	INV00865260	Contract Services	N
8783	Availity LLC		1 Transactions			
9549	BStark & Co					
118	01-481-461-6066-6464		YOLO shirts	116916	General Supplies & Outreach	N
9549	BStark & Co		1 Transactions			
8789	Dahle/Teya F					
121	01-481-461-6034-6261		Reflective consultation	1409	Conference & Training	Y
122	01-481-461-6059-6261		Reflective consultation	1409	Conference & Training	Y
8789	Dahle/Teya F		2 Transactions			
8389	Healthcare First					
126	01-481-460-6009-6383		HHCAHPS fee- Nov 2022	INV5325722	Contract Services	N
8389	Healthcare First		1 Transactions			
33175	HP Inc					
22	01-481-464-6061-6480		Monitor for PHN	9016853443	Non-Capitalized Inventory	N
23	01-481-465-6057-6480		Monitor for PHN	9016853443	Non-Capitalized Inventory	N
33175	HP Inc		2 Transactions			
37025	Innovative Office Solutions LLC					
131	01-481-461-6040-6410		Office supplies	3988380	Office Supplies	N
130	01-481-465-6057-6410		Office supplies	3988380	Office Supplies	N
132	01-481-461-6067-6464		Troop Christmas cards	3993601	General Supplies & Outreach	N
129	01-481-465-6057-6410		Office supplies	3996666	Office Supplies	N
128	01-481-465-6057-6410		Office supplies	3999884	Office Supplies	N

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 13

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC		5 Transactions			
41040	KOWZ-KRUE Radio					
133	01-481-460-6011-6243	180.00	Radio air time - October 2022	7878-10	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	180.00	1 Transactions			
3693	Loffler Companies Inc					
56	01-481-464-6061-6480	373.84	Printer for PHN	4181961	Non-Capitalized Inventory	N
57	01-481-465-6057-6480	373.84	Printer for PHN	4181961	Non-Capitalized Inventory	N
3693	Loffler Companies Inc	747.68	2 Transactions			
52975	Minnesota Valley Testing Labs					
135	01-481-463-6049-6322	25.00	Lab water testing charges	1172618	Well Water Service Agreements	N
136	01-481-463-6049-6322	31.50	Lab water testing charges	1172902	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	56.50	2 Transactions			
7944	Red Oxygen					
139	01-481-460-6011-6210	14.87	Texting services	587437	Telephone	N
140	01-481-461-6040-6210	14.87	Texting services	587437	Telephone	N
7944	Red Oxygen	29.74	2 Transactions			
4597	Sanofi Pasteur Inc					
142	01-481-462-6047-6466	6,040.71	Flu vaccine Fluzone HD QIV	919560976	Flu Vaccine	N
141	01-481-462-6047-6466	1,846.86	Flu vaccine Fluzone HD QIV	919701751	Flu Vaccine	N
4597	Sanofi Pasteur Inc	7,887.57	2 Transactions			
77316	Schroeder/Greg					
143	01-481-460-6009-6383	704.52	Physical therapist - October		Contract Services	Y
77316	Schroeder/Greg	704.52	1 Transactions			
77485	Schwaab Inc					
144	01-481-465-6057-6410	78.25	Office supplies	D030463	Office Supplies	N
77485	Schwaab Inc	78.25	1 Transactions			
4879	Shred Right					
146	01-481-465-6057-6322	40.00	Shredding service	587519	Service Agreements	Y
4879	Shred Right	40.00	1 Transactions			
81597	Spee Dee Delivery Service Inc					

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 14

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
147 01-481-463-6049-6322	82.83	Well water sample	690354	Well Water Service Agreements	N
81597 Spee Dee Delivery Service Inc	82.83	1 Transactions			
7020 Steele County Times					
148 01-481-460-6009-6243	59.00	Annual subscription		Advertising,Marketing & Promotional	N
7020 Steele County Times	59.00	1 Transactions			
75500 Steele County Treasurer					
151 01-481-460-6009-6171	746.84	Workers comp - Oct		Workers Comp	N
150 01-481-460-6009-6350	402.24	Property -liability - Oct		Property & Liability Insurance	N
149 01-481-460-6009-6381	639.66	CPU & network support-Oct		Cpu Usage & Network Support	N
151 01-481-460-6011-6171	53.35	Workers comp - Oct		Workers Comp	N
152 01-481-460-6011-6341	74.98	Rent - Oct		Office Rent	N
150 01-481-460-6011-6350	28.73	Property -liability - Oct		Property & Liability Insurance	N
149 01-481-460-6011-6381	45.69	CPU & network support-Oct		Cpu Usage & Network Support	N
151 01-481-461-6025-6171	106.70	Workers comp - Oct		Workers Comp	N
150 01-481-461-6025-6350	57.47	Property -liability - Oct		Property & Liability Insurance	N
149 01-481-461-6025-6381	91.38	CPU & network support-Oct		Cpu Usage & Network Support	N
151 01-481-461-6030-6171	35.57	Workers comp - Oct		Workers Comp	N
152 01-481-461-6030-6341	50.00	Rent - Oct		Office Rent	N
150 01-481-461-6030-6350	19.16	Property -liability - Oct		Property & Liability Insurance	N
149 01-481-461-6030-6381	30.46	CPU & network support-Oct		Cpu Usage & Network Support	N
151 01-481-461-6032-6171	71.13	Workers comp - Oct		Workers Comp	N
152 01-481-461-6032-6341	99.99	Rent - Oct		Office Rent	N
150 01-481-461-6032-6350	38.31	Property -liability - Oct		Property & Liability Insurance	N
149 01-481-461-6032-6381	60.92	CPU & network support-Oct		Cpu Usage & Network Support	N
151 01-481-461-6034-6171	35.57	Workers comp - Oct		Workers Comp	N
152 01-481-461-6034-6341	50.00	Rent - Oct		Office Rent	N
150 01-481-461-6034-6350	19.16	Property -liability - Oct		Property & Liability Insurance	N
149 01-481-461-6034-6381	30.46	CPU & network support-Oct		Cpu Usage & Network Support	N
151 01-481-461-6040-6171	142.26	Workers comp - Oct		Workers Comp	N
152 01-481-461-6040-6341	349.97	Rent - Oct		Office Rent	N
150 01-481-461-6040-6350	76.62	Property -liability - Oct		Property & Liability Insurance	N
149 01-481-461-6040-6381	121.84	CPU & network support-Oct		Cpu Usage & Network Support	N
151 01-481-461-6059-6171	53.35	Workers comp - Oct		Workers Comp Ins	N
152 01-481-461-6059-6341	74.99	Rent - Oct		Office Rent	N
150 01-481-461-6059-6350	28.73	Property -liability - Oct		Property & Liability Insurance	N
149 01-481-461-6059-6381	45.69	CPU & network support-Oct		Cpu Usage & Network Support	N
151 01-481-462-6047-6171	17.78	Workers comp - Oct		Workers Comp	N

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
150	01-481-462-6047-6350	9.58	Property -liability - Oct		Property & Liability Insurance	N
149	01-481-462-6047-6381	15.23	CPU & network support-Oct		Cpu Usage & Network Support	N
151	01-481-464-6061-6171	320.09	Workers comp - Oct		Workers Comp Ins	N
152	01-481-464-6061-6341	474.95	Rent - Oct		Office Rent	N
150	01-481-464-6061-6350	172.40	Property -liability - Oct		Property & Liability Insurance	N
149	01-481-464-6061-6381	274.14	CPU & network support-Oct		Cpu Usage & Network Support	N
151	01-481-465-6057-6171	195.61	Workers comp - Oct		Workers Comp	N
152	01-481-465-6057-6341	1,324.87	Rent - Oct		Office Rent	N
150	01-481-465-6057-6350	105.35	Property -liability - Oct		Property & Liability Insurance	N
149	01-481-465-6057-6381	167.53	CPU & network support-Oct		Cpu Usage & Network Support	N
75500	Steele County Treasurer	6,758.75	41 Transactions			
85147	Stericycle Inc					
154	01-481-460-6009-6322	26.25	Hazardous waste	4011364898	Service Agreements	N
153	01-481-462-6047-6322	42.00	Hazardous waste	4011364898	Service Agreements	N
155	01-481-464-6061-6322	36.75	Hazardous waste	4011364898	Service Agreements	N
85147	Stericycle Inc	105.00	3 Transactions			
481	DEPT Total:	19,787.19	Public Health Nursing	18 Vendors	70 Transactions	
502	DEPT		Steele Co Community Ctr			
85167	Stewart Sanitation					
159	01-502-000-0000-6300	36.50	Trash/recycling - Comm Ctr	748168	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	36.50	1 Transactions			
502	DEPT Total:	36.50	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			
8251	BRN Lawn & Landscape LLC					
162	01-521-000-0000-6304	120.00	Canoe landing mowing - Oct	2165	Lawn Mowing Contract	Y
163	01-521-000-0000-6304	380.00	Beaver Lake mowing - Oct	2166	Lawn Mowing Contract	Y
164	01-521-000-0000-6304	185.00	Four Seasons aeration	2167	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC	685.00	3 Transactions			
58850	Northland Farm Systems					
175	01-521-000-0000-6410	1,602.00	2nd half skid loader lease	52106	Operating Supplies/Truck Repairs	N
58850	Northland Farm Systems	1,602.00	1 Transactions			

SBENDORF

11/17/22 2:33PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 16

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
72500	Rent N Save Portable					
177	01-521-000-0000-6823	104.85	Beaver Lake monthly portapotty	71238	Beaver Lake	N
72500	Rent N Save Portable	104.85	1 Transactions			
521	DEPT Total:	2,391.85	Park And Recreation	3 Vendors	5 Transactions	
550	DEPT		Four Seasons			
3738	Arrow Ace Hardware					
160	01-550-000-0000-6410	13.78	Screws for sign frames	270472/2	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware	13.78	1 Transactions			
4596	Hawk Performance Specialties LLC					
166	01-550-000-0000-6410	1,625.00	White paint - East rink	5970	Operating Supplies - Contracts	Y
4596	Hawk Performance Specialties LLC	1,625.00	1 Transactions			
33550	Hillyard-Hutchinson					
167	01-550-000-0000-6410	79.44	Janitorial supplies	604935569	Operating Supplies - Contracts	N
168	01-550-000-0000-6410	700.00	Vacuum	604935570	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson	779.44	2 Transactions			
71066	R & K Electric Inc					
176	01-550-000-0000-6410	229.60	Outlet/pipe for internet	61828	Operating Supplies - Contracts	N
71066	R & K Electric Inc	229.60	1 Transactions			
91	Sheriff Of Steele County					
180	01-550-000-0000-6410	100.00	Special deputy - IceJam		Operating Supplies - Contracts	N
91	Sheriff Of Steele County	100.00	1 Transactions			
85167	Stewart Sanitation					
181	01-550-000-0000-6254	136.47	Monthly garbage	748643	Garbage Disposal	N
85167	Stewart Sanitation	136.47	1 Transactions			
99250	Zep Sales & Service					
186	01-550-000-0000-6410	168.01	Glass cleaner	9007963550	Operating Supplies - Contracts	N
99250	Zep Sales & Service	168.01	1 Transactions			
550	DEPT Total:	3,052.30	Four Seasons	7 Vendors	8 Transactions	

SBENDORF
 11/17/22 2:33PM
 1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
602	DEPT				Co-Op Extension			
	14420	Culligan Inc						
18		01-602-000-0000-6410		13.91	Cooler rental - November	15396671-1031	Office Supplies	N
	14420	Culligan Inc		13.91	1 Transactions			
	2883	Waddell/Michele						
47		01-602-000-0214-6453		165.00	Reimb spruce trees-MGardener	Nagels Sod	Extension Programing Ag Exp	N
	2883	Waddell/Michele		165.00	1 Transactions			
602	DEPT Total:			178.91	Co-Op Extension	2 Vendors	2 Transactions	
1	Fund Total:			182,357.31	General Revenue Fund		192 Transactions	

SBENDORF
11/17/22 2:33PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 18

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT		Judicial Ditch 1			
5345	Dahle Enterprises of Morristown LLC					
188	21-631-000-0000-6305	2,613.14	JD1 repairs Sec 7-Meriden Twp	11962	Construction And Repairs	N
5345	Dahle Enterprises of Morristown LLC	2,613.14	1 Transactions			
73300	Rinke-Noonan Attorney at Law					
72	21-631-000-0000-6273	6.68	Ditch atty monthly retainer	349865	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
631	DEPT Total:	2,619.82	Judicial Ditch 1	2 Vendors	2 Transactions	
633	DEPT		Judicial Ditch 10			
73300	Rinke-Noonan Attorney at Law					
72	21-633-000-0000-6273	6.68	Ditch atty monthly retainer	349865	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
633	DEPT Total:	6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT		Judicial Ditch 5			
73300	Rinke-Noonan Attorney at Law					
72	21-634-000-0000-6273	6.68	Ditch atty monthly retainer	349865	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
634	DEPT Total:	6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT		Judicial Ditch 6 & Imp			
5345	Dahle Enterprises of Morristown LLC					
189	21-635-000-0000-6305	2,607.60	JD6 repairs Sec 10-Deerfield	11921	Construction And Repairs	N
5345	Dahle Enterprises of Morristown LLC	2,607.60	1 Transactions			
73300	Rinke-Noonan Attorney at Law					
72	21-635-000-0000-6273	6.68	Ditch atty monthly retainer	349865	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
635	DEPT Total:	2,614.28	Judicial Ditch 6 & Imp	2 Vendors	2 Transactions	
636	DEPT		Judicial Ditch 7			

SBENDORF
11/17/22 2:33PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
72	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-636-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
636	DEPT Total:	6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			
72	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-637-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
637	DEPT Total:	6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT		Judicial Ditch 12			
72	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-638-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
638	DEPT Total:	6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT		Judicial Ditch 23			
72	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-639-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
639	DEPT Total:	6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT		Judicial Ditch 24			
72	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-640-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
640	DEPT Total:	6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT		County Ditch 1 - Orig			
72	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-641-000-0000-6273	6.68				

SBENDORF
11/17/22 2:33PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 20

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
72	73300 Rinke-Noonan Attorney at Law						
	21-642-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
72	73300 Rinke-Noonan Attorney at Law						
	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
72	73300 Rinke-Noonan Attorney at Law						
	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
72	73300 Rinke-Noonan Attorney at Law						
	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
72	73300 Rinke-Noonan Attorney at Law						
	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			

SBENDORF
11/17/22 2:33PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 21

	<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>	
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
	73300 Rinke-Noonan Attorney at Law						
72	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	8190 Hansen/Daniel M						
71	21-648-000-0000-6252		150.00	CD 21-bounty for 2 beavers	10/25/2022	Contracted Services	Y
	8190 Hansen/Daniel M		150.00	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
72	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		156.66	County Ditch 21	2 Vendors	2 Transactions	
649	DEPT			County Ditch 22			
	73300 Rinke-Noonan Attorney at Law						
72	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
	73300 Rinke-Noonan Attorney at Law						
72	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
	73300 Rinke-Noonan Attorney at Law						
72	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y

SBENDORF
11/17/22 2:33PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 22

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
72	73300 Rinke-Noonan Attorney at Law		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-652-000-0000-6273		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT			County Ditch 27			
72	73300 Rinke-Noonan Attorney at Law		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-653-000-0000-6273		6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
72	73300 Rinke-Noonan Attorney at Law		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-654-000-0000-6273		6.66	1 Transactions			
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
187	6032 APG Media of Southern Minnesota LLC		27.00	Partial abandonment -PT8	12944-0922	Publishing	N
	21-655-000-0000-6242		27.00	1 Transactions			
72	73300 Rinke-Noonan Attorney at Law		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	21-655-000-0000-6273		6.66	1 Transactions			
655	DEPT Total:		33.66	Public Tile Ditch 8	2 Vendors	2 Transactions	
656	DEPT			Public Tile Ditch 9			

SBENDORF
11/17/22 2:33PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 23

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
72	73300 Rinke-Noonan Attorney at Law						
	21-656-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
656	DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
72	73300 Rinke-Noonan Attorney at Law						
	21-657-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
72	73300 Rinke-Noonan Attorney at Law						
	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
72	73300 Rinke-Noonan Attorney at Law						
	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
72	73300 Rinke-Noonan Attorney at Law						
	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
72	73300 Rinke-Noonan Attorney at Law						
	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	349865	Attorney Fees	Y

SBENDORF
11/17/22 2:33PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 24

Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
		No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	73300	Rinke-Noonan Attorney at Law			6.66	1 Transactions		
665	DEPT Total:				6.66	JD 2 Redetermination	1 Vendors	1 Transactions
21	Fund Total:				5,597.74	County Ditch Fund		34 Transactions

SBENDORF

11/17/22 2:33PM

38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 25

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
11	DEPT			District Court Admin.			
	12075 Chosen Valley Testing Inc						
94	38-011-000-0000-6600		252.50	Special inspection,trip charge	46426	Capital Outlay - District Court	Y
	12075 Chosen Valley Testing Inc		252.50	1 Transactions			
	8521 From the Ground Up LLC						
197	38-011-000-0000-6600		61,585.41	Replace retaining wall	14508	Capital Outlay - District Court	Y
	8521 From the Ground Up LLC		61,585.41	1 Transactions			
	3832 I & S Group Inc						
96	38-011-000-0000-6600		3,176.25	Bidding & construction Admin	86115	Capital Outlay - District Court	Y
95	38-011-000-0000-6600		7,043.00	Bidding & construction Admin	86510	Capital Outlay - District Court	Y
	3832 I & S Group Inc		10,219.25	2 Transactions			
	9338 JD DRIVER LTD						
97	38-011-000-0000-6600		481,555.00	Courthouse HVAC	6	Capital Outlay - District Court	N
	9338 JD DRIVER LTD		481,555.00	1 Transactions			
	8995 Southern Lock & Glass						
101	38-011-000-0000-6600		202.95	Reinstall upper panel-HVAC	14775	Capital Outlay - District Court	N
	8995 Southern Lock & Glass		202.95	1 Transactions			
11	DEPT Total:		553,815.11	District Court Admin.	5 Vendors	6 Transactions	
251	DEPT			Jail			
	5655 High Point Networks						
73	38-251-000-0000-6600		19,881.22	19 wireless access points-SCDC	214737	Capital Outlay - Detention Center	N
	5655 High Point Networks		19,881.22	1 Transactions			
	8756 ICS Consulting Inc						
102	38-251-000-0000-6600		3,078.75	Pod separation	9026	Capital Outlay - Detention Center	Y
	8756 ICS Consulting Inc		3,078.75	1 Transactions			
	9548 LVC Companies Inc						
99	38-251-000-0000-6600		9,586.75	Prog billing - Structure Cable	97101	Capital Outlay - Detention Center	N
98	38-251-000-0000-6600		6,210.85	Prog billing - Surveillance	97103	Capital Outlay - Detention Center	N
	9548 LVC Companies Inc		15,797.60	2 Transactions			
	8681 Mohs Contracting Inc						

SBENDORF
 11/17/22 2:33PM
 38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 26

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
100	38-251-000-0000-6600		DC pod renovation	5	Capital Outlay - Detention Center	N
8681	Mohs Contracting Inc		1 Transactions			
9227	Rochon Corporation Minnesota					
103	38-251-000-0000-6600		Security upgrades - DC	11	Capital Outlay - Detention Center	Y
9227	Rochon Corporation Minnesota		1 Transactions			
251	DEPT Total:	288,834.90	Jail	5 Vendors	6 Transactions	
38	Fund Total:	842,650.01	Capital Outlay Fund		12 Transactions	

SBENDORF

11/17/22 2:33PM

53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 27

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
74	53-398-000-0000-6304	2,117.83	91 mattresses	8632	Contract Services	Y
9087	7 Rivers Recycling LLC	2,117.83		1 Transactions		
5465	B To Z Hardware					
76	53-398-000-0000-6410	53.67	Heater	A159431	Office Supplies	N
75	53-398-000-0000-6410	71.37	Safety paint, unions	B340855	Office Supplies	N
5465	B To Z Hardware	125.04		2 Transactions		
5327	Cemstone Products Co Inc					
77	53-398-000-0000-6380	195.35	Pump sprayer	7026133	Grounds Maintenance	N
5327	Cemstone Products Co Inc	195.35		1 Transactions		
11215	Central Farm Services					
81	53-398-000-0000-6540	1,974.58	300 gal diesel, 138 gal unlead	24421	Machine Fuel	N
80	53-398-000-0000-6540	2,456.00	500 gallons diesel	42566	Machine Fuel	N
78	53-398-000-0000-6540	838.80	200 gallons diesel	4808	Machine Fuel	N
79	53-398-000-0000-6540	2,596.89	535 gallons diesel	4870	Machine Fuel	N
11215	Central Farm Services	7,866.27		4 Transactions		
8424	Cintas					
82	53-398-000-0000-6304	95.41	Rugs	4133207693	Contract Services	Y
83	53-398-000-0000-6304	95.41	Rugs	4133901044	Contract Services	Y
84	53-398-000-0000-6304	95.41	Rugs	4134585295	Contract Services	Y
85	53-398-000-0000-6304	95.41	Rugs	4135261854	Contract Services	Y
8424	Cintas	381.64		4 Transactions		
14420	Culligan Inc					
86	53-398-000-0000-6304	24.40	Water & fuel surcharge	3040287	Contract Services	N
89	53-398-000-0000-6304	332.40	Service call for softener	3078164	Contract Services	N
87	53-398-000-0000-6304	12.94	Cooler rental	3097669	Contract Services	N
88	53-398-000-0000-6304	37.15	Softener rental	3108818	Contract Services	N
90	53-398-000-0000-6304	39.99	Softener rental	3111917	Contract Services	N
14420	Culligan Inc	446.88		5 Transactions		
16750	Curts Truck & Diesel Svc					
91	53-398-000-0000-6301	41.43	Pwr unit for snowplow on truck	237462	Equip Repairs	N

SBENDORF
11/17/22 2:33PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 28

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
16750	Curts Truck & Diesel Svc		41.43	1 Transactions		
92	9342 Liberty Tire Recycling LLC					
	53-398-000-0000-6304	2,238.05	Tires to recycle	2378390	Contract Services	N
	9342 Liberty Tire Recycling LLC	2,238.05	1 Transactions			
104	51630 Mike's Repair					
	53-398-000-0000-6301	134.50	Tire repair	099174	Equip Repairs	Y
	51630 Mike's Repair	134.50	1 Transactions			
105	9465 Progressive Environmental Services LLC					
	53-398-000-0000-6544	11,400.00	Standby time - cell dewatering	22-081	Leachate Treatment	N
	9465 Progressive Environmental Services LLC	11,400.00	1 Transactions			
93	85167 Stewart Sanitation					
	53-398-000-0000-6544	851.76	Leachate treatment	748212	Leachate Treatment	N
	85167 Stewart Sanitation	851.76	1 Transactions			
398	DEPT Total:	25,798.75	Landfill	11 Vendors	22 Transactions	
53	Fund Total:	25,798.75	Landfill Fund		22 Transactions	

SBENDORF
11/17/22 2:33PM
72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 29

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
865	DEPT			Planning & Zoning Surcharge				
	7771 MN Dept of Labor & Industry							
106	72-865-000-0320-2100		1,530.88	Qtr 3 surcharge			Steele County Surcharge	N
107	72-865-000-0321-2100		1,222.36	Qtr 3 surcharge			BI Pr Surcharge	N
108	72-865-000-0333-2100		114.01	Qtr 3 surcharge			Ellendale Surcharge	N
	7771 MN Dept of Labor & Industry		2,867.25	3 Transactions				
865	DEPT Total:		2,867.25	Planning & Zoning Surcharge	1 Vendors		3 Transactions	
72	Fund Total:		2,867.25	State Collections Fund			3 Transactions	
	Final Total:		1,059,271.06	161 Vendors	263 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	182,357.31	General Revenue Fund	
	21	5,597.74	County Ditch Fund	
	38	842,650.01	Capital Outlay Fund	
	53	25,798.75	Landfill Fund	
	72	2,867.25	State Collections Fund	
	All Funds	1,059,271.06	Total	Approved by, ...
				
				

Steele County

JOURNAL ENTRIES



Descriptor JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/22	500	01- 003- 000- 0000- 6357 Bank Charges	474.12	D	Bank Charges - Magic #1				1
2	9/30/22	500	01- 003- 000- 0000- 6357 Bank Charges	19.55	D	Bank Charges - Magic #2				1
3	9/30/22	500	01- 003- 000- 0000- 6357 Bank Charges	113.78	D	Bank Charges - Payroll				1
4	9/30/22	500	01- 000- 000- 0000- 1001 Cash	607.45	C	Sept 2022 Bank Charges				1
5	9/30/22	500	01- 000- 000- 0000- 1001 Cash	26,849.75	D	Sept 2022 Interest				1
6	9/30/22	500	01- 003- 000- 0000- 5710 Interest From Investments	13,772.74	C	Sept Interest - Magic #1				1
7	9/30/22	500	01- 003- 000- 0000- 5710 Interest From Investments	13,023.37	C	Sept Interest - Magic #2				1
8	9/30/22	500	01- 003- 000- 0000- 5710 Interest From Investments	53.18	C	Sept Interest - Payroll				1
9	9/30/22	500	01- 003- 000- 0000- 5710 Interest From Investments	0.46	C	Sept Interest - #6228				1
10	9/30/22	500	38- 000- 000- 0000- 1001 Cash	109.51	D	Sept 2022 Interest				1
11	9/30/22	500	38- 251- 000- 0000- 5710 Interest	109.51	C	Sept Bond Interest				1
12	9/30/22	500	81- 000- 000- 0000- 1001 Cash	754.16	D	Sept 2022 Interest				1
13	9/30/22	500	81- 230- 000- 0000- 5710 Interest	754.16	C	Sept Interest - E911				1
14	9/30/22	500	01- 003- 000- 0000- 6997 Transfer Out	5,817,237.00	D	CP Transfer - Board Approved				1
15	9/30/22	500	01- 000- 000- 0000- 1001 Cash	5,817,237.00	C	CP Transfer - Board Approved				1
16	9/30/22	500	38- 000- 000- 0000- 1001 Cash	5,817,237.00	D	CP Transfer - Board Approved				1
17	9/30/22	500	38- 000- 000- 0000- 5997 Transfers In	5,817,237.00	C	CP Transfer - Board Approved				1
18	9/30/22	500	10- 301- 000- 0000- 6215 Postage	9.52	D	Postage - Highway				1
19	9/30/22	500	10- 000- 000- 0000- 1001 Cash	9.52	C	Postage - Highway				1
20	9/30/22	500	53- 398- 000- 0000- 6215 Postage	50.13	D	Postage - Landfill				1

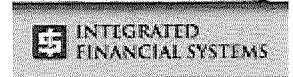
Steele County
JOURNAL ENTRIES

Descriptor JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	9/30/22	500	53- 000- 000- 0000- 1001 Cash	50.13	C	Postage - Landfill				1
22	9/30/22	500	21- 640- 000- 0000- 6215 JD 24 Postage	28.50	D	Postage - JD24				1
23	9/30/22	500	21- 000- 000- 0000- 1001 Cash	28.50	C	Postage - JD24				1
24	9/30/22	500	01- 000- 000- 0000- 1001 Cash	88.15	D	Hwy, Landfill, Ditch Postage				1
25	9/30/22	500	01- 062- 000- 0000- 5831 Miscellaneous	88.15	C	Hwy, Landfill, Ditch Postage				1
26	9/30/22	500	01- 000- 000- 0000- 1001 Cash	1,218.79	D	Reimb Sept CC Charges				1
27	9/30/22	500	01- 031- 000- 0000- 6241 Membership Dues	225.00	D	Civic Club quarterly dues	Rotary Club Of Owatonna			1
28	9/30/22	500	01- 031- 000- 0000- 6261 Conference & Training	10.00	D	Online training	Eventbrite Inc.			1
29	9/30/22	500	01- 032- 000- 0000- 6261 Conference & Training	350.00	D	NAMI Speaker July Sup Training	Intuit Payment Solutions,			1
30	9/30/22	500	01- 042- 000- 0000- 6261 Conference & Training	230.00	D	2022 MNGFOA Conference Registr	Minnesota Government Fina			1
31	9/30/22	500	01- 044- 000- 0000- 6261 Conference & Training	230.00	D	MNGFOA Conference Fee - JW	Minnesota Government Fina			1
32	9/30/22	500	01- 061- 000- 0000- 6241 Membership Dues	990.00	D	SmileBack CSAT Solution	Smileback, Llc			1
33	9/30/22	500	01- 061- 000- 0000- 6241 Membership Dues	224.28	D	PSA - Ticketing Software	Connectwise, Llc			1
34	9/30/22	500	01- 061- 000- 0000- 6241 Membership Dues	189.00	D	IT Document Management	Kaseya US Llc			1
35	9/30/22	500	01- 061- 000- 0000- 6241 Membership Dues	399.00	D	Performance Mgmt SW	Brightgauge Software, In			1
36	9/30/22	500	01- 061- 000- 0000- 6410 Office Supplies	12.96	D	Tools for IT	Lowes Companies, Inc.			1
37	9/30/22	500	01- 061- 000- 0000- 6410 Office Supplies	230.58	D	Tools for IT	Lowes Companies, Inc.			1
38	9/30/22	500	01- 061- 000- 0000- 6413 Computer Supplies	18.76	D	Serial Cable for IT	Amazon.Com, Inc.			1
39	9/30/22	500	01- 061- 000- 0000- 6413 Computer Supplies	8.15	D	Tools	Arrow Hardware, Inc			1
40	9/30/22	500	01- 062- 000- 0000- 6480 Non- Capitalized Inventory	117.09	D	Firewall Rack Mount for FS	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	9/30/22	500	01-062-000-0000-6480 Non- Capitalized Inventory	76.19	D	UPS for Postage Machine	Amazon.Com, Inc.			1
42	9/30/22	500	01-062-000-0000-6801 General Expense	51.70	D	Postage for Firewall RMA	United States Postal Serv			1
43	9/30/22	500	01-062-000-0000-6801 General Expense	13.99	D	Display Cables	Amazon.Com, Inc.			1
44	9/30/22	500	01-062-000-0000-6801 General Expense	1,340.39	D	AWS Backup	Amazon.Com, Inc.			1
45	9/30/22	500	01-063-000-0000-6215 Postage	32.18	D	Postage- Primary Elec Abstract	United Parcel Service, In			1
46	9/30/22	500	01-063-000-0000-6410 Office Supplies	49.07	D	Election night food	Hy- Vee, Inc.			1
47	9/30/22	500	01-063-530-0000-6801 Hava Expense	223.99	D	3 Folding platform carts	Northern Tool & Equipment			1
48	9/30/22	500	01-091-000-0000-6410 Office Supplies	353.90	D	printer color cartridges	Amazon.Com, Inc.			1
49	9/30/22	500	01-091-000-0000-6410 Office Supplies	120.00	D	Kristin Otto's notary renewal	State Of Minnesota			1
50	9/30/22	500	01-101-000-9305-6480 Non- Capitalized Inv- Technology Fund	302.28	D	Headset for REC/IT Teams	Cdw Llc			1
51	9/30/22	500	01-103-000-0000-6261 Conference & Training	387.50	D	TOM'S FALL SEMINAR REG./CLASS	Minnesota Association Of			1
52	9/30/22	500	01-103-000-0000-6501 Publications/Manuals	149.00	D	Appraiser Posting on MAAO	Paypal			1
53	9/30/22	500	01-103-000-0000-6501 Publications/Manuals	16.25	D	MONTHLY PEOPLE'S PRESS SUB.	Adams Publishing Group Ll			1
54	9/30/22	500	01-111-000-0000-6300 Bldg Repairs & Maintenance	13.70	D	Angle head screws	Amazon.Com, Inc.			1
55	9/30/22	500	01-111-000-0000-6300 Bldg Repairs & Maintenance	63.95	D	Circuit Breaker Lockout Device	Amazon Payments, Inc.			1
56	9/30/22	500	01-111-000-0000-6304 Equipment Maintenance & Repairs	24.28	D	Grinding wheels for hand grind	Wen- Col Inc			1
57	9/30/22	500	01-111-000-0000-6304 Equipment Maintenance & Repairs	84.75	D	Mower blade repairs	Kibble Equipment Llc			1
58	9/30/22	500	01-111-000-0000-6304 Equipment Maintenance & Repairs	48.99	D	Carrying case for chainsaw	Northland Farm Systems I			1
59	9/30/22	500	01-111-000-0000-6304 Equipment Maintenance & Repairs	5.84	D	DC Equip Maint O- Ring	Lowes Companies, Inc.			1
60	9/30/22	500	01-111-000-0000-6304 Equipment Maintenance & Repairs	19.51	D	roof tops	Fleet Farm Group, Llc			1

Steele County

JOURNAL ENTRIES



Description JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	9/30/22	500	01- 111- 000- 0000- 6304 Equipment Maintenance & Repairs	99.98	D	Replacement Gas Lift Cylinder	Ebay Commerce Inc			1
62	9/30/22	500	01- 111- 000- 0000- 6304 Equipment Maintenance & Repairs	13.48	D	Plumbing wrench	Lowes Companies, Inc.			1
63	9/30/22	500	01- 111- 000- 0000- 6304 Equipment Maintenance & Repairs	80.72	D	Cleaner for AC units Cty Wide	Fastenal Company			1
64	9/30/22	500	01- 111- 000- 0000- 6380 Grounds Maintenance	57.53	D	Lawn Service - Fair grounds	Trugreen Limited Partners			1
65	9/30/22	500	01- 111- 000- 0000- 6410 Office Supplies	24.28	D	Cleaner and work gloves	Huber Supply Co Inc			1
66	9/30/22	500	01- 111- 000- 0000- 6410 Office Supplies	39.60	D	Batteries for office supplies	Bpb, Llc			1
67	9/30/22	500	01- 111- 000- 0000- 6480 Non- Capitalized Inventory	750.00	D	Work Order Software Aug	Intuit Payment Solutions,			1
68	9/30/22	500	01- 111- 000- 0000- 6560 Janitorial Supplies	215.24	D	Garbage bags	Hillyard Inc			1
69	9/30/22	500	01- 111- 000- 0000- 6560 Janitorial Supplies	632.14	D	Cleaning supplies	Hillyard Inc			1
70	9/30/22	500	01- 111- 000- 0000- 6561 Small Tools	481.72	D	Four Tool Backpacks	Amazon.Com Services, Inc			1
71	9/30/22	500	01- 111- 000- 0000- 6561 Small Tools	25.00	D	AC Tool	First Supply Llc			1
72	9/30/22	500	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	27.10	D	building supplies for admin bl	Lowes Companies, Inc.			1
73	9/30/22	500	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	9.94	D	Box cover toggle	Lowes Companies, Inc.			1
74	9/30/22	500	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	509.57	D	Exhaust Vent	Ww Grainger			1
75	9/30/22	500	01- 111- 040- 0000- 6300 Bldg Repairs & Maintenance	1,096.27	D	Exhaust Vent	Ww Grainger			1
76	9/30/22	500	01- 111- 040- 0000- 6380 Grounds Maintenance	757.68	D	Lawn Service	Trugreen Limited Partners			1
77	9/30/22	500	01- 111- 040- 0000- 6560 Janitorial Supplies	185.02	D	Cleaning supplies	Hillyard Inc			1
78	9/30/22	500	01- 111- 040- 0000- 6560 Janitorial Supplies	164.80	D	Cleaning supplies	Hillyard Inc			1
79	9/30/22	500	01- 111- 040- 0000- 6560 Janitorial Supplies	122.52	D	Cleaning wipes	Hillyard Inc			1
80	9/30/22	500	01- 111- 040- 0000- 6560 Janitorial Supplies	79.30	D	Paper towel, duster	Hillyard Inc			1

Steele County
JOURNAL ENTRIES

Description JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	9/30/22	500	01- 111- 040- 0000- 6560 Janitorial Supplies	10.74	D	Door stops to hold open	Wal- Mart Stores, Inc			1
82	9/30/22	500	01- 111- 040- 0000- 6560 Janitorial Supplies	956.92	D	Cleaning supplies	Hillyard Inc			1
83	9/30/22	500	01- 111- 041- 0000- 6300 Bldg Repairs & Maintenance	30.45	D	Resin, every 12 weeks	Invoice Cloud, Inc.			1
84	9/30/22	500	01- 111- 041- 0000- 6300 Bldg Repairs & Maintenance	79.00	D	Rekey service call	Intuit Payment Solutions,			1
85	9/30/22	500	01- 111- 041- 0000- 6300 Bldg Repairs & Maintenance	110.00	D	Repair lock, decode lock	Intuit Payment Solutions,			1
86	9/30/22	500	01- 111- 041- 0000- 6380 Grounds Maintenance	26.83	D	Turf builder	Arrow Hardware, Inc			1
87	9/30/22	500	01- 111- 041- 0000- 6380 Grounds Maintenance	140.26	D	Lawn Service	Trugreen Limited Partners			1
88	9/30/22	500	01- 111- 041- 0000- 6560 Janitorial Supplies	30.63	D	Cleaning wipes	Hillyard Inc			1
89	9/30/22	500	01- 111- 041- 0000- 6560 Janitorial Supplies	489.43	D	Soap, garbage bags, cleaners	Hillyard Inc			1
90	9/30/22	500	01- 111- 041- 0000- 6560 Janitorial Supplies	110.55	D	Cleaner and tissue	Hillyard Inc			1
91	9/30/22	500	01- 111- 041- 0000- 6560 Janitorial Supplies	279.52	D	Towel rolls, wipes	Hillyard Inc			1
92	9/30/22	500	01- 111- 041- 0000- 6560 Janitorial Supplies	50.38	D	Cleaning supplies and air fres	Lowes Companies, Inc.			1
93	9/30/22	500	01- 111- 042- 0000- 6380 Grounds Maintenance	105.48	D	Lawn Service	Trugreen Limited Partners			1
94	9/30/22	500	01- 111- 042- 0000- 6560 Janitorial Supplies	291.60	D	Cleaning supplies	Hillyard Inc			1
95	9/30/22	500	01- 111- 042- 0000- 6560 Janitorial Supplies	69.25	D	Mop and Caddy	Hillyard Inc			1
96	9/30/22	500	01- 111- 042- 0000- 6560 Janitorial Supplies	82.76	D	Door stops to hold doors open	Lowes Companies, Inc.			1
97	9/30/22	500	01- 111- 043- 0000- 6250 Utilities	51.58	D	OPU Utilities	Owatonna Public Utilities			1
98	9/30/22	500	01- 111- 043- 0000- 6250 Utilities	353.59	D	OPU Utilities	Owatonna Public Utilities			1
99	9/30/22	500	01- 111- 043- 0000- 6250 Utilities	111.74	D	OPU Utilities	Owatonna Public Utilities			1
100	9/30/22	500	01- 111- 043- 0000- 6380 Grounds Maintenance	47.94	D	Lawn Service	Trugreen Limited Partners			1

Steele County

JOURNAL ENTRIES



Descriptor JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	9/30/22	500	01- 111- 043- 0000- 6560 Janitorial Supplies	5.97	D	Small brushes to clean AC unit	Harbor Freight Tools Usa			1
102	9/30/22	500	01- 111- 044- 0000- 6300 Bldg Repairs & Maintenance	98.40	D	Flexco Wall Adhesive	Lowes Companies, Inc.			1
103	9/30/22	500	01- 111- 044- 0000- 6300 Bldg Repairs & Maintenance	39.98	D	Floor glaze	Lowes Companies, Inc.			1
104	9/30/22	500	01- 111- 044- 0000- 6300 Bldg Repairs & Maintenance	29.96	D	Hose for pods	Lowes Companies, Inc.			1
105	9/30/22	500	01- 111- 044- 0000- 6300 Bldg Repairs & Maintenance	15.46	D	pours	Lowes Companies, Inc.			1
106	9/30/22	500	01- 111- 044- 0000- 6300 Bldg Repairs & Maintenance	10.96	D	Door for medical room	Lowes Companies, Inc.			1
107	9/30/22	500	01- 111- 044- 0000- 6380 Grounds Maintenance	860.00	D	Lawn Services	Trugreen Limited Partners			1
108	9/30/22	500	01- 111- 044- 0000- 6380 Grounds Maintenance	146.45	D	General Pest Control Program	Plunketts Pest Control In			1
109	9/30/22	500	01- 111- 044- 0000- 6560 Janitorial Supplies	31.96	D	Rags for cleaning	Harbor Freight Tools Usa			1
110	9/30/22	500	01- 111- 044- 0000- 6560 Janitorial Supplies	65.40	D	Cleaning supplies	Hillyard Inc			1
111	9/30/22	500	01- 111- 047- 0000- 6250 Utilities	30.45	D	Utilities	Owatonna Public Utilitie			1
112	9/30/22	500	01- 111- 047- 0000- 6380 Grounds Maintenance- Gymnastics	52.74	D	Lawn Service	Trugreen Limited Partners			1
113	9/30/22	500	01- 111- 048- 0000- 6560 Janitorial Supplies	215.24	D	Garbage bags	Hillyard Inc			1
114	9/30/22	500	01- 111- 048- 0000- 6560 Janitorial Supplies	361.74	D	Liners and cleaners	Hillyard Inc			1
115	9/30/22	500	01- 201- 000- 0000- 6210 Telephone	0.99	D	Evidence Data- Storage GB Plan	Apple Inc.			1
116	9/30/22	500	01- 201- 000- 0000- 6261 Conference & Training	225.00	D	MNAI Conference	Paypal			1
117	9/30/22	500	01- 201- 000- 0000- 6287 SWAT Training	320.32	D	1/Radio Adaptor	Csuk, Inc.			1
118	9/30/22	500	01- 201- 000- 0000- 6293 Gun Permit Expenses	79.98	D	2/window shades	Amazon Payments, Inc.			1
119	9/30/22	500	01- 201- 000- 0000- 6293 Gun Permit Expenses	7.85	D	Void Permit- Certified mail	United States Postal Serv			1
120	9/30/22	500	01- 201- 000- 0000- 6293 Gun Permit Expenses	167.94	D	600 cards for Permit printer	Identisys Incorporated			1

Steele County
JOURNAL ENTRIES

Descriptor JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	9/30/22	500	01- 201- 000- 0000- 6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
122	9/30/22	500	01- 201- 000- 0000- 6293 Gun Permit Expenses	7.85	D	Void Permit- Certified mail	United States Postal Serv			1
123	9/30/22	500	01- 201- 000- 0000- 6293 Gun Permit Expenses	7.85	D	Void Permit- Certified mail	United States Postal Serv			1
124	9/30/22	500	01- 201- 000- 0000- 6330 Travel Expenses	13.22	D	1/Meal - EVOC training	Francis T. Enterprises			1
125	9/30/22	500	01- 201- 000- 0000- 6410 Office Supplies	23.36	D	AA Batteries	Amazon.Com Services, Inc			1
126	9/30/22	500	01- 201- 000- 0000- 6419 Community Programs	56.92	D	Supplies for Fair Office	Fleet Farm Group, Llc			1
127	9/30/22	500	01- 201- 000- 0000- 6419 Community Programs	17.99	D	Ear mold for fair	Amazon.Com, Inc.			1
128	9/30/22	500	01- 201- 000- 0000- 6438 K- 9 Expenses	76.99	D	K9 Dog Food	Farmers Feed & Pet Sply			1
129	9/30/22	500	01- 201- 000- 0000- 6562 Gas & Oil Squads	50.00	D	Fuel for squad 7418	Kwik Trip Inc			1
130	9/30/22	500	01- 251- 000- 0000- 6211 Radio - Computers - Cameras	39.87	D	Case for test iPad	Amazon Payments, Inc.			1
131	9/30/22	500	01- 251- 000- 0000- 6406 Program Supplies	9.96	D	DVD for Programs	Amazon.Com, Inc.			1
132	9/30/22	500	01- 251- 000- 0000- 6406 Program Supplies	17.17	D	inmate educ. video	Netflix, Inc.			1
133	9/30/22	500	01- 251- 000- 0000- 6406 Program Supplies	52.80	D	Inmate Paper	Walmart.Com Usa Llc			1
134	9/30/22	500	01- 251- 000- 0000- 6406 Program Supplies	252.88	D	Replacement Programs Equipment	Amazon.Com, Inc.			1
135	9/30/22	500	01- 251- 000- 0000- 6410 Office Supplies	389.99	D	Sergeants Desk	Amazon.Com, Inc.			1
136	9/30/22	500	01- 251- 000- 0000- 6451 Operating Supplies	31.56	D	Contractor Clear Bags	Amazon.Com, Inc.			1
137	9/30/22	500	01- 251- 000- 0000- 6801 Misc Expense	12.84	D	Master Control Radio Sub	Sirius Xm Radio Inc.			1
138	9/30/22	500	01- 252- 000- 0000- 6270 Chemical Testing	192.99	D	Gloves	Henry Schein, Inc.			1
139	9/30/22	500	01- 252- 000- 0000- 6410 Office Supplies	14.46	D	pen holder	Amazon.Com, Inc.			1
140	9/30/22	500	01- 252- 000- 0000- 6851 Juvenile/Adult Incentives	25.73	D	Pizza party moving On	Hat Trick Pizza Inc			1

Steele County
JOURNAL ENTRIES

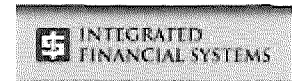
Descriptor JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	9/30/22	500	01- 252- 000- 0000- 6851 Juvenile/Adult Incentives	14.99	D	Shower Steamers Moving On	Amazon.Com, Inc.			1
142	9/30/22	500	01- 252- 000- 0000- 6851 Juvenile/Adult Incentives	70.30	D	Gift Cards/Chapstick Incentive	Target Corporation			1
143	9/30/22	500	01- 252- 000- 0000- 6851 Juvenile/Adult Incentives	3.49	D	Gum/Gift Bags Incentives	Dollar Tree Stores, Inc.			1
144	9/30/22	500	01- 252- 775- 0000- 6261 Conference & Training - CCA Subsidy	35.00	D	Tall COP Says Stop Training	J. Chad Professional Trai			1
145	9/30/22	500	01- 252- 775- 0000- 6261 Conference & Training - CCA Subsidy	35.00	D	Training Tall Cop Says Stop	J. Chad Professional Trai			1
146	9/30/22	500	01- 252- 775- 0000- 6330 Travel Expenses - CCA	343.28	D	Hotel director's mtg	Breezy Point Internation			1
147	9/30/22	500	01- 252- 775- 0000- 6330 Travel Expenses - CCA	576.42	D	Director'smeeting	Zenith Assets Company Ll			1
148	9/30/22	500	01- 253- 000- 0000- 6300 Bldg Repairs & Maintenance	266.10	D	Light bulbs for building	Van Meter Inc			1
149	9/30/22	500	01- 253- 000- 0000- 6300 Bldg Repairs & Maintenance	36.96	D	Light bulbs for building	Block, Inc.			1
150	9/30/22	500	01- 253- 000- 0000- 6380 Grounds Maintenance	47.94	D	Lawn Service	Trugreen Limited Partners			1
151	9/30/22	500	01- 281- 000- 0000- 6199 Safety Program	224.55	D	StoptheBleedKits	Duluth Trading Company			1
152	9/30/22	500	01- 281- 000- 0000- 6199 Safety Program	50.00	D	CPR Class Certifications	Fullsteam Operations Llc			1
153	9/30/22	500	01- 281- 000- 0000- 6251 Other Administrative Costs	49.00	D	Monthly subscription	Basecamp, Llc			1
154	9/30/22	500	01- 281- 000- 0000- 6251 Other Administrative Costs	65.94	D	Trailer Wheel Chocks	Fleet Farm Group, Llc			1
155	9/30/22	500	01- 281- 000- 0000- 6410 Office Supplies	1,649.32	D	Supplies for outreach	4imprint, Inc			1
156	9/30/22	500	01- 281- 000- 0000- 6410 Office Supplies	91.93	D	Supplies for outreach	Amazon.Com, Inc.			1
157	9/30/22	500	01- 281- 000- 0000- 6410 Office Supplies	69.97	D	Laminating sheets for outreach	Office Depot			1
158	9/30/22	500	01- 281- 000- 0000- 6410 Office Supplies	24.76	D	Supplies for SCFF drone map	Sherwin Williams Co			1
159	9/30/22	500	01- 281- 000- 0000- 6410 Office Supplies	43.71	D	Paper Supplies for outreach	Wal- Mart Stores, Inc			1
160	9/30/22	500	01- 481- 460- 6009- 6465 Patient Supplies & Services	9.99	D	LPHG- CID- QA- Misc Supp	Amazon Payments, Inc.			1

Steele County
JOURNAL ENTRIES

Descriptor JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	9/30/22	500	01- 481- 460- 6009- 6465 Patient Supplies & Services	19.60	D	QA:Client- Covid- Misc	Amazon Payments, Inc.			1
162	9/30/22	500	01- 481- 461- 6066- 6330 Travel Expenses	189.73	D	Tobacco:Lodge- Hotel Conference	St.Cloud Hotel Group Llc			1
163	9/30/22	500	01- 481- 461- 6066- 6330 Travel Expenses	189.73	D	Tobacco:Lodge- Hotel Conference	St.Cloud Hotel Group Llc			1
164	9/30/22	500	01- 481- 461- 6066- 6330 Travel Expenses	189.73	D	Tobacco:Lodge- Hotel Conference	St.Cloud Hotel Group Llc			1
165	9/30/22	500	01- 481- 461- 6066- 6330 Travel Expenses	77.39	D	Tobacco:ConferenceYouths Meal	College Town Pizza Inc			1
166	9/30/22	500	01- 481- 461- 6066- 6341 Office Rent	265.00	D	Tobacco: Rent Aug	Einhaus Mattison Carver			1
167	9/30/22	500	01- 481- 461- 6066- 6464 General Supplies & Outreach	147.96	D	Tobacco: Event Giveaways	Amazon.Com, Inc.			1
168	9/30/22	500	01- 481- 461- 6066- 6464 General Supplies & Outreach	41.84	D	Tobacco:SHOC Training meal	Casey's General Stores In			1
169	9/30/22	500	01- 481- 461- 6066- 6464 General Supplies & Outreach	191.21	D	Tobacco:SHOC Training supplies	Wal- Mart Stores, Inc			1
170	9/30/22	500	01- 481- 461- 6066- 6464 General Supplies & Outreach	34.90	D	Tobacco: Meeting youths Bagels	Block, Inc.			1
171	9/30/22	500	01- 481- 461- 6066- 6464 General Supplies & Outreach	5.37	D	Tobacco:SHOC Training plates	Dollar Tree Stores, Inc.			1
172	9/30/22	500	01- 481- 461- 6067- 6464 General Supplies & Outreach	232.20	D	Books for book club	Amazon.Com Services, Inc			1
173	9/30/22	500	01- 481- 461- 6067- 6464 General Supplies & Outreach	43.90	D	wellness challenge July	Amazon.Com, Inc.			1
174	9/30/22	500	01- 481- 462- 6047- 6464 General Supplies & Outreach	12.57	D	LPHG- CID- QA- Misc Supp	Amazon.Com, Inc.			1
175	9/30/22	500	01- 481- 464- 6061- 6464 General Supplies & Outreach	107.00	D	Tobabbo:Event Orientation Misc	Target Corporation			1
176	9/30/22	500	01- 481- 464- 6061- 6464 General Supplies & Outreach	20.00	D	Covid19- 1st Aid Backpack	Amazon.Com, Inc.			1
177	9/30/22	500	01- 481- 464- 6061- 6464 General Supplies & Outreach	16.89	D	QA:Client- Covid- Misc	Amazon.Com, Inc.			1
178	9/30/22	500	01- 481- 464- 6061- 6464 General Supplies & Outreach	50.46	D	Covid19: 1st Aid Kid- Covers	Amazon.Com, Inc.			1
179	9/30/22	500	01- 481- 465- 6057- 6261 Conference & Training	230.00	D	Erin's registratio for conf	Minnesota Government Fina			1
180	9/30/22	500	01- 481- 465- 6057- 6464 General Supplies & Outreach	1,968.00	D	LPHG: Apparel PH	Court Sports And More, I			1

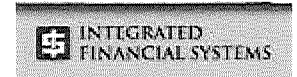
Steele County
JOURNAL ENTRIES

Descriptor JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	9/30/22	500	01- 481- 465- 6057- 6464 General Supplies & Outreach	14.97	D	LPHG- CID- QA- Misc Supp	Amazon.Com, Inc.			1
182	9/30/22	500	01- 502- 000- 0000- 6250 Utilities	470.37	D	OPU Utilities	Owatonna Public Utilitie			1
183	9/30/22	500	01- 502- 000- 0000- 6380 Grounds Maintenance	65.93	D	Lawn Service	Trugreen Limited Partners			1
184	9/30/22	500	01- 521- 000- 0000- 6823 Beaver Lake	79.92	D	Light Bulbs Beach House	Lowes Companies, Inc.			1
185	9/30/22	500	01- 550- 000- 0000- 6410 Operating Supplies - Contracts	122.13	D	Locker room Flooring	Lowes Companies, Inc.			1
186	9/30/22	500	01- 003- 000- 0000- 6961 Visa One Card Program	29,206.23	C	BMO CC Allocation - Sept				1
187	9/30/22	500	10- 000- 000- 0000- 1001 Cash	951.38	C	Credit Card Charges - Sept				1
188	9/30/22	500	10- 301- 000- 0000- 6410 Office Supplies	10.99	C	returned leg glides too big	Amazon Payments, Inc.			1
189	9/30/22	500	10- 301- 000- 0000- 6410 Office Supplies	11.29	C	Returned leg glides too big	Amazon.Com, Inc.			1
190	9/30/22	500	10- 301- 000- 0000- 6410 Office Supplies	15.99	C	Did not work on chairs	Amazon.Com, Inc.			1
191	9/30/22	500	10- 302- 000- 0000- 6524 Supplies - Culverts	65.44	D	Clay for Cty Rd 171 culvert	Core & Main Lp			1
192	9/30/22	500	10- 304- 000- 0000- 6511 Maint Shop Supplies & Materials	174.00	D	New Microwave	Lowes Companies, Inc.			1
193	9/30/22	500	10- 304- 000- 0000- 6511 Maint Shop Supplies & Materials	552.98	D	Coupling flanges for Landfill	Kincaid Equipment & Manuf			1
194	9/30/22	500	10- 304- 000- 0000- 6513 Tools	85.05	D	Tube Bender & saw	Kraig Thoreson			1
195	9/30/22	500	10- 304- 000- 0000- 6520 Machinery/Vehicle Parts	19.99	D	2pk filters, unit#9998	Fleet Farm Group, Llc			1
196	9/30/22	500	10- 304- 000- 0000- 6520 Machinery/Vehicle Parts	1.29	D	Nylon Coupling	Fleet Farm Group, Llc			1
197	9/30/22	500	10- 304- 000- 0000- 6520 Machinery/Vehicle Parts	9.88	D	Drop cloth & tape	Fleet Farm Group, Llc			1
198	9/30/22	500	10- 304- 000- 0000- 6520 Machinery/Vehicle Parts	35.73	D	Trailer light & bolts	Fleet Farm Group, Llc			1
199	9/30/22	500	10- 304- 000- 0000- 6540 Fuel & Lubricants	45.29	D	Full Strength antifreeze	Kwik Trip Inc			1
200	9/30/22	500	81- 000- 000- 0000- 1001 Cash	267.41	C	Credit Card Charges - Sept				1

Steele County

JOURNAL ENTRIES



Description JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	9/30/22	500	81- 230- 000- 0000- 6261 Conference & Training	50.00	D	BCA Training Jennifer Garza	State Of Minnesota			1
202	9/30/22	500	81- 230- 000- 0000- 6261 Conference & Training	50.00	D	BCA Training Ashley Bauer	State Of Minnesota			1
203	9/30/22	500	81- 230- 000- 0000- 6410 Office Supplies	5.99	D	CD Case	Amazon.Com, Inc.			1
204	9/30/22	500	81- 230- 000- 0000- 6410 Office Supplies	46.52	D	Blank CD Discs	Amazon.Com, Inc.			1
205	9/30/22	500	81- 230- 000- 0000- 6410 Office Supplies	27.44	D	Dish Wand Sponge Refills	Amazon.Com, Inc.			1
206	9/30/22	500	81- 230- 000- 0000- 6410 Office Supplies	7.47	D	Desk Calendar	Amazon.Com, Inc.			1
207	9/30/22	500	81- 230- 000- 0000- 6480 Non- Capitalized Inventory	79.99	D	Headset	Amazon.Com, Inc.			1
208	9/30/22	500	38- 111- 000- 0000- 6600 Capital Outlay - Buildings and Grounds	23,587.01	D	Enterprise Lease Pmts - Sept				1
209	9/30/22	500	38- 111- 000- 0000- 6600 Capital Outlay - Buildings and Grounds	10,322.57	D	Tax Payments 2022 Escapes				1
210	9/30/22	500	38- 000- 000- 0000- 1001 Cash	33,909.58	C	Enterprise Lease Pmts - Sept				1
211	9/30/22	500	01- 111- 000- 0000- 6320 Fleet Vehicle Maintenance	636.24	D	Admin Fleet Maint. Fee - Sept				1
212	9/30/22	500	01- 111- 000- 0000- 6320 Fleet Vehicle Maintenance	1,200.00	D	Delivery Fee - 2022 Escapes				1
213	9/30/22	500	01- 111- 000- 0000- 6562 Fuel And Gas	33.04	D	Fuel For Delivery - Escapes				1
214	9/30/22	500	01- 251- 000- 0000- 6320 Vehicle Maintenance	427.49	D	DC Fleet Maint. Fee - Sept				1
215	9/30/22	500	01- 000- 000- 0000- 1001 Cash	2,296.77	C	Sept Admin/DC Fleet Maint				1
216	9/30/22	500	01- 201- 000- 0102- 6320 Squad 7414 Maintenance	60.77	D	Oil Change				1
217	9/30/22	500	01- 201- 000- 0102- 6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
218	9/30/22	500	01- 201- 000- 0103- 6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
219	9/30/22	500	01- 201- 000- 0104- 6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
220	9/30/22	500	01- 201- 000- 0105- 6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	9/30/22	500	01- 201- 000- 0106- 6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
222	9/30/22	500	01- 201- 000- 0107- 6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
223	9/30/22	500	01- 201- 000- 0108- 6320 Squad 7418 Maintenance	44.43	D	Oil Change				1
224	9/30/22	500	01- 201- 000- 0108- 6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
225	9/30/22	500	01- 201- 000- 0109- 6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
226	9/30/22	500	01- 201- 000- 0110- 6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
227	9/30/22	500	01- 201- 000- 0111- 6320 Squad 7422 Maintenace	128.98	D	Tire Rotation & Oil Change				1
228	9/30/22	500	01- 201- 000- 0111- 6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
229	9/30/22	500	01- 201- 000- 0112- 6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
230	9/30/22	500	01- 201- 000- 0113- 6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
231	9/30/22	500	01- 201- 000- 0114- 6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
232	9/30/22	500	01- 201- 000- 0115- 6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
233	9/30/22	500	01- 201- 000- 0115- 6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
234	9/30/22	500	01- 201- 000- 0116- 6320 Squad 116 Maintenance	35.00	D	DMV fee - 25HG VK (new)				1
235	9/30/22	500	01- 201- 000- 0116- 6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
236	9/30/22	500	01- 201- 000- 0117- 6320 Squad 7420 Maintenance	350.70	D	Replace Spark Plug				1
237	9/30/22	500	01- 201- 000- 0117- 6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
238	9/30/22	500	01- 201- 000- 0118- 6320 Squad 7412 Maintenance	62.48	D	Oil Change				1
239	9/30/22	500	01- 201- 000- 0118- 6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
240	9/30/22	500	01- 201- 000- 0119- 6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Descriptor JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
241	9/30/22	500	01- 201- 000- 0120- 6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
242	9/30/22	500	01- 201- 000- 0121- 6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
243	9/30/22	500	01- 201- 000- 0122- 6320 Squad 7409 Maintenance	44.43	D	Oil Change				1
244	9/30/22	500	01- 201- 000- 0122- 6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
245	9/30/22	500	01- 201- 000- 0123- 6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
246	9/30/22	500	01- 201- 000- 0123- 6320 Squad 7423 Maintenance	55.00	D	DMV fee - 25HGW5 (new)				1
247	9/30/22	500	01- 201- 000- 0123- 6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
248	9/30/22	500	01- 000- 000- 0000- 1001 Cash	1,031.99	C	Sheriff Enterprise - Sept				1
249	9/30/22	500	01- 031- 000- 0000- 6210 Telephone	108.31	D	Phone Charges - Verizon				1
250	9/30/22	500	01- 103- 000- 0000- 6210 Telephone	227.02	D	Phone Charges - Verizon				1
251	9/30/22	500	01- 091- 000- 0000- 6210 Telephone	121.81	D	Phone Charges - Verizon				1
252	9/30/22	500	01- 111- 000- 0000- 6210 Telephone	381.81	D	Phone Charges - Verizon				1
253	9/30/22	500	01- 252- 000- 0000- 6210 Telephone	667.63	D	Phone Charges - Verizon				1
254	9/30/22	500	01- 251- 000- 0000- 6210 Telephone	178.62	D	Phone Charges - Verizon				1
255	9/30/22	500	01- 281- 000- 0000- 6210 Telephone	185.24	D	Phone Charges - Verizon				1
256	9/30/22	500	01- 602- 000- 0000- 6210 Telephone	35.01	D	Phone Charges - Verizon				1
257	9/30/22	500	01- 032- 000- 0000- 6210 Telephone	133.04	D	Phone Charges - Verizon				1
258	9/30/22	500	01- 061- 000- 0000- 6210 Telephone	83.42	D	Phone Charges - Verizon				1
259	9/30/22	500	01- 253- 000- 0000- 6210 Telephone	43.41	D	Phone Charges - Verizon				1
260	9/30/22	500	01- 105- 000- 0000- 6210 Telephone	173.62	D	Phone Charges - Verizon				1

Steele County

JOURNAL ENTRIES



Description JW - SEP 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
261	9/30/22	500	01-481-460-6009-6210 Telephone	444.06	D	Phone Charges - Verizon				1
262	9/30/22	500	01-481-460-6011-6210 Telephone	21.71	D	Phone Charges - Verizon				1
263	9/30/22	500	01-481-461-6030-6210 Telephone	2.17	D	Phone Charges - Verizon				1
264	9/30/22	500	01-481-461-6034-6210 Telephone	21.71	D	Phone Charges - Verizon				1
265	9/30/22	500	01-481-461-6040-6210 Telephone	162.79	D	Phone Charges - Verizon				1
266	9/30/22	500	01-481-461-6059-6210 Telephone	65.11	D	Phone Charges - Verizon				1
267	9/30/22	500	01-481-462-6047-6210 Telephone	29.52	D	Phone Charges - Verizon				1
268	9/30/22	500	01-481-465-6057-6210 Telephone	79.29	D	Phone Charges - Verizon				1
269	9/30/22	500	01-201-000-0000-6210 Telephone	1,082.96	D	Phone Charges - Verizon				1
270	9/30/22	500	01-201-000-0000-6211 Radio- Computers- Cameras	840.51	D	Phone Charges - Verizon				1
271	9/30/22	500	01-042-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
272	9/30/22	500	01-121-000-0000-6210 Telephone	35.01	D	Phone Charges - Verizon				1
273	9/30/22	500	01-000-000-0000-1001 Cash	5,163.79	C	Phone Charges - Verizon				1
274	9/30/22	500	10-301-000-0000-6210 Telephone	579.11	D	Phone Charges - Verizon				1
275	9/30/22	500	10-000-000-0000-1001 Cash	579.11	C	Phone Charges - Verizon				1
276	9/30/22	500	53-398-000-0000-6210 Telephone	79.33	D	Phone Charges - Verizon				1
277	9/30/22	500	53-000-000-0000-1001 Cash	79.33	C	Phone Charges - Verizon				1
Debit Total				11,736,495.03		Credit Total	11,736,495.03	Net:	0.00	

PERSONNEL REPORT
November 22, 2022 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Drew Meyer	Custodian/Facilities	A13/2	11/16/22
Sheilan Hamasoor	Asst. County Attorney I/Attorney	C43/5	01/03/23

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
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Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
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STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officers (4)	Det. Center/Sheriff's Office	Backgrounding 2; Recruiting 2
Assessment Technician I	Assessor's Office	Offer Pending
Landfill Operator	Admin/PW	Scheduling Interviews
Health Educator	Public Health	Working on Recruitment Docs
Road Deputy	Sheriff's Office	On-Hold
Health Services Asst/LPN (.5 FTE)	Det. Center/Sheriff's Office	On-Hold

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: 2023 Aquatic Invasive Species Prevention Plan

Department: Planning & Zoning

Committee Meeting Date: November 15, 2022

Board Meeting Date: November 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends adopting the Resolution

Staff Recommendation:

Adopt the 2023 Aquatic Invasive Species Prevention Plan.

Background (*Including Budget Impact*):

Each year, Steele County is appropriated money from the State of Minnesota as part of our county program aid to be used “solely to prevent the introduction or limit the spread of aquatic invasive species at all access sites in the county.” The amount of money the county receives is based upon the number of watercraft launches and watercraft trailer parking spaces in the county and we currently receive approximately \$17,101 per year. A requirement of receiving this aid is to annually submit a plan to the State detailing the money will be used.

Attachments:

AIS Resolution

2023 AIS Plan

STEELE COUNTY RESOLUTION
2023 AQUATIC INVASIVE SPECIES PREVENTION AID PLAN

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated to each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Steele County is allocated to receive \$17,101 in FY 2023, and;

WHEREAS, the legislation requires that Steele County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and;

WHEREAS, the county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and;

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Steele County, Minnesota, adopts the Steele County 2023 Aquatic Invasive Species Prevention Plan.

Adopted: November 22, 2022

STEELE COUNTY BOARD OF COMMISSIONERS

BY: _____
Chair, Steele County Board of Commissioner

ATTEST:

Steele County Auditor

Steele County

2023 Aquatic Invasive Species Prevention Plan

INTRODUCTION

Aquatic invasive species (AIS) are threatening Minnesota waters. These nonnative species harm fish populations, water quality, and water recreation. They are defined in MN Statutes as a nonnative species that: (1) cause or may cause economic or environmental harm or harm to human health; or (2) threatens or may threaten natural resources or the use of natural resources in the state.

Currently there are no lakes within Steele County that are listed as infested for invasive species and only one gravel pit that has been identified with Eurasian Watermilfoil. However, there are many water bodies in the surrounding counties that contain AIS. For this reason, Steele County waters are most at risk of becoming infested due to the unintentional transport of AIS through aquatic recreationists. This plan outlines the efforts that Steele County is implementing and will undertake to help prevent the spread of harmful AIS to Steele County and within Minnesota.

Table 1: Infested waters of Steele County and Surrounding Counties

County	Water Body	Infested by:
Steele	Unnamed gravel pit (located in S16, T108, R20W)	Eurasian watermilfoil
Rice	Cannon	flowering rush
Goodhue and Rice	Cannon River from Wells Lower Sakatah to the confluence with the Straight River	flowering rush
Rice	Cedar	Eurasian watermilfoil
Rice	Circle	Eurasian watermilfoil
Waseca	Clear	Eurasian watermilfoil
Rice	Fox	Eurasian watermilfoil
Rice	French	Eurasian watermilfoil
Rice	Hunt	Eurasian watermilfoil
Rice	Mazaska	Eurasian watermilfoil
Waseca	Reeds	Eurasian watermilfoil
Rice	Shields	Eurasian watermilfoil
Rice	Sprague	flowering rush
Rice	Wells	flowering rush

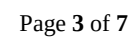
Funding for implementation of the plan comes from the State of Minnesota in the form of Local Aquatic Invasive Species Prevention Aid. Funds are allocated based on the number of watercraft trailer launches and the number of watercraft trailer parking spaces. This funding formula recognizes that the spread of aquatic invasive species is primarily thru the transportation of watercraft and water related equipment such as docks, boat lifts, etc. Table 2 shows the characteristics of the lakes and accesses in Steele County and Figure 1 shows the location of Public Water Accesses.

Table 2: Characterization of Lakes in Steele County

Number of lakes more than 10 acres in size	10
Number of lakes designated as infested with aquatic invasive species	0
Total number of public water accesses	5
Number of public water accesses as the MNDNR listed as administrator	1
Number of public water accesses as MnDOT listed as the administrator	0
Number of public water accesses as Steele County listed as the administrator	1
Number of public water accesses as the township listed as the administrator	0
Number of public water accesses with the city listed as the administrator	3
Estimated number of non-public water accesses*	98

*This number is based off of a survey of private docks that are utilized within the county.

Minnesota Statutes 477A.19 Aquatic Invasive Species Prevention Plan and Report
Steele County 2023



STRATEGIES:

The following describes the strategies that Steele County will undertake along with its partners to meet the objective of this plan.

Element 1: Needs Assessment

Element 2: Education and Communication

Element 3: Inspections & Enforcement

Element 4: Monitoring and Evaluation

ACTIONS

Task#	Action	How Action Supports AIS Prevention
Element 1: Needs Assessment.		
1A	Understanding the variety of pathways of introduction.	Communicating to the public and public officials the means by which AIS can spread is vital to the prevention of its spreading.
1B	Maintain inventory of water bodies that currently have AIS.	Knowing which water bodies are already infested will aid in spread of AIS from those waters to un-infested waters.
1C	Identify access sites and responsible managing parties.	Prioritized access sites in Steele County will aid in utilizing resources
1D	Evaluate current AIS prevention knowledge, compliance, and practices.	Ongoing evaluation is key in updating and developing new strategies.
1E	Collaborate with other counties, watershed groups, etc. to develop a regional approach to AIS prevention.	Since Steele County only has limited known infestations of AIS , it is important to work with other entities both in county and outside of the county to prevent future infestations.
Element 2: Education and Communication		
2A	Develop or obtain education materials for distribution.	Materials obtained and distributed
2B	Explore partnership opportunities with existing outreach efforts developed by the MNDNR and others.	Maintain relationship with DNR
2C	Promote AIS awareness in schools and public events such as the Steele County's fair	Work with regional events such as the Steele County Free Fair, Fleetfarm, Cabela's and others. Promoted AIS education with schools and fishing clubs.
2D	Expand upon signage efforts	Look for additional opportunities to utilize signage.

2E	Develop and distribute AIS prevention messages targeting riparian landowners who launch watercraft from their own private residential access	Educating riparian land owners is vital to prevent the spread of AIS thru water craft or other equipment such as docks that may not go thru public landings.
2F	Work with the Stop Aquatic Hitchhikers campaign to strengthen awareness of AIS issues in Steele County.	Utilizing a consistent marketing message re-enforces the education of the public.
2G	Train county field staff (e.g., zoning, septic system, land department) on practices to avoid spreading invasive species.	A cross trained staff more efficiently utilizes limited resources.
Element #3 Inspections & Enforcement		
3A	Perform watercraft inspections thru delegation agreement with the MNDNR.	Perform Watercraft Inspections at targeted lake launches. (attachment a)
3B	Train staff and law enforcement in watercraft inspections	A cross trained staff more efficiently utilizes limited resources.
Element #4: Monitoring and Evaluation		
4A	Assist with funding local outreach and monitoring efforts by entities other than the county.	Monitored Water Quality at Area lakes
4B	Publicize new infestations at access sites and other local publications.	Ongoing
4C	Encourage county staff, businesses, and individuals to submit samples of suspected AIS to the MNDNR.	Ongoing
4D	Augment communication and reporting mechanisms for citizen monitoring of lakes and rivers.	Maintain relationship with Clean Rivers Partners and Cannon River Watershed Joint Powers Board
4E	Cultivate partnerships with organizations interested in AIS prevention (e.g., lake associations)	Maintain relationship with Clean Rivers Partners and Cannon River Watershed Joint Powers Board.
4F	Evaluate AIS prevention efforts and cooperative relationships for possible improvements.	Ongoing

UPDATING AND AMENDING THE PLAN

This plan will be reviewed annually and updated as needed based on available funding.

Annual spending and budget reports will also be conducted in compliance with the DNR.

Attachment A



End-of-season Watercraft Inspection Program Report

Organization Name: Steele County

Completing this Watercraft Inspection Program report fulfills the requirements of section 2.J of the Delegation Agreement. Please submit an end of season report by December 31st of the current year. Please add additional sheets if necessary.

1. When did your season run? Start Date 6/5/2022 End Date 10/5/2022
2. How many inspectors did you use for inspections? 2
3. If applicable, how many decontamination units did you have in operation? NA
4. Please record the number of hours your staff logged at each lake and access. This information can be used to help understand inspections per hour for the state. Indicate "hours not available" if you do not have this information. Attach a separate sheet if necessary.

Lake Name	Access Name	WIP Case Number	Total Hours
Beaver Lake	Beaver	74002301	484

5. Did your program encounter any unexpected issues this season? If yes, please provide a description below. Examples include, but are not limited to: hiring, training, enforcement support, conflicts at the access, injuries, damage, etc.

No

6. Do you have suggestions for improving the statewide inspection program for the future? If yes, please provide a description below. This information may be used at annual off-season inspection meetings.

No

7. Are you planning on piloting any new inspection protocols or procedures next year? If yes, please provide a description below. DNR will need to review and approve any proposed new procedures.

No



Steele County Agenda Item

Subject: Snowmobile Grant-In-Aid Agreement

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: December 8, 2020

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee Recommends Approving

Recommendation:

Approve the FY 2021 Snowmobile Grant-In-Aid Program Contract Agreement in the amount of \$57,754.22.

Background (*Including Budget Impact*):

This is an annual Agreement between the Dept. of Natural Resources and Steele County for the maintenance and grooming of the Steele County Trails. The State disburses funds based on upon the satisfactory completion of performance benchmarks.

Attachments:

Snowmobile Grant-In-Aid Agreement



STATE OF MINNESOTA GRANT CONTRACT AGREEMENT

SNOWMOBILE GRANT-IN-AID PROGRAM FY 2023 MAINTENANCE AND GROOMING GRANTS

Local Unit of Government Sponsor:	Steele County
Trail/Club Name:	Steele County Trails/The Steele County Snowmobile Trail Association
Grant Amount:	\$58,099.86

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and **Steele County, 630 Florence Ave, Owatonna, MN 55060** ("GRANTEE").

Recitals

1. The Snowmobile Grant-in-Aid Program established in [Minn. Stat. 84.83](#) to provide grants to local units of government for the maintenance of snowmobile trails and the State is empowered to enter into this grant.
2. The Snowmobile Grant-in-Aid Program manual ("Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual", hereafter "manual") identifies the duties of the state and grantee, and any non-profit trail organizations the grantee may choose to sponsor for trail grooming and maintenance activities. In this contract and the manual, the terms "Grantee" and "Sponsor" are interchangeable. The manual is available at https://mndnr.gov/grants/recreation/gia_snowmobile.html, and is incorporated into this grant contract agreement by reference.
3. The State is in need of the services of the Sponsor to provide the maintenance and grooming of the following trail(s) specified in this grant contract agreement: **Steele County Trails**
4. The Sponsor has applied to the State for a grant for the above identified trails and has submitted the Snowmobile Grant-in-Aid Program Maintenance and Grooming application form, required attachments, and resolution or official minutes of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan."
5. Attachment. The Sponsor's resolution or official minutes are attached and incorporated into this grant contract agreement.
6. The Sponsor represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Sponsor agrees to minimize administrative costs as a condition of this grant and to follow the code of ethics pursuant to [Minn.Stat. §43A.38](#) in administration of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

July 1, 2022 or the date the State accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet this grant contract agreement and per [Minn. Stat. §16B.98](#) Subd. 5 and Subd. 7. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Sponsor until this grant contract is fully executed.

1.2 *Expiration date:*

June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.**

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property Rights; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 **Incur Expenses.**

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July 1, 2021 are eligible for reimbursement. Expenses incurred by the grantee or its subcontractors prior to contract execution (as permitted by Minnesota Statutes, section 84.026, Subd. 4(1)) require written pre-approval by the state's authorized representative prior to expenditure.

2 **Sponsor's Duties**

The Sponsor, who is not a state employee, will:

- (a) Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- (b) Maintain the proposed trails in accordance with the guidelines contained within the current Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual, hereinafter referred to as the "Manual" as accepted or amended by the State and available on the Snowmobile GIA Program webpage at http://www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota.
- (c) Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
- (d) Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required and in accordance with the trail grooming guidelines established in the manual. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

3 **Time**

The Sponsor must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 **Consideration and Payment**

4.1 **Consideration.**

The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified below. This grant shall not exceed the Grant Amount as specified below. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

4.2 **Total Obligation.**

The total obligation of the State for all compensation and reimbursements to the Sponsor under this

grant contract will not exceed **\$58,099.86**

4.3 **Payment**

1. Trail Completion Benchmark, 45% of Total Grant Amount

Disbursement of these funds is contingent on the sponsor providing a high quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount

A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount

The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount

The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the “anticipated” alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

4.4 **Contracting and Bidding Requirements**

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

- (a) If the amount of the contract is estimated to exceed \$175,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$175,000, the contract may

be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2) and paragraph (c).

- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Sponsor under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Sponsor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5.1 Penalties

In addition to the penalties identified below, if its determined performance was not met the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Snowmobile Grant-in-Aid Program.

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.
2. If it is determined that the **Grooming Certification benchmark for the period of opening day through January 15** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of

the Total Annual Grant Amount.

4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

6 Authorized Representative

The State's Authorized Representative is **Joel Wagar, Area Supervisor, 8485 Rose Street, Owatonna MN 55060, 507-414-6193, joel.wagar@state.mn.us**, or his/her successor, and has the responsibility to monitor the Sponsor's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Sponsor's Authorized Representative is **Laura Ihrke Auditor, Steele County, 630 Florence Ave, Owatonna, MN 55060, 507-444-7410, auditor@co.steele.mn.us**. If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Sponsor shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Sponsor. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Sponsor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Sponsor or the Sponsor's agents or employees. This clause will not be construed to bar any legal remedies the Sponsor may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Sponsor's or the sponsor's agent's books, records, documents, and accounting procedures and practices of the Sponsor, the sponsor's agent, or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Sponsor and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Sponsor under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Sponsor or the State. If the Sponsor receives a request to release the data referred to in this Clause, the Sponsor must immediately notify the State. The State will give the Sponsor instructions concerning the release of the data to the requesting party before the data is released. The Sponsor's response to the request shall comply with applicable law

10.2 Intellectual Property Rights

(a) Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract.

(b) Obligations.

1. Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Sponsor, including its employees and subcontractors, in the performance of this contract, the Sponsor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. Representation. The Sponsor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Sponsor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Sponsor represents and warrants that the Works and Documents do not will not infringe upon any intellectual property rights of other persons or entities. The sponsor will indemnify, defend, to the extent permitted by the Attorney General and hold harmless the State, at the Sponsor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the Works and Documents infringe upon the intellectual property rights of others. The Sponsor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Sponsor's or the State's opinion is likely to arise, the Sponsor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Sponsor certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Sponsor's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's

Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sponsor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Sponsor's website when practicable.

12.2 *Endorsement*

The Sponsor must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination and Funding

14.1 *Termination by the State*

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Sponsor. Upon termination, the Sponsor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination or Reduction for Insufficient Funding*

The state can reduce or terminate this grant contract if:

- (a)** It does not obtain funding from the Minnesota Legislature.
- (b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Sponsor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Sponsor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Sponsor notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 *Termination by Contract*

This grant contract may also be terminated upon mutual agreement by the State and the Sponsor.

14.5 *Funding*

The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event that state funds become unavailable because of legislative or executive action or restraints, including but not limited to the Minnesota Legislature not appropriating sufficient funding for the program or there not being enough funding in the snowmobile account, the grant amount may be reduced or this contract may be terminated by the State. Due to variability in revenues to the snowmobile account, the State/DNR may reduce or not disburse funds for the third and/or fourth benchmarks.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Sponsor consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Sponsor to file state tax returns and pay delinquent state tax liabilities, if any.

16 Invasive Species Prevention

16.1 Prevent or limit the introduction, establishment or spread of terrestrial invasive species during work.

The State requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The Sponsor shall prevent invasive species from entering into or spreading within the Trail(s) by ensuring the cleaning of equipment prior to arriving at the Trail(s) site. Where there are multiple sites and at least one contains invasive species, the intent is to start work at the site with the fewest number of invasive plants, leaving the most heavily infested sites to last. The Sponsor's contractors shall make every effort to schedule operations and site visits to avoid the spread of weed seed. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under State control.

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

TERRESTRIAL WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

AQUATIC WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the project site includes a water body, the grantee shall clean equipment and clothing as noted above, prior to entering and leaving the water body. Prior to leaving the water body, drain water from all equipment, tanks or water retaining components of boats (motors, live well and bilge). Immediately after leaving the water body, drain water from transom wells onto dry land.

16.2 Cleaning and disposal of material cleaned.

If the equipment, vehicles, gear, or clothing arrives at the Trail with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by the Sponsor's contractor furnished tool

or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the State's Authorized Representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

17 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here:

https://mndnr.gov/pollinator_resources/index.html, *DNR Pollinator Best Management Practices and Habitat Restoration Guidelines*.

18 Accessibility

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines. Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>.

19 Technical Assistance

Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

20 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

20.1 The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

20.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

21 Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.

(a) This award and employees working on this financial assistance contract will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.

(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

22 Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual and potential conflicts of interest related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse

to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

23 Force majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

24 Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- e) Any other applicable non-discrimination law(s).

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15

Signed: Karen Patrin
63FBE77937A34A8...

Date: November 10, 2022

SWIFT Contract/PO No(s). 22170/PO# 3000221244

2. SPONSOR

The Sponsor certifies that the appropriate person(s) have executed the grant contract on behalf of the Sponsor as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
Agency
Sponsor
State’s Authorized Representative

RESOLUTION

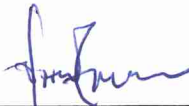
WHEREAS, Steele County agrees to be sponsors of the Steele County Trail Association, Inc.;

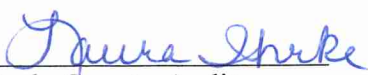
and

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners do hereby name Ed Nelson as the Steele County Trail Administrator.

Dated: 5/24/22

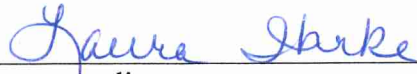
STEELE COUNTY BOARD OF COMMISSIONERS

By: 
Chairman

ATTEST: 
Steele County Auditor

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 24th day of May, 2022.


County Auditor
County of Steele



Steele County Agenda Item

Subject: Approve Agreements with Havana, Medford, and Merton Townships for Replacement of Township Bridges

Department: Highway

Committee Meeting Date: November 10, 2022

Board Meeting Date: November 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve Agreements with Havana, Medford, and Merton Townships for the replacement of Township Bridges and authorize the Chair and Administrator to sign the agreements.

Background (*Including Budget Impact*):

Havana Township Bridge No. L8592 is a steel pipe arch culvert, classified as a bridge, located on NE 64th Ave over Maple Creek and has been identified as deficient.

Medford Township Bridge No. 74524 is a timber slab span bridge located on NE 14th Ave over Medford Creek and has been identified as deficient.

Merton Township Bridge No. L5798 is a steel pipe arch culvert, classified as a bridge, in on NE 76th Ave over Rush Creek and has been identified as deficient.

Merton Township Bridge No. 74507 is a timber slab span bridge located on NE 34th Ave over Rush Creek and has been identified as deficient.

The projects will be funded through local Township levy funds in the amount of \$20,000 and the remainder will be funded by State-Aid Township Bridge funds.

The Agreement assigns roles and responsibilities, addresses funding, appoints the County as the Township's agent relating to these bridge replacements and indemnifies the County.

The MnDOT Office of State-Aid has indicated there is a healthy balance in the Township Bridge Fund and if townships want to move projects ahead this is a good time to do so.

Attachments:

Agreements

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Havana, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant to provide hydraulic analysis and bridge or culvert size recommendations, and to prepare plans and specifications for the replacement of Bridge No. L8592. Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the Contractor for the performance of any extra work or work occasioned by any necessary advantages, or desirable change in plans or construction, if unforeseen circumstances require said action on the part

of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from the MnDOT State-Aid Town Bridge Account to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

TOWNSHIP OF HAVANA, MINNESOTA

COUNTY OF STEELE, MINNESOTA

David J. Joachum
Chair, Havana Township Board

Steele County Board Chair

Date: 10-6-2022

Date: _____

Attest:

Laurie Wolhart
Township Clerk

County Administrator

Date: 10-6-2022

Date: _____

RESOLUTION # 034

TOWN BOARD OF HAVANA TOWNSHIP

BE IT RESOLVED by the Havana Town Board of Supervisors that the County of Steele be and hereby is authorized and requested to take such steps and perform such acts on behalf of the Township of Havana, Steele County, as may be necessary to have the construction and improvement of the bridge and road, hereinafter described, properly approved by the Minnesota Department of Transportation as a Township bridge replacement project eligible for the expenditure of Township Bridge Funds and/or State Bond Funds thereon and eligible for present construction and the letting of a contract therefor.

Existing Bridge No. L8592
New Bridge No. TBD
Town Road No: NE 64th Ave – T 163
Section 03, Township 107N, Range 19W

BE IT FURTHER RESOLVED That the Town Board of Havana Township agrees to reimburse the County of Steele for all engineering services performed in the project design, plan, specification preparation, project supervision, and all other costs related to the bridge replacement upon receipt of verified claims from the County Highway Engineer.

ADOPTED October 6, 2022.

HAVANA TOWNSHIP BOARD
Steele County, Minnesota

By: David J. Joachim
Chairman

ATTEST:

By: Launie Wolchart
Township Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the Havana Township Board on the 6th day of October, 2022.

Launie Wolchart
Township Clerk

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Medford, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant to provide hydraulic analysis and bridge or culvert size recommendations, and to prepare plans and specifications for the replacement of Bridge No. 74524. Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the Contractor for the performance of any extra work or work occasioned by any necessary advantages, or desirable change in plans or construction, if unforeseen circumstances require said action on the part

of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from the MnDOT State-Aid Town Bridge Account to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

TOWNSHIP OF MEDFORD, MINNESOTA

COUNTY OF STEELE, MINNESOTA

Steven Jasti
Chair, Medford Township Board

Steele County Board Chair

Date: 10-11-22

Date: _____

Attest:

Angie Fuhvelst
Township Clerk

County Administrator

Date: 10/11/22

Date: _____

RESOLUTION

TOWN BOARD OF MEDFORD TOWNSHIP

BE IT RESOLVED by the Medford Town Board of Supervisors that the County of Steele be and hereby is authorized and requested to take such steps and perform such acts on behalf of the Township of Medford, Steele County, as may be necessary to have the construction and improvement of the bridge and road, hereinafter described, properly approved by the Minnesota Department of Transportation as a Township bridge replacement project eligible for the expenditure of Township Bridge Funds and/or State Bond Funds thereon and eligible for present construction and the letting of a contract therefor.

Existing Bridge No. 74524
New Bridge No. TBD
Town Road No: NE 14th Ave – T 109
Section 14, Township 108N, Range 20W

BE IT FURTHER RESOLVED That the Town Board of Medford Township agrees to reimburse the County of Steele for all engineering services performed in the project design, plan, specification preparation, project supervision, and all other costs related to the bridge replacement upon receipt of verified claims from the County Highway Engineer.

ADOPTED 10 - 11, 2022.

MEDFORD TOWNSHIP BOARD
Steele County, Minnesota

By: Steven Jaster
Chairman

ATTEST:

By: Angie Finkbeiner
Township Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the Medford Township Board on the 11 day of October, 2022.

Angie Finkbeiner
Township Clerk

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Merton, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant to provide hydraulic analysis and bridge or culvert size recommendations, and to prepare plans and specifications for the replacement of Bridge No. L5978. Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the

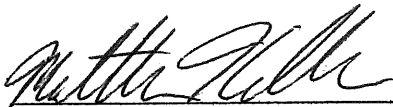
Contractor for the performance of any extra work or work occasioned by any necessary advantages, or desirable change in plans or construction, if unforeseen circumstances require said action on the part of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from the MnDOT State-Aid Town Bridge Account to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

TOWNSHIP OF MERTON, MINNESOTA

COUNTY OF STEELE, MINNESOTA



Chair, Merton Township Board

Date: 11-8-22

Steele County Board Chair

Date: _____

Attest:



Township Clerk

Date: 11/8/22

County Administrator

Date: _____

RESOLUTION

TOWN BOARD OF MERTON TOWNSHIP

BE IT RESOLVED by the Merton Town Board of Supervisors that the County of Steele be and hereby is authorized and requested to take such steps and perform such acts on behalf of the Township of Merton, Steele County, as may be necessary to have the construction and improvement of the bridge and road, hereinafter described, properly approved by the Minnesota Department of Transportation as a Township bridge replacement project eligible for the expenditure of Township Bridge Funds and/or State Bond Funds thereon and eligible for present construction and the letting of a contract therefor.

Existing Bridge No. L5978
New Bridge No. TBD
Town Road No: NE 76th St. – T 149
Section 8, Township 108N, Range 19W

BE IT FURTHER RESOLVED That the Town Board of Merton Township agrees to reimburse the County of Steele for all engineering services performed in the project design, plan, specification preparation, project supervision, and all other costs related to the bridge replacement upon receipt of verified claims from the County Highway Engineer.

ADOPTED 11/8, 2022.

MERTON TOWNSHIP BOARD
Steele County, Minnesota

By: *Matthew Tuller*
Guill Schuchman
Chairman

ATTEST:

By: *Bramel Baig*
Township Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the Merton Township Board on the 8th day of November, 2022.

Bramel Baig
Township Clerk

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Merton, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant to provide hydraulic analysis and bridge or culvert size recommendations, and to prepare plans and specifications for the replacement of Bridge No. 74507. Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the Contractor for the performance of any extra work or work occasioned by any necessary advantages, or desirable change in plans or construction, if unforeseen circumstances require said action on the part

of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from the MnDOT State-Aid Town Bridge Account to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

TOWNSHIP OF MERTON, MINNESOTA

COUNTY OF STEELE, MINNESOTA



Chair, Merton Township Board

Date: 11-8-22

Steele County Board Chair

Date: _____

Attest:



Township Clerk

Date: 11/8/22

County Administrator

Date: _____

RESOLUTION

TOWN BOARD OF MERTON TOWNSHIP

BE IT RESOLVED by the Merton Town Board of Supervisors that the County of Steele be and hereby is authorized and requested to take such steps and perform such acts on behalf of the Township of Merton, Steele County, as may be necessary to have the construction and improvement of the bridge and road, hereinafter described, properly approved by the Minnesota Department of Transportation as a Township bridge replacement project eligible for the expenditure of Township Bridge Funds and/or State Bond Funds thereon and eligible for present construction and the letting of a contract therefor.

Existing Bridge No. 74507
New Bridge No. TBD
Town Road No: NE 34th Ave – T 145
Section 06, Township 108N, Range 19W

BE IT FURTHER RESOLVED That the Town Board of Merton Township agrees to reimburse the County of Steele for all engineering services performed in the project design, plan, specification preparation, project supervision, and all other costs related to the bridge replacement upon receipt of verified claims from the County Highway Engineer.

ADOPTED 11/8, 2022.

MERTON TOWNSHIP BOARD
Steele County, Minnesota

[Signature]
By: *[Signature]*
Chairman

ATTEST:

By: *[Signature]*
Township Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the Merton Township Board on the 8th day of November, 2022.

[Signature]
Township Clerk



Steele County Agenda Item

Subject: Approve Resolution – Prioritized Bridge Replacement List

Department: Highway

Committee Meeting Date: November 10, 2022

Board Meeting Date: November 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval

Recommendation:

Approve Resolution – Prioritized Bridge Replacement List.

Background (Including Budget Impact):

Each year the MNDOT Office of State Aid requests local agencies provide a prioritized bridge replacement list in the form of a resolution.

The resolution satisfies statutory requirements for requesting Bridge Bonding money as well as for State-Aid to release Township Bridge monies.

In addition, it is used at the Legislature to document statewide funding needs for local bridge replacement.

Bridge L5573 is the closed historical structure in Clinton Falls. It is anticipated that most of the funding to remove, refurbish, and relocate this structure will be State and Federal dollars.

Bridge 4686 carries CR 180 over the Izaak Walton Creek, directly under the Canadian Pacific railroad bridge. These are both currently subjects of a Feasibility Study and are also anticipated to be mostly funded with State and Federal dollars.

Attachments:

Resolution – Prioritized Bridge Replacement List

RESOLUTION - PRIORITIZED BRIDGE REPLACEMENT LIST

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

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

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

Old Bridge Number	Road and Crossing	LPI (1)	Total Project Cost	Township or State Bridge Funds	Federal Funds	Local or State Aid Funds	Proposed Construction Year
74513	CR 162 over Crane Creek	52	\$885,000	\$720,000	\$0	\$165,000	2023
92779	CSAH 6 over Ditch	48	\$227,500	\$100,000	\$0	\$127,500	2024
89080	CSAH 28 over Ditch	57	\$252,500	\$100,000	\$0	\$152,500	2024
L5798	76th St NE over Rush Creek	55	\$200,000	\$180,000	\$0	\$20,000	2024
74524	14th Ave NE over Medford Cr	48	\$225,000	\$205,000	\$0	\$20,000	2024
L5573	50th St NW over Straight River	22	\$670,000	\$670,000	\$0	\$0	2024
4686	CR 180 over Izaak Walton Cr	48	\$500,000	\$300,000	\$0	\$200,000	2025
6037	Canadian Pacific RR over CR 180 & Izaak Walton Creek	NA	\$6,250,000	\$5,000,000	\$0	\$1,250,000	2025
74519	CSAH 43 over Ditch	52	\$500,000	\$125,000	\$0	\$375,000	2026
74507	34th Ave NE over Rush Creek	50	\$225,000	\$205,000	\$0	\$20,000	2026
L8592	64th Ave NE over Maple Cr	55	\$225,000	\$205,000	\$0	\$20,000	2027
95786	18th St SE over Ditch	54	\$200,000	\$180,000	\$0	\$20,000	2027
6743	CSAH 45 over Turtle Creek	57	\$600,000	\$275,000	\$0	\$325,000	2027
1. Local Planning Index (LPI) is a measurement of the bridge's condition on a 1-100 point scale, factoring both the consequence of a service interruption and the probability of service interruption. To be eligible for funding, the bridge must have a LPI of less than 60. LPI does not apply to railroad bridges.							

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

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

STEELE COUNTY
BOARD OF COMMISSIONERS

John Glynn, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 22nd day of November 2022, as shown by the minutes of said meeting in my possession

Laura Ihrke, Steele County Auditor



Steele County Agenda Item

Subject: Health Insurance Dividend Distribution

Department: HUman Resources

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

Board Meeting Date: November 22, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Recommend approving the distribution of the health insurance dividend as follows:

- \$150.00 payment to each benefit-eligible Steele County employee who has been continuously employed between March 30, 2020 – November 30, 2022
- Remainder of dividend proceeds put into the County's Wellness Fund for employee wellness programming and services

Background (*Including Budget Impact*):

The County received a \$129,248 dividend from the Southeast Service Cooperative (SESC) in the spring of 2022. This dividend was a one-time disbursement to the members of the regional SESC pool due to the pool's low experience rating (less than expected claims) over the last couple of years, resulting in a good overall financial position for pool members.

We're recommending this dividend to be used to directly impact employees in a positive manner for their dedicated service and continued participation in our health insurance and wellness programs by providing a payment to each eligible employee and the remainder of the funds be put into the Wellness Fund to be used for continued wellness programs and services for them.

Attachments:

N/A



Steele County Agenda Item

Subject: Recycling Contract RFP

Department: Planning & Zoning

Committee Meeting Date: November 15, 2022

Board Meeting Date: November 22, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee Recommends bringing to the Board

Staff Recommendation:

Request authorization to send out RFP for Curbside Recycling Collection Services.

Background (*Including Budget Impact*):

The contract with Waste Management for Curbside Collection of recyclable materials is set to expire at the end of October 2023 after a one-year extension. The intent of the extension was to prepare a request for proposals to solicit bids from interested contractors. The RFP would be issued in December with responses due in January, and a potential decision by March. This would give any prospective new contractor time to prepare for the contract by November of 2023.

Attachments:

Draft RFP

Steele County, Minnesota

**Request for Proposals (RFP)
For
Comprehensive Recycling Services**

Scheduled Release Date:

November 28th, 2022

Proposal Due Date:

January 3rd, 2023

3:00 p.m. CST

Steele County Planning & Zoning
630 Florence Ave.
Owatonna, MN 55060
507-444-7482

Table of Contents

1.0	Introduction	1
1.1	Summary	1
1.2	Background	1
2.0	Definitions	2
2.1	County’s Designated Contact Person	2
2.2	Collection	2
2.3	Contract	2
2.4	Contractor	2
2.5	Curbside Residential Recycling Service	2
2.6	Markets.....	2
2.7	Materials Recovery Facility (MRF).....	3
2.8	Non-Targeted Materials	3
2.9	Process Residuals	3
2.10	Processing.....	3
2.11	Recyclable Materials	3
2.12	Recycling Center.....	3
2.13	Recycling Drop-off Sites	3
2.14	Revenue Sharing	3
3.0	Proposal Submittals	4
3.1	How to Submit Proposals.....	4
3.2	Proposal Schedule	4
3.3	Proposal Held as Non-Public Data	4
3.4	Negotiations	5
4.0	Proposal Content.....	5
4.1	Proposal Content Checklist.....	5
4.2	Proposer Statement of Organization	5
4.3	References	5
4.4	Questionnaire	5
4.5	Cost Proposal Worksheet.....	5
4.6	Revenue Sharing	5
4.7	Price Adjustments	5
4.8	Signature Page	5
4.9	Exceptions to the RFP.....	5

4.10	RFP and Proposal to Become Part of Final Contract.....	5
4.11	Venders May Team with Other Companies.....	5
4.12	Withdrawal or Modifications of Proposals	6
4.13	County’s Right to Reject Any and All Proposals	6
5.0	Evaluation Criteria	6
6.0	Communication.....	7
6.1	Designated RFP Administrator	7
6.2	Restricted Communications	7
6.3	Request for Clarification.....	7
7.0	General Requirements.....	7
7.1	Contractor Requirements	7
7.2	Collection Vehicle Equipment Requirements	8
7.3	Personnel Requirements.....	8
8.0	Curbside Residential Collection Requirements	9
8.1	Households	9
8.2	Recycling Containers	9
8.3	Schedule	9
8.4	Holidays.....	9
8.5	Severe Weather	10
8.6	Point of Collection	10
8.7	Walk-up Service.....	10
8.8	Customer Service Complaints	10
8.9	Liquidated Damages	10
8.91	Missed Individual Collection	11
8.92	District-wide Collection Not Completed	11
8.93	Exceptions.....	11
9.0	Drop-Off Sites and Recycling Center	11
9.1	Recycling Drop-off Sites	11
9.2	Recycling Center	11
9.3	Materials Accepted	12
9.4	Storage Containers at Drop-Off Sites and Recycling Center.....	12
9.5	County Approval of Container Type and Labeling	12
9.6	Management of Contamination	12
10.0	County Right to Determine Requirements.....	12

10.1	Recyclable Material Requirements	13
10.2	Records and Weight Tickets	13
10.3	Clean Up Liter.....	13
10.4	Ownership of Materials	13
10.5	Recyclable Material Required to be Transported to Markets; Disposal of Recyclable Materials Prohibited.....	14
10.6	MRF's Must be Specified.....	14
10.7	End Market Certification	14
10.8	Process Residuals	14
10.9	Lack of Adequate Market Demand.....	14
11.0	Publicity and Education	15
12.0	Reports	15
12.1	Monthly Reports	15
12.2	Annual Reports	15
13.0	Performance Monitoring	16
14.0	Terms of Contract	16
15.0	Payment Terms	16
16.0	Insurance and Legal Requirements.....	16
16.1	Insurance	16
16.11	Workers Compensation Insurance	16
16.12	Comprehensive General Liability Insurance	17
16.13	Auto, Bodily Injury, and Property Insurance.....	17
16.14	Environmental Liability Insurance	17
16.2	County as Additional Insured	17
16.3	Notice of Cancellation or Non-renewal	17
16.4	Performance Bond	18
16.5	Transfer of Interest	18
16.6	Non-Assignability and Bankruptcy	18
16.7	Dispute Resolution and Arbitration Procedures.....	18
16.8	General Compliance.....	18
16.9	Independent Contractor.....	18
16.10	Hold Harmless	18
16.11	Accounting Standards	19
16.12	Retention of Records.....	19
16.13	Data Practices.....	19

16.14	Inspection of Records	19
16.15	Applicable Law	19
16.16	Contract Termination	19

Forms and Attachments

Attachment A:	City of Owatonna Route Map
Attachment B:	Drop-off Site Locations
Form A:	Proposal Content Checklist
Form B:	Proposer's Statement of Organization
Form C:	References
Form D:	Questionnaire
Form E:	Cost Proposal Worksheet
Form F:	Signature Page

1.0 INTRODUCTION

1.1 Summary

Steele County, MN is seeking proposals for Comprehensive Recycling Services, as specified in this Request for Proposal (RFP). The proposal is for a five-year period from November 1, 2023 through October 31, 2028. This is to be an exclusive agreement for comprehensive recycling collection services including residential curbside recycling collection and servicing drop-off sites throughout the county. Failure to follow these instructions or requirements may result in a lower rating or rejection of the proposal. The County is not responsible for any cost incurred in the preparation and presentation of proposals.

1.2 Background

The County has contracted for residential recycling program services since 1991. The County currently supplies single sort recycling containers to all residences, apartments and churches located within the cities of Owatonna, Blooming Prairie, Medford, Ellendale and one rural manufactured mobile home park. Single family residences have been provided with either a 64 gallon or in some cases a 96 gallon cart, or when requested, two 64 gallon carts have been supplied. Apartments have been provided multiple carts or for some larger apartments, 2 yd or 6 yd dumpsters have been provided by the vendor in lieu of carts. Churches have been provided up to 4 carts. The 2022 estimated number of households, apartments, # of carts, and # of multi-yard containers issued for each city in Steele County is listed below.

Municipality	Households	Apartment Units	# Carts	# multi-yard containers
Owatonna	8,792	2,457	10,343	9
Blooming Prairie	766	87	925	
Ellendale	275	34	346	
Medford	458	62	551	
Lazy U Manufactured Home Park	165		167	
Total	10,456	2640	12,332	9

There are also six recycling drop off sites, with multi yard containers located throughout the county and one recycling center located in the City of Owatonna. The recycling center is staffed by the vendor with the location established by the vendor. It is the County's desire to keep this a staffed recycling center if economically feasible. The current location of drop off sites and the Recycling Center include:

Site	# multi-yard containers
1. Ellendale City Garage	5
2. Medford City Hall	7
3. Village of Hope (7 miles south of Owatonna)	4
4. Village of Meriden (7 miles west of Owatonna)	3
5. Blooming Prairie Grocery Store	10
6. Steele County Landfill (6 miles northwest of Blooming Prairie)	3
7. Owatonna Recycling Center Site (to be determined by vendor)	

Curbside collection of households are serviced every other week. The drop off sites are collected twice per week or as needed. The current contract with the existing service provider expires on October 31, 2023.

The following tonnages of materials have been collected the previous 5 years from both curbside collection and drop-off sites.

Tons Collected Per Year by Commodity (2017 – 2021)

Year	Mixed Paper	Mixed Plastic	Mixed Glass	Aluminum	Tin	Total
2021	2,475	100	468	27	57	3,127
2020	2,691	109	509	29	62	3,400
2019	2,663	108	504	29	61	3,365
2018	2,799	114	530	30	64	3,537
2017	2,868	116	543	31	66	3,624

2.0 DEFINITIONS

2.1 County Designated Contact Person

The County has designated Dale Oolman, Planning and Zoning Director, as the primary point of contact for prospective vendors and eventually the Contractor.

2.2 Collection

The aggregation and transportation of Recyclable Materials from the place at which they are generated and includes all activities up to the time when delivered to a recycling facility.

2.3 Contract

The legal agreement executed between the County and the Contractor. The Contract shall include this RFP document, the successful proposal, and any written negotiations, clarifications or modifications that are made.

2.4 Contractor

The County's recycling service Contractor under the new Contract beginning operation on November 1, 2023.

2.5 Curbside Residential Recycling Service

The collection of recycling material at a place of residence. This includes: single and multi-family households, multi-unit apartment, condominiums, rental houses and churches.

2.6 Markets

Any person or company that buys (or charges) for recycling of specified materials and may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.

2.7 Materials Recovery Facility (MRF)

A recycling facility in which Recyclable Materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local or other jurisdictions.

2.8 Non-Targeted Materials

Materials that are not included in the Counties recycling program. Examples of typical Non- Targeted Materials include (but are not limited to): Styrofoam, ceramic material in glass streams, rubber, and containers previously containing hazardous waste.

2.9 Process Residuals

The material that cannot be recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process Residuals may include, but are not limited to bulky items, contaminants, Non-Targeted Materials, sorted tailings, floor sweepings and rejects from specific Processing equipment (e.g., materials cleaned from screens, etc.). Process Residuals does not include clean, separated products that are normally processed and prepared for shipment to Markets as commodities.

2.10 Processing

The sorting, volume reduction, baling, containment or other preparation of Recyclable Materials delivered to a MRF for transportation or marketing purposes.

2.11 Recyclable Materials

Newspapers; magazines and catalogs; mixed mail; office paper; phone books; corrugated cardboard; pizza boxes; boxboard, including frozen food boxes, aseptic cartons, and pop and beer cartons; steel and aluminum containers; glass (colored and clear); all plastics labeled #1 - #7 with the exception of plastic not able to be marketed and agreed upon by the County.

2.12 Recycling Center

A recycling drop-off site established by the Contractor in the City of Owatonna that will have staff onsite. The Recycling Center should also accept other recyclables such as used oil and oil filters. (for a fee if necessary)

2.13 Recycling Drop-off Sites

Sites located in the Communities of Blooming Prairie, Ellendale, Hope, Meriden, Medford, and at the Steele County Landfill which are used by rural residents to dispose of recyclable materials.

2.14 Revenue Sharing

That portion of the revenue from the sale of recycling commodities which are remitted back to the County as part of the Contract

3.0 PROPOSAL SUBMITTALS

3.1 How to Submit Proposals

Proposals shall be enclosed in sealed envelope and submitted no later than 3:00 p.m. (CDT) Monday, December 19th, 2022. Clearly mark envelope with name of proposing company on the outside and addressed as follows:

Recycling Proposal Enclosed
Dale Oolman, Director
Steele County Planning & Zoning
630 Florence Avenue
Owatonna, MN 55060

The proposal must include one (1) original and one electronic copy on a compact disc or a jump/flash drive in Microsoft Word or compatible format.

The submission of a proposal shall constitute an acknowledgement upon which the County may rely that the proposer has thoroughly examined and is familiar with the RFP, the attachments, any addenda, and other items as applicable, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions dealing with or related to the services to be provided. The failure or neglect of a proposer to do so shall in no way relieve the proposer from any obligations with respect to the proposal or the contract issued as a result of this RFP. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any aspect of the RFP, attachments, addenda, work sites, statutes, regulations, ordinances or resolutions.

3.2 Proposed Schedule

To the best of its ability, the County will use the following schedule regarding this RFP. Both dates and times listed are tentative and may be modified by the County

November 28 th , 2022	RFP Issued
December 12, 2022	Request for Clarification due by 3:00 pm.
January, 3 rd , 2023	Proposals Due by 3:00 pm.
February 28, 2023	County Board authorize to negotiate
March 28, 2023	Contract Awarded
November 1, 2023	Contract Starts

3.3 Proposals Held as Non-Public Data

The proposer may elect to submit data in a separate sealed envelope with a cover memo requesting that the enclosed data be classified as nonpublic data under the Minnesota Government Data Practices Act. The County will review the data to determine its correct classification.

3.4 Negotiations

County staff may negotiate terms with the top ranked vendor. If negotiations with the top-ranked vendor are not successful, the County may then initiate negotiations with the second ranked vendor, and so on.

4.0 PROPOSAL CONTENT

4.1 Proposal Content Checklist

Qualified proposals must include all of the elements referenced in this RFP. A Proposal Content Checklist can be found in Form A.

4.2 Proposer's Statement of Organization

The proposal must include the information required in Form B, Statement of Organization.

4.3 References

Proposers must include a list of references. (Form C)

4.4 Questionnaire

Proposers must provide information as required in the Questionnaire. (Form D)

4.5 Cost Proposal Worksheet

Vendors must complete a Cost Proposal Worksheet (Form E) as part of each proposal they submit.

4.6 Revenue Sharing

The County has been sharing 50% of the revenue from the sale of recycling commodities as part of the Contract. The County is interested in continuing this type of revenue sharing with the selected contractor. The previous arrangement assumed no net loss to the county if the revenue from a commodity is less than any processing or marketing expenses. For the County to evaluate this option, proposals should include both an option to continue revenue sharing as well as an option without.

4.7 Price Adjustments

Proposer should include any other price adjustments.

4.8 Signature Page

An authorized representative from the Proposer shall complete and sign the Signature Page. (Form F).

4.9 Exceptions to the RFP

Proposers shall identify any and all exception(s) to the RFP. Proposers shall clearly identify the exception(s) and state the reason for such exception(s). For each exception noted, the proposer shall provide alternative language for the County's consideration.

4.10 RFP and Proposal to Become Part of Final Contract

The contents of this RFP, the successful proposal, and any written clarifications or modifications to the contents thereof submitted by the successful proposer shall become part of the contractual obligations and be incorporated by reference into the ensuing Contract. If any provision of the Contract is in conflict with the referenced RFP or proposal, the Contract shall take precedent.

4.11 Vendors May Team with Other Companies

It is recognized that some prospective contractors may wish to sub-contract with other companies for processing services. This is allowed as needed, but all such Contractor– sub-contractor

relationships must be explicitly described in each proposal scenario. The County will contract with only one primary Contractor for the recycling services.

Multiple vendors may team up with other complementary hauling or recycling companies provided there is no collusion. A company may be listed as a part of more than one team as long as this company submits a written certification that no collusion occurred between competing proposals.

4.12 Withdrawal or Modifications of Proposals

The proposal shall constitute a binding, irrevocable offer for a period of 180 days after the date the proposal is due. Proposals which have been submitted to the County may be withdrawn by the proposer only if a written withdrawal request is physically received by the Designated RFP Administrator prior to the time proposals are due. Proposals which are timely withdrawn shall be returned to the proposer unopened. A proposer may submit a modified proposal prior to the time proposals are due. A modified proposal must be physically received by the Designated RFP Administrator prior to the time proposals are due. If a modified proposal is timely submitted, the County shall deem a previous proposal submitted by the proposer to have been withdrawn and the previous proposal shall be returned to the proposer unopened.

4.13 County's Right to Reject Any and All Proposals

The County retains any and all rights to reject any and all proposals, or parts thereof. The County reserves the right to cancel this solicitation if it is considered in the County's best interest. The County reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. No proposer shall have a right to make a claim against the County in the event the County accepts a proposal or does not accept any or all proposals. The County by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, experience of any proposer, to reject any provisions in any proposal, to modify the RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any proposer, or to proceed to do the work otherwise.

5.0 EVALUATION CRITERIA

Only proposals that include these completed forms will be further evaluated. The County will take into consideration the comments from the proposer's references and the overall responsiveness to the provisions of this RFP.

The County will objectively evaluate the proposals to determine the best value for the County and its residents. The evaluation criteria will include, but are not limited to, the following:

- Proposed cost of recycling collection services.
- Any projected revenue from the sale of recyclable materials per year based upon the proposer's marketing plans.
- Administration and oversight burden on the County.
- Experience of providing similar collection, processing, and marketing services.
- Experience and qualifications of specific personnel assigned to manage and operate the proposed services.

- Contractor has the necessary equipment to administer the contract
- Ability of the MRF to accept the required material.
- Additional materials to be collected for recycling and documentation that the end markets are currently sustainable.
- Strength of references.
- Completeness, thoroughness and conciseness of proposal.

6.0 COMMUNICATION

6.1 Designated RFP Administrator

The designated RFP Administrator representing the County during the RFP process shall be:

Dale Oolman, Director
 Steele County Planning & Zoning
 630 Florence Avenue
 Owatonna, MN 55060
dale.oolman@co.steele.mn.us
 507 444-7482

6.2 Restricted Communications

Any unauthorized contact with County staff or Board Members will subject the Proposer to disqualification from further consideration. This restriction will be in effect from the date this RFP is finalized and authorized for release by the County through the date of final Contract award (including authorization for execution) by the Board.

6.3 Request for Clarification

Questions, requests for clarification, notices of discrepancies or omissions in the RFP or attachments, or requests for information about this RFP or the process may be submitted in writing or by email to the designated RFP Administrator by the date and time stated in Section 3.2. The County's responses to all questions and requests for more information will be summarized in writing and forwarded to all known potential proposers by mail or electronically.

Any potential proposers are requested to notify the County of their intent to submit a proposal prior to actual submission so that they can be assured of receiving any County responses to questions and requests for more information should there be any from any or all proposers.

7.0 GENERAL REQUIREMENTS

The following general requirements are pertinent to all recycling collections.

7.1 Contractor Requirements

Proposer should provide documentation that they have the experience and qualifications to successfully manage the project and have held contracts for hauling recyclables from residential dwelling units for at least three (3) year previous to the Proposal due date. If any subcontractors are proposed to be used in this project, clearly and completely describe each subcontractor's experience and qualifications as well. Haulers of Recyclable Materials must be in compliance with all Federal, State, and County requirements for hauling of recyclables.

7.2 Collection Vehicle Equipment Requirements

Proposer shall describe the types of vehicles that will be used for collection. Vehicles shall be designed so that the Recyclable Materials do not drop or blow onto any public street or private property during transport and shall be clearly signed on both sides as a recycling collection vehicle. In addition, all Collection vehicles used in the performance of the Contract shall:

- Be duly licensed and inspected by the State of Minnesota;
- Operate within the weight allowed by Minnesota Statutes and local ordinances;
- Be Minnesota Department of Transportation compliant at all times;
- Be kept clean and as free from offensive odors as possible.

Each Collection vehicle shall be equipped with the following:

- Communications device.
- First aid kit.
- An approved fire extinguisher.
- Warning flashers.
- Warning alarms to indicate movement in reverse.
- A broom and shovel and a fluids clean up kit for cleaning up spills.
- Sign on the rear of the vehicle which states “This Vehicle Makes Frequent Stops”.

All of the vehicles and required equipment must be in proper working order. All vehicles must be clearly identified on both sides with the Contractor’s name and telephone number prominently displayed.

7.3 Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of the services described in this RFP. The Contractor will provide a Route Supervisor to oversee the recycling route drivers. The Route Supervisor will be available to address customer complaints each day. The Route Supervisor and all Collection vehicles must be equipped with communication devices.

Contractor’s personnel will be trained both in program operations and in customer service and ensure that all personnel maintain a positive attitude with the public and in the work place and shall:

- Conduct themselves at all times in a courteous manner and use no abusive or foul language.
- Perform their duties in accordance with all existing laws and ordinances and future amendments thereto of the Federal, State of Minnesota, and local governing boards.
- Be clean and presentable in appearance, as so far as possible.
- Wear a uniform and employee identification badge or name tag.
- Drive in a safe and considerate manner.

- Manage Curbside Recycling Containers in a careful manner so as to avoid spillage and littering or damage to the container.
- Monitor for any spillage of materials or fluids and be responsible for cleaning up any litter, breakage or spills including fluid spills.
- Avoid damage to property.
- Not perform their duties or operate vehicles while consuming alcohol or illegally using controlled substances or while under the influence of alcohol and/or such substances.

8.0 CURBSIDE RESIDENTIAL RECYCLING COLLECTION

8.1 Households

Proposers should base the rate for residential curbside recycling collection service on the household unit counts, cart inventory, and collected material quantities listed in Section 1.2 (Background) of this proposal.

8.2 Recycling Containers

Single family residential containers are owned by the County and have been provided for all City households. The Contractor shall store, service, repair, and supply new containers where needed to meet supply and demand needs for the entire term of the Contract as well as receive, assemble, deliver, inventory, maintain and distribute the recycle containers. New recycling containers shall be approved by the county and match existing containers as much as possible.

In addition, there are currently 9 apartments located in the City of Owatonna that have been provided with multi-yard dumpsters in lieu of containers. The Contractor will be responsible to provide dumpsters for these locations. Dumpsters shall remain the property of the contractor.

8.3 Schedule

Current residential curbside recycling is collected every other week on Tuesday, Wednesday, Thursday and Friday in Owatonna and on every other Monday in the smaller communities of Medford, Ellendale and Blooming Prairie. **A map of the current routes is included with this RFP as Attachment A.** It is the preference of the County to maintain this schedule of collection to maintain continuity with the current program. If the Contractor wishes to deviate from this schedule they should provide an education plan they intend to utilize to inform customers of the changes.

Collections shall begin no sooner than 7 a.m. and shall be complete by 6 p.m. The Contractor may request authorization of exceptions to these time restrictions (e.g., pursuant to the “Severe Weather” provision described in Section 8.5). The Contractor must request such exception from the Designated Contact Person via telephone or email, prior to the requested Collection event and specify the date, time and reason for the exception.

8.4 Holidays

During weeks when holidays fall on a week-day, recycling collections will be one day late. Holidays refers to any of the following: New Year’s Day, Memorial Day, Independence Day,

Labor Day, Thanksgiving Day, Christmas Day and any other holidays mutually agreed to by the County and Contractor.

8.5 Severe Weather

The Contractor may postpone recycling Collections due to severe weather at the sole discretion of the Contractor. If Collections are so postponed, the Contractor shall notify the County's Designated Contact Person via telephone or email. Upon postponement, Collection will be made on the next business day.

8.6 Point of Collection

The collection point for single family households is at or near the edge of the public or private street from which the household gains its access, or such other location as may be specified by the County. For some multi family dwellings, the point of collection may not be at or near the edge of the street but may be located elsewhere on the property.

8.7 Walk-up Service

The Contractor shall provide walk-up service as may be requested to elderly, disabled, or customers that may be physically unable to move their cart to the point of collection.

8.8 Customer Service Complaints

Contractor shall provide a phone number of a staff member familiar with the Steele County recycling operation to receive missed Collection complaints between the hours of 8:00 a.m. and 4:00 p.m. on weekdays, except holidays. The Contractor shall have an answering machine or voice mail system activated to receive phone calls after hours.

Contractor shall keep a log of all complaints, including the nature of the complaints; the names, addresses, and contact numbers of the complainants; the date and time received; the Contractor's response; and the date and time of response. This information, together with the resolution of the complaint, shall be provided to the County on a monthly bases.

Complaints on service will be taken and resolved by the Contractor. The County will notify the Contractor of all complaints it receives. The Contractor is responsible for corrective actions and shall answer all complaints courteously and promptly.

8.9 Liquidated Damages

The Contractor shall have a duty to pick up missed recycling Collections. If notice is received by the Contractor before 11:00 a.m. on a business day, the Contractor agrees to pick up all missed Collections on the same day the Contractor receives notice.

If notice is received after 11:00 a.m. on a business day, the Contractor agrees to pick up that missed Collection before 5:00 p.m. on the following business day.

The Contractor shall agree, in addition to any other remedies available to the County, the County may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations:

8.91 Missed Individual Collection

Failure to pick up a missed collection by 5:00 p.m. the next business day after proper notification. \$500 per individual occurrence.

8.92 District-wide Collection Not Completed

Failure to completed collection on the scheduled collection day when the County did not, or does not retroactively, approve an extension of collection hours. A district is defined as a specific geographic area established for the purpose of having curbside collection .

8.93 Exceptions

If County staff approves a delay prior to 4:00 p.m. on the scheduled collection day, the successful proposer shall be deemed not liable for damages where the successful proposer's inability to perform recycling collection service is the result of conditions beyond its control such as acts of God or severe weather, civil disorder, significant road construction, changes in statutes, regulations and ordinances and other acts beyond the control of the successful proposer. When the County and the successful proposer have mutually agreed that the successful proposer may safely return to the County, the successful proposer shall have five (5) days (excluding Saturdays, Sundays, and holidays) to provide such service. In the event of a continuing failure beyond said period, the successful proposer shall not be entitled to payment for any residential dwelling unit not serviced. In the event that the County has approved a delay beyond the five (5) days the successful proposer will not be assessed penalties as specified above.

9.0 DROP-OFF SITES AND RECYCLING CENTER

9.1 Recycling Drop-off Sites

The successful proposer shall collect and service recyclables from residents and small businesses at the following permanent drop-off sites as frequently as needed to keep containers from overflowing:

- Ellendale City Garage
- Medford City Hall
- Village of Hope (7 miles south of Owatonna)
- Village of Meriden (7 miles west of Owatonna)
- Blooming Prairie
- Steele County Landfill (6 miles northwest of Blooming Prairie)

9.2 Recycling Center

The successful proposer shall establish and operate a Recycling Center at a location in Owatonna. Past contracts have included staffing at the Recycling Center with the hours of 9:00 a.m. – 5:00 p.m., Monday thru Friday, and from 8:00 a.m. – Noon on Saturday. The Recycling Center will be open to all Steele County residents and small businesses. Small business shall be limited to 1.0 cubic yards of material at a time. The County wishes to evaluate the economic viability of continuing to staff the Recycling Center at the current levels. Proposals should include an option for a staffing at the current levels and/or an option for reduced staffing.

9.3 Materials Accepted

Recyclable material collected at the drop-off sites and center shall be the same materials as collected in the curbside program and other materials as mutually agreed upon between the County and the successful proposer.

If the Recycling Center in Owatonna is staffed the Contractor should also accept residential used oil and oil filters. The County has provided for disposal. As part of the proposal, the Contractor should also provide a list of other items that they propose to accept (for a fee if necessary) at the Recycling Center.

The successful proposer shall be responsible for snow and litter removal around all drop-off sites and containers.

9.4 Storage Containers at Drop-Off Sites and Center

The successful proposer will provide storage containers acceptable to the County and sufficiently empty the containers to assure that all recyclables deposited at the sites can be placed within the storage containers.

Containers must be kept clean and free from odors and must be maintained in good condition at all times. The successful proposer shall be responsible for cleaning up any recyclable material and non-targeted material left at the Recycling Center and drop-off sites.

9.5 County Approval of Container Type and Labeling

Storage containers for the drop-off sites and center shall be approved by the County. Containers will be clearly marked with labels on the outside as to the mutually agreed upon list of recyclables to be placed inside them. County will approve content and design of labels. The successful proposer will replace and update signs on the drop-off center and sites containers as needed. Storage containers will be in good condition (working covers, fresh paint and signage).

9.6 Management of Contamination

If contamination of recyclable material at the Drop-off sites and Center, including outside the containers, exceeds 15% of the total drop-off tonnage, both parties mutually agree to negotiate a revised plan for operation of the drop-off program that may include new container locations, elimination of containers, surveillance equipment, better signage, and elimination of drop-off sites without penalty to either party.

10.0 COUNTY RIGHT TO DETERMINE REQUIREMENTS

It is the County's right to ultimately determine and clearly specify the instructions for residential recycling and setout requirements. Such information shall be included in the County's public education as well as any educational material distributed by the successful proposer which must be pre-approved by the County. Once the recycling collection/processing method has been proposed, accepted, and approved by the County, it cannot be changed without the written approval of the County.

10.1 Recyclable Material Requirements

The successful proposer shall collect at a minimum, the following materials which are collected currently in the County's curbside and drop-off site recycling collection program. Other materials may be added when designated by the County and/or the State of Minnesota, or if mutually agreed upon by the County and the successful proposer.

- **Paper**
Paper includes: office and school paper, mail, magazines and catalogs, old newspapers and inserts, phone books, paperback and hard cover books, shredded paper in closed paper bags, old corrugated cardboard, boxboard, and wet strength boxboard such as pop and beer boxes.
- **Plastic**
Plastics label #1, #2, and #5 and narrow necked bottles.
- **Metal**
Metal includes food and beverage cans, aluminum foil and trays, empty and dry steel paint cans, and empty and clean aerosol cans.
- **Glass**
Glass includes containers such as bottles and jars used for food and beverages.

10.2 Records and Weight Tickets

The successful proposer will keep accurate records and weights of all recycling materials collected. All loads will be weighed and the information recorded on an approved scale ticket.

A copy of all weight tickets shall be kept on file by the successful proposer for two (2) years, or per Minnesota state law, whichever is greater. The successful proposer will submit a monthly report of the total tons collected by material, the percentage of the total that each material type represents, and the markets used for the sale of the recyclable materials.

When possible, the contractor will furnish weight tickets for contaminants removed from the County's curbside and drop-off program.

10.3 Clean Up Litter

The successful proposer shall clean up any material spilled or blown during the course of collection and or hauling operations and any material that is scattered around the recycling container, if reasonable. All collection vehicles shall be equipped with at least one broom and one shovel for use in cleaning up material spills. Designated recyclable materials shall be transported in a covered, properly sealed vehicle so that the materials do not drop or blow during transport.

10.4 Ownership of Materials

All materials in the recycling container shall remain the responsibility of the resident, property owner, tenant or business establishment until handled by the successful proposer at which point it becomes the responsibility and ownership of the successful proposer.

10.5 Recyclable Material Required to be Transported to Markets; Disposal of Recyclable Materials Prohibited

Upon Collection by the Contractor, the Contractor shall deliver the designated Recyclables to a MRF, an end-market for sale or reuse, or to an intermediate Collection center for later delivery to a MRF or end-market. It is unlawful for any person to transport for disposal or to dispose of designated Recyclables in a mixed municipal solid waste disposal facility.

10.6 MRF's Must be Specified

The Contractor shall assure the County that adequate Recyclable Material Processing capacity will be provided for material collected. The proposer must provide a letter of intent from the processor indicating the location(s) of its Recyclables Processing facility (or sub- Contractor's facility) where material collected will be delivered and/or processed and the intention of the processor to accept the County's materials

The Contractor shall provide written notice to the County at least 60 days in advance of any change in these or subsequent plans for receiving and Processing Recyclable Materials.

10.7 End Market Certification

- Upon request by the County, the successful proposer shall provide written certification to the County that all recyclable commodities identified have been continuously recycled and not disposed.
- Upon request, the successful proposer shall provide the County with adequate documentation of end markets for each recyclable commodity.

10.8 Process Residuals

As part of their response to this RFP, proposers shall provide:

- Average residual rates from their processing operations.

10.9 Lack of Adequate Market Demand

In the event that the Market for a particular Recyclable Material ceases to exist, or becomes economically depressed in that it becomes economically unfeasible to continue Collection, Processing and Marketing of that particular Recyclable Material, the County and the Contractor will both agree in writing that it is no longer appropriate to collect such item before Collection ceases. The Contractor shall give the County as much notice as possible, in writing, about such Market condition changes. The County and Contractor shall agree on a date in a written Contract amendment to cease Collection of the Recyclable item in question. The Contractor shall at all times be under a duty to minimize the quantity of Recyclable Materials disposed in a landfill, incinerator or other facility receiving mixed municipal solid waste. If disposal of any Recyclable commodity becomes necessary, upon receiving written permission from the County, the Contractor shall dispose of the Recyclable Materials at a facility specified in writing by the County or an alternative agreed upon by the County and the Contractor. There shall be no additional cost to the County for disposal of these Recyclable Materials.

11.0 PUBLICITY & EDUCATION

The successful proposer shall collaborate with the county to provide education and publicity as needed:

- Currently the County maintains on its website information on the recycling program including a list of targeted and non-targeted materials, curbside collection routes, and locations of the Drop-off Sites and the Recycling Center.
- The County currently subscribes to “ReCollect” software to provide an online tool to inform residents of their curbside recycling schedule. The contractor will provide 1/2 of the cost of this service. The total price of this service for 2023 is \$4,221.24. If the County stops using this software during this contract, the contractor and the County shall agree to a new method of informing the public of curbside pickup schedules.
- The Contractor shall produce “Resident Education Tags” to be left by curbside collection crews if any Non-Targeted Material is rejected and left at the curb or containers are left for any reason. The content of the resident education tag shall be approved by the County.

12.0 REPORTS

The Contractor will submit to the County monthly and annual reports. At a minimum, the Contractor shall include the following information:

12.1 Monthly Reports

- Total quantities of Recyclable Materials collected, by material type (in tons).
- Net quantities of Recyclable Materials marketed, by material type (in tons).
- Quantities of Process Residuals disposed (in tons).
- Log of all complaints, including the nature of the complaints; the names, addresses, and contact numbers of the complainants; the date and time received; the Contractor’s resolution of the complaint; and the date and time of complaint resolution.
- Log of all resident addresses where “education tags” were left because of Non-Targeted Materials set out for recycling.
- Container inventory update, including containers delivered, moved, removed, repaired and destroyed
- Invoices shall be submitted monthly.

12.2 Annual Reports

- Total quantities of Recyclable Materials collected in the County, by material type (in tons).
- Net quantities of the County’s Recyclable Materials marketed, by material type (in tons).
- Quantities of Process Residuals disposed (in tons).
- Container inventory update, including containers moved, placed, removed, repaired and destroyed and warranty status of repairs/replacements.
- Participation reports for curbside recycling collection shall be submitted upon request by the County.

13.0 PERFORMANCE MONITORING

The County will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the Contract. Substandard performance as determined by the County will constitute non-compliance. If action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the County, in writing, the County may initiate the Contract termination procedures.

14.0 TERM of CONTRACT

The Contract shall commence November 1, 2023 and shall be for five (5) years ending October 31, 2028. By mutual written agreement of the Parties the Contract may be extended.

15.0 PAYMENT TERMS

The successful proposer shall promptly invoice the County for the most recent monthly residential curbside and drop-off site collections. The invoice shall contain the monthly payment amount for service plus any agreed to processing fee minus any agreed to percentage of the net proceeds from the commodity sale revenue. There will be no charge to the County for net proceeds if the revenue from the sale of a recyclable material type minus the charges to the County to process that recyclable materials is negative.

16.0 INSURANCE and LEGAL REQUIREMENTS

16.1 Insurance

Prior to the commencement of any agreement, the Contractor shall submit certificates of insurance to the County, signed by an authorized representative of the insurance carrier, stating that all provisions of the specified requirements are satisfied. The certificates shall be submitted directly to the County for review and approval by the County Attorney. The Contractor shall not begin any work until the County has reviewed and approved the insurance certificates and has so notified the Contractor directly in writing. Any notice to proceed that is issued shall be subject to such approval by the County. The Contractor shall provide the County thirty (30) days written notice in the event the Contractor changes insurance. The County's acceptance of the insurance provided by the Contractor does not in any way relieve or decrease the liability of the Contractor hereunder, and it is expressly understood that neither the County nor the County Attorney in any way represents that the specified insurance or limits of liability are sufficient or adequate to protect the Contractor's interests or liabilities. The liability insurance policy or policies shall be a standard form policy provided by a carrier authorized to do business in the State of Minnesota and shall not contain any exclusion that will restrict coverage on any operations performed by the Contractor or any subcontractors thereof. The policy or policies shall afford contractual liability coverage to provide coverage for the specified indemnification requirements contained herein. Any agents or subcontractors engaged by the Contractor shall be subject to the same requirements for indemnification as the Contractor, shall be required to have the same coverages and proof of coverages as the Contractor shall and, in all other respects, be bound by the same conditions of this Agreement as the Contractor. Policies or coverages required include the following.

16.11 Workers Compensation Insurance

Workers Compensation insurance shall meet the statutory obligations with limits of at least

\$1,500,000 each accident, \$1,500,000 policy limit by disease, \$1,500,000 each occurrence by disease.

16.12 Comprehensive General Liability Insurance

Commercial General Liability insurance shall be at the limits of at least \$2,000,000 general aggregate, \$2,000,000 personal and advertising injury, \$2,000,000 each occurrence, \$50,000 fire damage and \$1,000,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the County shall be named an additional insured.

16.13 Auto, Bodily Injury, and Property Insurance

The Contractor shall provide automobile, bodily injury and property damage liability insurance, including coverage for all owned, hired, vehicles and employers' non-ownership liability coverages. Limits of liability should be for not less than \$2,000,000 combined single limit for bodily injury and property damage liability. The coverage shall include a cause of loss where there is a spill of fuels and lubricants used in the vehicle for its operation.

16.14 Environmental Liability Insurance

The Contractor agrees that they shall obtain and maintain environmental liability insurance in compliance with local, state and federal regulations for all matters related to the recycling services agreement. Contractor shall add the County as an additional insured under said insurance policy(s) and shall indemnify and hold the County harmless for any environmental liability claim related to the recycling services agreement. The policy coverage shall include Environmental Impairment Liability. Contractor shall provide the County with a copy of said environmental liability insurance no less than thirty (30) days before the start of recycling service. The Contractor further indemnifies the County, its employees, agents and licensees from all liability related to hazardous contamination/pollution resulting from the acts of the Contractor, its employees or agents.

16.2 County as Additional Insured.

The Comprehensive/General, Auto, Bodily Injury and Property, and Environmental insurance policies shall provide for the County as an additional insured party.

16.3 Notice of Cancellation or Non-renewal

All insurance policies shall provide that the County shall be given at least thirty (30) days prior written notice of any cancellation, termination or material modification of the required coverage. In no event shall the contractor operate within the County without all insurance required by the County. The County reserves the right to cancel the Agreement upon ten (10) days written notice, in the event the Contractor is unable to secure insurance as required by the County.

16.4 Performance Bond

A performance bond with a corporate surety in the sum of \$300,000 shall be provided. The agreement shall not become effective until such a bond, in a form acceptable to the County, has been delivered to the County and approved by the County Attorney. The agreement shall be subject to termination by the County at any time if said bond shall be canceled or the surety thereon relieved from liability for any reason.

16.5 Transfer of Interest

The County, at its discretion, may withhold its consent to any transfer or assignment of the Contract. The Contractor shall not sub-contract any services under this Contract without prior written approval of the County. Failure to obtain such written approval by the County prior to any such assignment or sub-contract shall be grounds for immediate Contract termination.

16.6 Non-Assignability and Bankruptcy

The parties hereby agree that the County, at its discretion, may withhold its consent to assign or transfer its rights and obligations under said agreement. In the event, the Contractor, its successors or assigns files for Bankruptcy as provided by federal law, this agreement shall be immediately deemed null and void relieving all parties of their Contract rights and obligations.

16.7 Dispute Resolution and Arbitration Procedures

Any dispute resolution or arbitration shall be held in Steele County and said proceeding(s) shall occur within ninety (90) days of written notification of the issue to either party. The parties agree that any controversy or claim arising out of or relating to the agreement or the breach thereof, shall be settled, at the option of the County by arbitration in accordance with the Rules of the American Association of Arbitration and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof.

16.8 General Compliance

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this Contract.

16.9 Independent Contractor

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the County; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

16.10 Hold Harmless

The Contractor agrees to defend, indemnify and hold harmless the County, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney's fees, resulting directly or indirectly from an act or omission of the Contractor, its employees, its agents, or employees of sub-contractors, in the performance of the services provided by this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

16.11 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Contract.

16.12 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for three years after final disposition of such property.

16.13 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the County any requests from third parties for information relating to this Agreement. The County agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the County, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

16.14 Inspection of Records

All Contractor records with respect to any matters covered by this agreement shall be made available to the County or its designees at any time during normal business hours, as often as the County deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

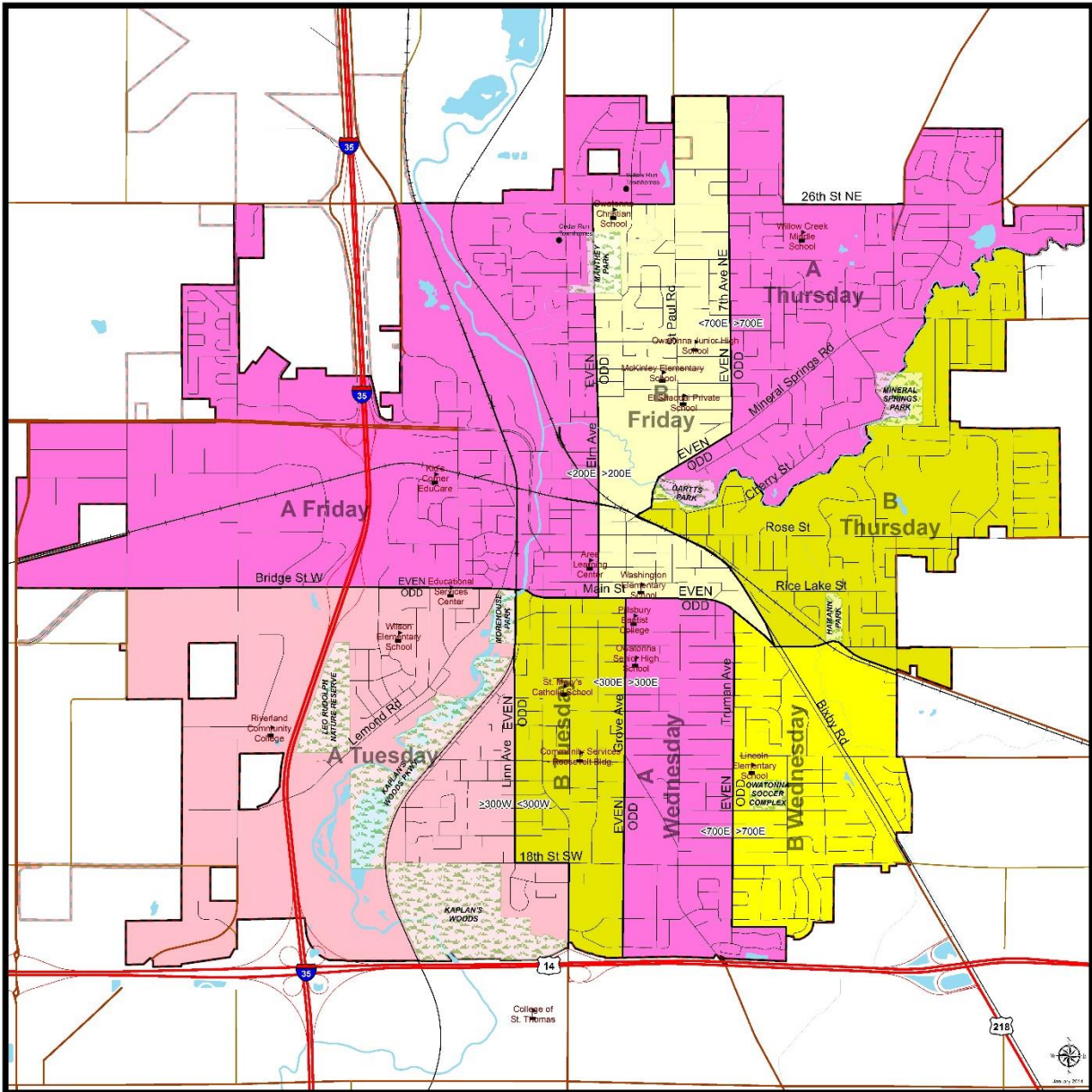
16.15 Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Steele, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

16.16 Contract Termination

The County may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract if the default has not been cured after 60 days written notice has been provided. The County shall pay Contractor all compensation earned prior to the date of termination minus any damages and costs incurred by the County as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this agreement shall, at the option of the County, become the property of the County, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Attachment A Owatonna Route Map



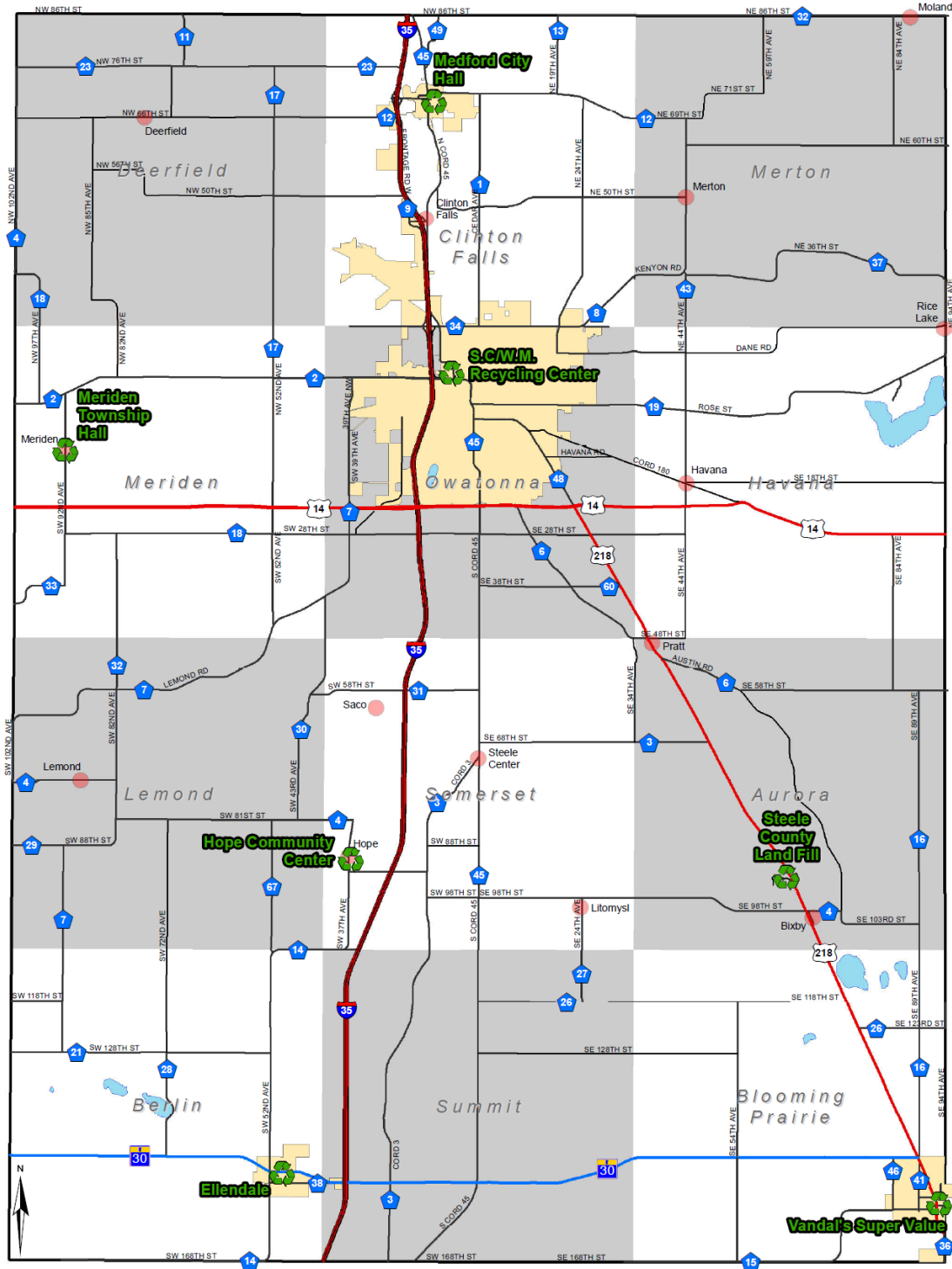
City of Blooming Prairie & the City of Medford, including Lazy U Mobile Home Park, are all recycled on:

Pink Route: Monday

City of Ellendale is picked up on:

Pink Route: Tuesday

Attachment B Drop-off Site Locations





Steele County Recycling Drop Sites

1 in = 3 miles
Steele County GIS 12/2012

Drop Site Locations	Address
Medford City Hall	408 2nd Ave. SE Medford, MN55049
Meriden Township Hall	1083 92nd Ave SW Owatonna, MN 55060
Steele County/Waste Management Recycling Center	1171 Brady Blvd Owatonna, MN 55060
Vandal's Super Value	237 HWY Ave S Blooming Prairie, MN 55917
Ellendale	101 8th Ave W Ellendale, MN 56026
Hope Community Center	3619 91st St SW Hope, MN 56046
Steele County Landfill	9420 64th Ave SE Blooming Prairie, MN 55917

Form A:

Proposal Content Checklist

Proposers shall **complete and submit** this checklist. Items to be included in vendor's proposals are listed as either Mandatory or Optional.

Mandatory

- ☐ Proposal Cover Letter
- ☐ One (1) written, hard copy of the proposal and all forms.
- ☐ One (1) electronic copy of the proposal (formatted in Microsoft Word).
- ☐ Proposal Content Checklist (Form A)
- ☐ Proposer's Statement of Organization (Form B)
- ☐ References (Form C)
- ☐ Proposer's Questionnaire (Form D)
- ☐ Cost Proposal Worksheet (Form E)
- ☐ Signature Page (Form F)
- ☐ Letter of intent to process the County's recyclable materials.

Form B
Proposer's Statement of Organization

Proposing Company: _____

Address: _____

Contact Person/Position: _____

Telephone: (office): _____

Telephone (mobile): _____

Email: _____

Website: _____

Form of Business: _____
(*e.g., corporation, joint venture, partnership, other*)

Is this a "Team Proposal" ☐ Yes ☐ No

If yes, list the name, address, and contact information of each of the organizations sub-contracting as part of this proposal. Include a letter of intent from each sub-contractor.

Form C

References

Provide a minimum of three (3) references of public agencies served by the proposer with similar services to those being requested by the County of Steele. Include the name of the public agency, contact individual, title, address, phone number and email address.

Reference 1. Name of Public Agency: _____
Principal Contact: _____

Phone: _____
Email: _____
Contract Period: _____
Ave. Annual Tonnages: _____

Reference 2. Name of Public Agency: _____
Principal Contact: _____
Address: _____

Phone: _____
Email: _____
Contract Period: _____
Ave. Annual Tonnages: _____

Reference 3. Name of Public Agency: _____
Principal Contact: _____
Address: _____

Phone: _____
Email: _____
Contract Period: _____
Ave. Annual Tonnages: _____

Additional references may be provided at the proposer's discretion.

Form D

Questionnaire

Form D **must** be completed as part of the proposal for Recycling Collection Services. The questions that are not applicable should be included and marked "Not Applicable." Forms not completed in full may result in disqualification.

Qualifications:

Describe the proposer's general and specialized qualifications to undertake this project both from the aspect of project management and providing the services required.

Organization:

Describe your organization including the number of staff in the areas that are available to support recycling collection, transportation, processing and other aspects of the operation, including position and location of staff that will be responsible to receive missed collection complaints and where that staff will be located. Describe the type and availability of vehicles to be used in the collection of recyclables.

Start-up Plan:

Describe the transition, if any, from the current contractor to your company, including any impact on County residents, administrative burden on county staff and other foreseeable issues. If routes or collection days are to be changed, provide a education plan that will be utilized to inform the customers of the changes.

Recyclable Material Requirements

Provide a list of acceptable materials that your company is currently able to collect, process and market, other than the listed materials the County requires in the RFP.

Recycling Center Recyclable Materials:

Provide a list of other types of materials that will be collected, for a fee if necessary, at the Owatonna Recycling Center.

Specific Processing Facility:

Specify the processing facility or facilities, to be used to process materials from Steele County. Specify whether your company owns the processing facility or has a contract with the facility. If you do not own the facility, provide a letter of intent from the facility to accept the materials from Steele County for the life of the contract.

Calculation Method:

Provide clear descriptions of the means used to calculate recycling tons, including the breakouts of commodity ratios and tons, assumed rates, calculation methods and other methods in the proposal.

Business Information

Within the past (5) five years, has the Company or any of the sub-contractors failed to complete a contract or failed to perform any of its contract obligations with a municipality. If so, state the nature of the failure and state the name of the parties.

Form E

Cost Proposal Worksheet

Bid Proposal Costs:

The proposer shall submit a bid for the collection and transportation of recyclable materials from Steele County to a Material Recycling Facility. This includes materials from Curbside Collection, Rural Drop-off Sites and the Owatonna Recycling Center. To evaluate different options, the County asks for one bid proposal assuming the contractor shares in the revenue of the sale of the commodities and/or one bid where the contractor retains all commodity revenue.

Monthly Collection/Transportation Fee with Revenue Sharing:

- ☐ Monthly Rate for the collection and transportation of recyclable materials as per the terms of this RFP beginning November 1, 2023. This rate shall assume revenue sharing and/or a processing fee as bid below.

\$ _____

Processing Fee:

- ☐ The proposer shall charge the following processing fee per ton for the processing of recyclables collected in the County. The rate shall be in place for the entire length of the contract and shall only be charged if County receives a percentage of the revenue. Please provide any supporting data for the processing fee given.

\$ _____

Recycling Revenue Sharing:

- ☐ Percent (%) of the revenue after processing from the sale of recyclable materials that originate from the services described in this RFP and contract that is remitted back to the County. The County shall assume no net loss for the processing and marketing of materials. The percentage shall remain in place for the entire length of the contract. Please provide any supporting data for the percentage given.

_____ %

or

Monthly Collection/Transportation Fee with NO Revenue Sharing:

- ☐ Monthly Rate for the collection and transportation of recyclable materials as per the terms of this RFP beginning November 1, 2023. This rate shall assume no revenue sharing with the County or charging a processing fee.

Owatonna Recycling Center:

The proposer should submit a bid for the establishment and operation of the Recycling Center in the City of Owatonna. The amount should not include the collection and transportation of the recyclable materials collected from this site as those should be figured along with the overall collection / transportation bid amount. This bid should include the operation of this site including specific hours of operation when the facility will be staffed.

\$ _____

Operation of the Owatonna Recycling Center:

Monthly fee to operate the Owatonna Recycling Center. This proposed fee is based on staffing of the center for the following hours except holidays:

Monday thru Friday: _____ am to _____ pm.

Saturday: _____ am to _____ pm.

Price Adjustments:

The proposal should list any other price adjustments to this proposal.

Pricing Alternatives:

The proposer may list any alternatives to the proposed costs.

Form F
Signature Page

Company Name: _____

Authorized Representative: _____

Authorized Signature: _____

Date: _____

Title: _____

Mailing Address: _____

City, State, Zip: _____

Phone: (Office) _____

Phone: (Mb) _____

Email: _____



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

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

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

Attendees: Commissioner Gnemi, Commissioner Abbe, Engineer Greg Ilkka, Assistant Engineer Paul Sponholz, Landfill Supervisor, GIS Coordinator Nick Flatgard, and Administrator Scott Golberg.

Consent:

1. Committee recommends approving agreements with Havana, Medford, and Merton Townships for Replacement of Township Bridges
2. Committee recommends adopting Resolution – Prioritized Bridge Replacement List

Department Head Reports:

Four Seasons: Ice Season is in full swing! Lots of Blades games, first H.S. girls' game on the 17th. H.S. Boys start practice on 11/14. First youth tournament November 18, 19, 20. Beaver Lake is closed down / winterized for the season. Continuing booking dry floor events for 2023.

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

Construction Updates: CSAH 37 drainage, pending two 60" pipes to be install. This is delayed until next spring. Township Box Culverts (Blooming Prairie, Clinton Falls, Meriden) project starting next week, maybe one or two boxes installed this month and others depending on the weather.

Design Updates:

- CSAH 49: As of October 11, the county has taken possession of the rights-of-way. Court Commissioners have viewed property and the hearing will be within next 6 months. Railroad crossing work is completed, and utility relocations have started.
- CSAH 48 Roundabout: Railroad expected to deliver draft agreement within week. Design work has restarted. Right-of-way negotiations to start about mid-January. Bid advertising in April. Construction to start in June of 2023 with a completion date in August of 2023.
- East Side Corridor: Engineers met with North Country Subdivision residents. Discussion followed.

Other:

- CSAH 49 agreements coming for Rice County and Medford Township
- CSAH 49 address changes/street name changes
- CSAH 12: discussion regarding the removal of the end 30 MPH sign and the installation of the 55 MPH speed limit sign.
- County Engineer to send a response to the letter received by the Commissioners regarding the pavement on County Road 45. Saw and seal causes the bumps in the road. At the time the road was constructed saw and seal was the standard.
- Pavement ratings have been completed, waiting for final report.
- Discussion regarding bridge/culverts delay in supply chain and the possibility of doing a cast in place vs waiting for box culverts to be delivered.



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

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

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

Attendees: Commissioner Brady, Commissioner Gnemi, Planning & Zoning Director Dale Oolman, County Assessor Thomas Reineke, County Recorder Rick Kvien, Treasurer Cathy Piepho, Auditor Laura Ihrke, Administrator Scott Golberg.

Consent:

1. Committee recommends adopting a Resolution for the 2023 Aquatic Invasive Species Prevention Plan
2. Committee recommends approving the 2023 Snowmobile Grant-In-Aid Agreement

General:

3. Committee recommends Authorizing Planning & Zoning Director to send out RFP for Curbside Recycling Collection Services

Department Head Reports

Assessor: Appraisers are working on new construction. Putting together information for this week's press release regarding the increase of residential properties. Some property owners will see an increase up to 15 / 20% along with some property owners may be losing some or all of their homestead exclusion.

Recorder: Working on property splits and plats by educating our title companies and law firms to ensure they are processed in 2022.

Auditor: Today the canvassing board meets. Today is JD1 meeting. Working on Truth and Taxation.

Treasurer: Today is the last day for collection of agricultural taxes.

Administration: Expect public participation at the Truth and Taxation hearing. Press conference on Friday to get ahead of the statements that are mailing soon. The cities have also been notified about the upcoming press conference.