



## 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.*

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**TUESDAY, DECEMBER 13, 2022 at 5:00 PM**

**County Boardroom, Steele County Administration Center**

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*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**

4. Department of Human Services – Annual Single Audit Review Letter (pg. 4)

**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.*

5. Approve November 22, 2022 Board Minutes (pg. 6)
6. Approve November 22, 2022 Board Work Session Minutes (pg. 9)

7. Approve December 8, 2022 Strategic Planning Session Minutes (pg. 10)
8. Approve Bills (pg. 11)
9. Approve Personnel Report (pg. 45)
10. Accept 2022 Election Security HAVA Phase 2 Grant Agreement (pg. 46)
11. Adopt Resolution Accepting Public Health Donations (pg. 53)
12. Adopt Resolution - Medford Speed Study CSAH 12 (4th Street NE to CSAH 1) (pg. 55)
13. Adopt Resolution - Medford Speed Study CSAH 12 (CSAH 23 to 3rd Street NW) (pg. 58)
14. Adopt Resolution - Medford Speed Study CSAH 45 (CSAH 9-NW 21st Avenue to 5th Avenue SE) (pg. 59)
15. Adopt Resolution - Medford Speed Study CSAH 45 (2nd Avenue NW TO CSAH 49)(pg.60)
16. Approve Disposition of a Plow Truck via Online Auction Service (pg. 73)
17. Approve Body Art License Renewal for Irish Eyes Studio (pg. 74)
18. Approve Planning Commission Minutes from December 5, 2022 (pg. 75)

#### **General**

19. December Anniversaries (pg.78)
20. Renew CUP #290 (James Bros Construction – Hafstad Pit) with 14 conditions based on Findings of Fact. (pg. 79)
21. Approve CUP #433 (Jenkins Boarding Kennel) with 6 conditions based on Findings of Fact (pg. 91)

#### **County Board Work Session – December 13, 2022**

22. Coroner Services Agreement 2023-2026 (pg. n/a)
23. MN Prairie – Anoka Contract for Juvenile Beds (pg. n/a)

#### **Internal Central Services Committee – December 1, 2022**

24. Hiring Process for Backfilling Vacant Positions (pg. 102)
25. Resolution for Purchase of Wildlife Management Area land in Medford (pg. 103)

#### **6:00 p.m. - Public Hearing - 2022 Budget and Tax Levy Presentation**

26. Board Action on 2022 Budget and Tax Levy (pg. 106)

## **Information Items**

27. Internal Central Services Committee Meeting Minutes- December 1, 2022 (pg. 109)

28. Public Works Committee Meeting Minutes – December 8, 2022 (pg. 110)

## **Commissioner Reports:**

## **Next Meeting Notices:**

Internal Central Services –**Thursday, December 15<sup>th</sup> at 8 a.m. in the Boardroom** (Tentative)

Land Use & Records – **Tuesday, December 20<sup>th</sup> at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, December 27<sup>th</sup> at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, December 27<sup>th</sup> at 5:00 p.m. in the Boardroom**

## **Adjourn**

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



**Minnesota Department of Human Services**  
**Internal Audits Office**  
**P.O. Box 64964**  
**St. Paul, MN 55164-0964**

November 28, 2022

Chairperson, Board of County Commissioners  
Steele County Administration Center  
630 Florence Ave. PO Box 890  
Owatonna, MN 55060

Dear Chairperson:

The Minnesota Department of Human Services (DHS) is now conducting its review of county single audit reports for the year ended December 31, 2021. This review is the result of federal regulations imposed on state and local governments by the Single Audit Act as amended in 1996 and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Our letter to you, dated April 28, 2022, identified the procedures DHS and County Boards use to comply with these federal regulations.

DHS is responsible for monitoring the resolution of audit findings that impact federally funded human services programs and is also responsible for verifying the resolution of cross cutting audit findings for the counties in Minnesota. A cross cutting finding is a finding that affects the federally funded programs of more than one state agency. Resolution of any other findings which may appear in your report is the responsibility of the state agency administering the federal programs affected by those findings. These reviews are performed by DHS annually.

If a county audit report includes human services or cross cutting audit findings, DHS will review the corrective action plan submitted by the County Board to the Federal Audit Clearinghouse. DHS will take the following actions related to these audit findings and notify the County Board if any additional information is needed or if what was submitted will be adequate at this time.

1. DHS will sustain or not sustain any human services or material cross cutting audit findings and provide a reason for this decision.
2. DHS will include what actions they expect the County to take to resolve the finding.
3. DHS will include the dates corrective action is expected to be completed.
4. DHS will notify the County that action may be taken on any and all questioned costs related to any sustained findings.
5. DHS will notify the County Board of the timetable it expects action to be taken on these questioned costs findings.

DHS has reviewed the audit report for Steele County for the year ended December 31, 2021. The following audit finding is sustained for Steele County at this time based on the audit report issued by Baker Tilly US, LLP on September 9, 2022.

Finding 2021-001      Material Weakness – Internal Control Over Financial Reporting

Our review found the corrective action plan included in the audit for the above findings acceptable if completed on the proposed timeline and no additional information will be required at this time. If you have any questions concerning this letter, please contact me by email at [margaret.brotherton@state.mn.us](mailto:margaret.brotherton@state.mn.us).

Sincerely,

A handwritten signature in cursive script that reads "Margaret Brotherton".

Margaret Brotherton  
Single Audit Coordinator

## SPECIAL SESSION

STATE OF MINNESOTA)

) SS

COUNTY OF STEELE )

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on November 22, 2022 with Commissioner's Brady, Abbe, Gnemi, Glynn and Krueger present. Also present were County Sheriff Lon Thiele, County Assessor Tom Reineke, County Treasurer Cathy Piepho, Planning & Zoning Director Dale Oolman, 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 Gnemi, seconded by Commissioner Abbe to approve the Consent Agenda.

Ayes all.

- A. Approve the minutes of November 8, 2022
- B. Approve the minutes of November 8, 2022 Board Work Session
- C. Approve the minutes of November 15, 2022 Special Board
- D. Approve Bills and Journal Entries
- E. Approve Personnel Report

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

- F. Adopt the following **Resolution**:

## 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.

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.

- G. Approve the 2023 Snowmobile Grant In-Aid Agreement in the amount of \$57,754.22
- H. Approve the agreements with Havana, Medford and Merton Townships for Replacement of Township Bridges and authorized the Chair and Administrator to sign
- I. Adopt the following **Resolution**:

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

| Old Bridge Number                                                                                                                                                                                                                                                                                                      | Road and Crossing                                    | LPI (1) | Total Project Cost | Township or State Bridge Funds | Federal Funds | Local or State Aid Funds | Proposed Construction Year |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------|--------------------|--------------------------------|---------------|--------------------------|----------------------------|
| 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.

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 Abbe, seconded by Commissioner Brady to approve the distribution of the Health Insurance Dividends at \$150.00 payment to each benefit-eligible employee who has been continuously employed between March 30, 2020 – November 30, 2022 and the remainder of dividend proceeds would be placed into the County's Wellness Fund for employee wellness programming and services. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the Sheriff's Department to purchase four squad cars from Tenvoorde Ford for a price of \$172,011.52. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to authorize the Planning & Zoning Director to send out Request for Proposals (RFP) for Curbside Recycling Collection Services. Ayes all.

Commissioner Abbe reported on his attendance at Public Works Committee meeting, Work Sessions, Judicial Ditch #1 meeting, MnPrairie Joint Powers meeting and Special Board meeting.

Commissioner Brady reported on his attendance at Land Use & Records meeting, Fair Board meeting and Special Board meeting.

Commissioner Gnemi reported on his attendance at Drug Court meetings, Soil & Water Conservation meeting, Public Works Board meeting, Joint Powers meeting, Semcac, Land Use & Records meeting, Fair Board meeting and Judicial Ditch #1 meeting.

Commissioner Krueger reported on his attendance at Elections Canvassing Board meeting, Fair Board meeting, Special Board meeting, Humane Society Groundbreaking, South Country Health Alliance meeting and a Work Session.

Commissioner Glynn reported on his attendance at Fair Board meeting, Judicial Ditch #1 meeting and a Work Session.

LISTING OF BILLS  
11/22/2022

|                                        |                  |
|----------------------------------------|------------------|
| 7 Rivers Recycling LLC                 | 2,117.83         |
| Advanced Correctional Healthcare Inc   | 10,947.96        |
| BStark & Co                            | 2,522.50         |
| Central Farm Services                  | 8,657.09         |
| Counties Providing Technology          | 4,344.00         |
| Dahle Enterprises of Morristown LLC    | 5,220.74         |
| From the Ground Up LLC                 | 61,585.41        |
| High Point Networks                    | 41,469.96        |
| Hildi Inc                              | 5,695.00         |
| I & S Group Inc                        | 10,219.25        |
| ICS Consulting Inc                     | 3,078.75         |
| JD DRIVER LTD                          | 481,555.00       |
| Kappy's Collision Center               | 5,137.62         |
| Liberty Tire Recycling LLC             | 2,238.05         |
| LVC Companies Inc                      | 15,797.60        |
| Mike's Repair                          | 5,834.91         |
| MN Dept of Labor & Industry            | 2,887.25         |
| Mohs Contracting Inc                   | 186,132.45       |
| Moore Md/Kellyanna J                   | 3,642.42         |
| Progressive Environmental Services LLC | 11,400.00        |
| RDO Equipment Co, Inc                  | 14,779.19        |
| Rochon Corporation Minnesota           | 63,944.88        |
| Routeware                              | 4,047.27         |
| Sanofi Pasteur Inc                     | 7,887.57         |
| Short Elliott Hendrickson Inc          | 8,768.93         |
| Steele County Treasurer                | 6,758.75         |
| Summit Food Services LLC               | 7,365.10         |
| Waste Management of Wi-Mn              | 55,107.26        |
| Wencl/Robert & Sue                     | 14,000.00        |
| WSB & Associates Inc                   | 3,860.25         |
| 98 Payments less than 2,000            | <u>41,792.22</u> |
| <b>Total:</b>                          | 1,098,795.21     |

Motion by Commissioner Gnemi, seconded by Commissioner Brady to adjourn to the Call of the Chair at 5:17 p.m. Ayes all.

\_\_\_\_\_  
CHAIRMAN

ATTEST: \_\_\_\_\_  
AUDITOR

# PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

## SPECIAL SESSION

November 22, 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 22, 2022 with Commissioner's Krueger, Gnemi, Brady, Abbe and Glynn present. Also present were Public Works Director Greg Ilkka, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, County Assessor Tom Reineke, Human Resources Director Julie Johnson, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order.

Lon Thiele presented quotes for four Sheriff vehicles. The low quote is from Tenvoorde Ford at a cost of \$172,011.52. There is currently a shortage of Ford police interceptor utility vehicles in the market and they are not available from local dealers.

Cathy updated the Board on the 2023 Budget and Five-year Capital Improvement Plans. The current projected budget update compared to the preliminary levy set in September shows a reduction of 455,875 to 28,142,995 which would bring the levy to 4.05%. Reviewed Capital Projects for 2023. Cathy also presented additional tax levy options to bring the levy down.

Scott updated the board on the 2023 Property Taxes. Valuations went up on residential properties.

Dave Purscell spoke to the request for GIS to add an additional employee.

Meeting was adjourned at 4:45 p.m.

CHAIRMAN

ATTEST: \_\_\_\_\_  
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 8, 2022

STATE OF MINNESOTA) )ss  
COUNTY OF STEELE )

The Steele County Board of Commissioners held a Work Session at noon on December 8, 2022, with Commissioner's Krueger, Gnemi, Brady, Abbe, and Glynn present. Also present were County Treasurer Cathy Piepho and County Administrator Scott Golberg.

Call to Order.

The Board reviewed the events of the 2022 calendar year, 2023 Board functions, Committees, and organizational structure.

The Board was updated on the Strategic Plan, upcoming projects and outstanding projects and policies.

Meeting was adjourned at 4:57 p.m.

CHAIRMAN

ATTEST: \_\_\_\_\_  
AUDITOR

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

SBENDORF

12/8/22 2:14PM

10 Road &amp; 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     | Service Dates                     | Paid On Bhf #  | On Behalf of Name                 |      |
| 301    | DEPT                                     |          | Administration                    |                |                                   |      |
|        | 6032 APG Media of Southern Minnesota LLC |          |                                   |                |                                   |      |
| 4      | 10-301-000-0000-6242                     | 11.34    | Bids for plow truck               | 124907         | Publishing                        | N    |
|        | 6032 APG Media of Southern Minnesota LLC | 11.34    |                                   | 1 Transactions |                                   |      |
|        | 61505 Gopher State One-Call              |          |                                   |                |                                   |      |
| 24     | 10-301-000-0000-6260                     | 24.30    | November locates                  | 2111466        | Consultants/Admin Fee             | N    |
|        | 61505 Gopher State One-Call              | 24.30    |                                   | 1 Transactions |                                   |      |
|        | 37025 Innovative Office Solutions LLC    |          |                                   |                |                                   |      |
| 28     | 10-301-000-0000-6410                     | 26.34    | Legal folders, Sortqwik,clock     | IN4008528      | Office Supplies                   | N    |
| 29     | 10-301-000-0000-6410                     | 17.55    | Calendar & sign here flags        | IN4013105      | Office Supplies                   | N    |
|        | 37025 Innovative Office Solutions LLC    | 43.89    |                                   | 2 Transactions |                                   |      |
| 301    | DEPT Total:                              | 79.53    | Administration                    | 3 Vendors      | 4 Transactions                    |      |
| 302    | DEPT                                     |          | Road & Bridge Maintenance Expense |                |                                   |      |
|        | 3738 Arrow Ace Hardware                  |          |                                   |                |                                   |      |
| 5      | 10-302-000-0000-6525                     | 6.59     | Hammer drill bit                  | 270589/2       | CSAH Supplies - Aggregate/Asphalt | N    |
|        | 3738 Arrow Ace Hardware                  | 6.59     |                                   | 1 Transactions |                                   |      |
|        | 8882 D & M Construction LLC              |          |                                   |                |                                   |      |
| 22     | 10-302-000-0000-6525                     | 16.07    | 20lb propane tank fill            | 12858          | CSAH Supplies - Aggregate/Asphalt | Y    |
|        | 8882 D & M Construction LLC              | 16.07    |                                   | 1 Transactions |                                   |      |
|        | 46551 Locators & Supplies Inc            |          |                                   |                |                                   |      |
| 32     | 10-302-000-0000-6801                     | 214.10   | Diamond grips for boots           | 0304106-IN     | Osha/Safety Supplies              | N    |
| 33     | 10-302-000-0000-6801                     | 45.15    | Backordered safety vests          | 0304128-IN     | Osha/Safety Supplies              | N    |
|        | 46551 Locators & Supplies Inc            | 259.25   |                                   | 2 Transactions |                                   |      |
|        | 5010 Loken Excavating & Drainage         |          |                                   |                |                                   |      |
| 34     | 10-302-000-0000-6523                     | 4,125.07 | 687.51 ton of sand                | 132165         | Supplies - Road Salt & Sand       | N    |
| 35     | 10-302-000-0000-6523                     | 4,571.62 | 761.93 ton of sand                | 132186         | Supplies - Road Salt & Sand       | N    |
|        | 5010 Loken Excavating & Drainage         | 8,696.69 |                                   | 2 Transactions |                                   |      |
|        | 49625 Matejcek Implement Co              |          |                                   |                |                                   |      |
| 36     | 10-302-000-0000-6340                     | 2,620.38 | Repairs to rental unit#9994       | WA40167        | Equipment Rental                  | Y    |
|        | 49625 Matejcek Implement Co              | 2,620.38 |                                   | 1 Transactions |                                   |      |

## Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                       | Rpt       | Warrant Description               | Invoice #     | Account/Formula Descripti | 1099 |
|--------|----------------------------|-----------|-----------------------------------|---------------|---------------------------|------|
| No.    | Account/Formula            | Accr      | Service Dates                     | Paid On Bhf # | On Behalf of Name         |      |
| 9113   | RSBS Management Inc        |           |                                   |               |                           |      |
| 47     | 10-302-000-0000-6537       |           | Sweeping CSAH 7                   | 176228        | County Contracts          | N    |
| 48     | 10-302-000-0000-6537       |           | Sweeping CSAH 6                   | 176228        | County Contracts          | N    |
| 49     | 10-302-000-0000-6537       |           | Sweeping CSAH 45                  | 176228        | County Contracts          | N    |
| 50     | 10-302-000-0000-6537       |           | Sweeping CSAH 4                   | 176228        | County Contracts          | N    |
| 51     | 10-302-000-0000-6537       |           | Sweeping CSAH 23                  | 176228        | County Contracts          | N    |
| 52     | 10-302-000-0000-6537       |           | Sweeping CSAH 2                   | 176228        | County Contracts          | N    |
| 9113   | RSBS Management Inc        |           | 6 Transactions                    |               |                           |      |
| 74005  | Sherwin-Williams Company   |           |                                   |               |                           |      |
| 53     | 10-302-000-0000-6534       |           | Traffic paint                     | 8791-5        | Supplies - Signing        | N    |
| 54     | 10-302-000-0000-6534       |           | Traffic paint                     | 8791-5        | Supplies - Signing        | N    |
| 74005  | Sherwin-Williams Company   |           | 2 Transactions                    |               |                           |      |
| 302    | DEPT Total:                | 14,033.98 | Road & Bridge Maintenance Expense | 7 Vendors     | 15 Transactions           |      |
| 303    | DEPT                       |           | Construction Expense              |               |                           |      |
| 52513  | Mn Dept Of Transportation  |           |                                   |               |                           |      |
| 39     | 10-303-000-0000-6260       | 2,619.87  | Material testing - CSAH 18        | P00016385     | Consultants/Admin Fee     | N    |
| 40     | 10-303-000-0000-6260       | 3,182.91  | Material testing - CSAH 12        | P00016385     | Consultants/Admin Fee     | N    |
| 41     | 10-303-000-0000-6260       | 773.55    | Material testing - CSAH 48        | P00016385     | Consultants/Admin Fee     | N    |
| 52513  | Mn Dept Of Transportation  | 6,576.33  | 3 Transactions                    |               |                           |      |
| 303    | DEPT Total:                | 6,576.33  | Construction Expense              | 1 Vendors     | 3 Transactions            |      |
| 304    | DEPT                       |           | Equipment Maintenance & Shops     |               |                           |      |
| 3615   | Ancom Technical Center Inc |           |                                   |               |                           |      |
| 1      | 10-304-000-0000-6520       | 217.00    | Antenna,trunk groove,accy pkg     | 111542        | Machinery/Vehicle Parts   | Y    |
| 3615   | Ancom Technical Center Inc | 217.00    | 1 Transactions                    |               |                           |      |
| 3275   | Anhorns Gas And Tire       |           |                                   |               |                           |      |
| 3      | 10-304-000-0000-6252       | 153.76    | Mounting & disposal labor         | 44529         | Contracted Services       | N    |
| 2      | 10-304-000-0000-6520       | 647.60    | (4) tires, unit#2202              | 44529         | Machinery/Vehicle Parts   | N    |
| 3275   | Anhorns Gas And Tire       | 801.36    | 2 Transactions                    |               |                           |      |
| 7846   | Boss Supply Co             |           |                                   |               |                           |      |
| 7      | 10-304-000-0000-6520       | 9.12      | Male thread & 90 Hose barb        | 36806         | Machinery/Vehicle Parts   | N    |
| 8      | 10-304-000-0000-6520       | 4.35      | 1/2" male thread & 3/4" hose b    | 36845         | Machinery/Vehicle Parts   | N    |

SBENDORF

12/8/22 2:14PM

10 Road &amp; Bridge Fund

## Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



Page 4

| Vendor | Name                           | Rpt       | Warrant Description            | Invoice #      | Account/Formula Descripti       | 1099 |
|--------|--------------------------------|-----------|--------------------------------|----------------|---------------------------------|------|
| No.    | Account/Formula                | Accr      | Service Dates                  | Paid On Bhf #  | On Behalf of Name               |      |
| 7846   | Boss Supply Co                 |           |                                |                |                                 |      |
|        |                                | 13.47     |                                | 2 Transactions |                                 |      |
| 10150  | Carquest Auto Parts            |           |                                |                |                                 |      |
| 10     | 10-304-000-0000-6520           | 95.53     | Needle noz, Trans Fluid,Wiper  | 447271         | Machinery/Vehicle Parts         | N    |
| 11     | 10-304-000-0000-6520           | 1,149.19  | Strut,shocks,rotor,brakes,cali | 447687         | Machinery/Vehicle Parts         | N    |
| 12     | 10-304-000-0000-6520           | 74.53     | Control arm w/ball joint, unit | 447784         | Machinery/Vehicle Parts         | N    |
| 13     | 10-304-000-0000-6511           | 68.40     | Brake cleaner                  | 447786         | Maint Shop Supplies & Materials | N    |
| 14     | 10-304-000-0000-6520           | 44.28     | Fittings & hoses               | 447804         | Machinery/Vehicle Parts         | N    |
| 15     | 10-304-000-0000-6520           | 340.46    | Fittings & hoses, unit#2182    | 447806         | Machinery/Vehicle Parts         | N    |
| 16     | 10-304-000-0000-6520           | 154.66    | Caliper, unit#2133             | 447817         | Machinery/Vehicle Parts         | N    |
| 17     | 10-304-000-0000-6520           | 154.00-   | Core return - calipers         | 448212         | Machinery/Vehicle Parts         | N    |
| 10150  | Carquest Auto Parts            | 1,773.05  |                                | 8 Transactions |                                 |      |
| 11215  | Central Farm Services          |           |                                |                |                                 |      |
| 18     | 10-304-000-0000-6511           | 158.45    | Drum window wash               | 1100540        | Maint Shop Supplies & Materials | N    |
| 20     | 10-304-000-0000-6521           | 11,015.00 | 2,500 gallons of dyed diesel   | 2911437        | Supplies-Diesel Fuel            | N    |
| 19     | 10-304-000-0000-6540           | 9,201.00  | 3,000 gallons of unleaded fuel | 2911437        | Fuel & Lubricants               | N    |
| 21     | 10-304-000-0000-6521           | 10,234.09 | 2,501 gallons premium dyed die | 2911563        | Supplies-Diesel Fuel            | N    |
| 11215  | Central Farm Services          | 30,608.54 |                                | 4 Transactions |                                 |      |
| 13195  | Clarey's Safety Equipment, Inc |           |                                |                |                                 |      |
| 57     | 10-304-000-0000-6511           | 128.68    | DJ Hose                        | 202775         | Maint Shop Supplies & Materials | N    |
| 13195  | Clarey's Safety Equipment, Inc | 128.68    |                                | 1 Transactions |                                 |      |
| 31075  | H & L Mesabi, Inc.             |           |                                |                |                                 |      |
| 25     | 10-304-000-0000-6519           | 9,294.00  | Cutting edges                  | 10799          | Cutting Edges                   | N    |
| 26     | 10-304-000-0000-6519           | 14,059.50 | Cutting edges                  | 10799          | Cutting Edges                   | N    |
| 31075  | H & L Mesabi, Inc.             | 23,353.50 |                                | 2 Transactions |                                 |      |
| 36550  | IFACS                          |           |                                |                |                                 |      |
| 27     | 10-304-000-0000-6511           | 92.27     | Flange bolts & lock nuts       | 5303623        | Maint Shop Supplies & Materials | N    |
| 36550  | IFACS                          | 92.27     |                                | 1 Transactions |                                 |      |
| 524    | Kecks Repair Inc               |           |                                |                |                                 |      |
| 31     | 10-304-000-0000-6520           | 228.48    | Hyd hoses fittings, unit#2131  | 300445         | Machinery/Vehicle Parts         | N    |
| 524    | Kecks Repair Inc               | 228.48    |                                | 1 Transactions |                                 |      |
| 51630  | Mike's Repair                  |           |                                |                |                                 |      |
| 37     | 10-304-000-0000-6252           | 399.00    | Custom labor, unit#2171        | 099541         | Contracted Services             | Y    |

SBENDORF

12/8/22 2:14PM

10 Road &amp; Bridge Fund

## Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



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               |      |
| 38     | 10-304-000-0000-6520        | 3,066.00  | 6 - tires, unit#2171           | 099541        | Machinery/Vehicle Parts         | Y    |
| 51630  | Mike's Repair               | 3,465.00  | 2 Transactions                 |               |                                 |      |
| 4097   | Nuss Truck & Equipment      |           |                                |               |                                 |      |
| 42     | 10-304-000-0000-6520        | 172.41    | Belts & wiper blades, unit#213 | 1218574P      | Machinery/Vehicle Parts         | N    |
| 43     | 10-304-000-0000-6520        | 149.30    | Fan, unit#2171                 | 1218637P      | Machinery/Vehicle Parts         | N    |
| 44     | 10-304-000-0000-6520        | 21.50     | Wiper blades, unit#2162        | 1218649P      | Machinery/Vehicle Parts         | N    |
| 45     | 10-304-000-0000-6520        | 21.50     | Wiper blades, unit#2151        | 1218649P      | Machinery/Vehicle Parts         | N    |
| 46     | 10-304-000-0000-6520        | 21.50     | Wiper blades, unit#2131        | 1218649P      | Machinery/Vehicle Parts         | N    |
| 4097   | Nuss Truck & Equipment      | 386.21    | 5 Transactions                 |               |                                 |      |
| 85167  | Stewart Sanitation          |           |                                |               |                                 |      |
| 55     | 10-304-000-0000-6514        | 114.61    | November garbage services      | 0000753578    | Utility Services                | N    |
| 85167  | Stewart Sanitation          | 114.61    | 1 Transactions                 |               |                                 |      |
| 86520  | Terminal Supply Company     |           |                                |               |                                 |      |
| 56     | 10-304-000-0000-6511        | 259.36    | Cable ties, primer & spray pai | 87818-00      | Maint Shop Supplies & Materials | N    |
| 86520  | Terminal Supply Company     | 259.36    | 1 Transactions                 |               |                                 |      |
| 99250  | Zep Sales & Service         |           |                                |               |                                 |      |
| 58     | 10-304-000-0000-6511        | 92.41     | ZEP SLG Goodstuff              | 9008035197    | Maint Shop Supplies & Materials | N    |
| 99250  | Zep Sales & Service         | 92.41     | 1 Transactions                 |               |                                 |      |
| 304    | DEPT Total:                 | 61,533.94 | Equipment Maintenance & Shops  | 14 Vendors    | 32 Transactions                 |      |
| 310    | DEPT                        |           | Capital Construction           |               |                                 |      |
| 8686   | Anderson/James Hurd         |           |                                |               |                                 |      |
| 30     | 10-310-000-0000-6517        | 4,760.00  | Row Expenses - 074-649-001     | 221101        | Sales Tax Right of Way          | Y    |
| 8686   | Anderson/James Hurd         | 4,760.00  | 1 Transactions                 |               |                                 |      |
| 7595   | Bolton & Menk Inc           |           |                                |               |                                 |      |
| 6      | 10-310-000-0000-6262        | 4,542.00  | Prof services 074-598-016      | 0300156       | Sales Tax Consultants           | N    |
| 7595   | Bolton & Menk Inc           | 4,542.00  | 1 Transactions                 |               |                                 |      |
| 8087   | Braun Intertec Eng Inc      |           |                                |               |                                 |      |
| 9      | 10-310-000-0000-6260        | 2,627.50  | Prof services 074-647-002      | B318075       | Consultants/Admin Fee           | N    |
| 8087   | Braun Intertec Eng Inc      | 2,627.50  | 1 Transactions                 |               |                                 |      |
| 22460  | Erickson Engineering Co LLC |           |                                |               |                                 |      |

SBENDORF  
12/8/22 2:14PM  
10 Road & Bridge Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

| Vendor Name |                                   | Rpt  | Warrant Description |                            | Invoice #       | Account/Formula Description | 1099 |
|-------------|-----------------------------------|------|---------------------|----------------------------|-----------------|-----------------------------|------|
| No.         | Account/Formula                   | Accr | Amount              | Service Dates              | Paid On Bhf #   | On Behalf of Name           |      |
| 23          | 10-310-000-0000-6260              |      | 56.50               | Prof services, 074-599-037 | 15218           | Consultants/Admin Fee       | Y    |
|             | 22460 Erickson Engineering Co LLC |      | 56.50               | 1 Transactions             |                 |                             |      |
| 310         | DEPT Total:                       |      | 11,986.00           | Capital Construction       | 4 Vendors       | 4 Transactions              |      |
| 10          | Fund Total:                       |      | 94,209.78           | Road & Bridge Fund         |                 | 58 Transactions             |      |
|             | Final Total:                      |      | 94,209.78           | 29 Vendors                 | 58 Transactions |                             |      |

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>        |                    |
|---------------|-------------|---------------|--------------------|--------------------|
|               | 10          | 94,209.78     | Road & Bridge Fund |                    |
|               | All Funds   | 94,209.78     | Total              | Approved by, ..... |
|               |             |               |                    | .....              |
|               |             |               |                    | .....              |

# Steele County

## COMMISSIONER'S VOUCHERS ENTRIES



| RRN | Account Number                                           | AMOUNT              | DESCRIPTION                                                   | Vendor #            | Vendor Name                         | 1099     | I    | Rpt | Acc |
|-----|----------------------------------------------------------|---------------------|---------------------------------------------------------------|---------------------|-------------------------------------|----------|------|-----|-----|
|     | Description                                              | F/P                 | Invoice #                                                     | Warr #              | A/P Date                            | On Bhf # | Name |     | Tax |
| 1   | 01-111-050-0000-6410<br>Office Supplies<br>Svc Dates     | 2,646.00<br>F<br>to | Motor pool module<br>202211221G5<br>MMIS Units 0              | 9571<br>12/06/2022  | Agile Fleet Inc<br>0                | N        | N    |     | N   |
| 2   | 01-111-050-0000-6410<br>Office Supplies<br>Svc Dates     | 463.68<br>F<br>to   | Assigned vehicle module<br>202211221G5<br>MMIS Units 0        | 9571<br>12/06/2022  | Agile Fleet Inc<br>0                | N        | N    |     | N   |
| 3   | 01-111-050-0000-6410<br>Office Supplies<br>Svc Dates     | 950.40<br>F<br>to   | Maintenance module<br>202211221G5<br>MMIS Units 0             | 9571<br>12/06/2022  | Agile Fleet Inc<br>0                | N        | N    |     | N   |
| 4   | 01-111-050-0000-6410<br>Office Supplies<br>Svc Dates     | 2,880.00<br>F<br>to | Key control module<br>202211221G5<br>MMIS Units 0             | 9571<br>12/06/2022  | Agile Fleet Inc<br>0                | N        | N    |     | N   |
| 5   | 01-111-050-0000-6410<br>Office Supplies<br>Svc Dates     | 272.25<br>F<br>to   | KioWare kiosk software<br>202211221G5<br>MMIS Units 0         | 9571<br>12/06/2022  | Agile Fleet Inc<br>0                | N        | N    |     | N   |
| 6   | 01-111-050-0000-6410<br>Office Supplies<br>Svc Dates     | 3,960.00<br>F<br>to | Standard hosting<br>202211221G5<br>MMIS Units 0               | 9571<br>12/06/2022  | Agile Fleet Inc<br>0                | N        | N    |     | N   |
| 7   | 01-111-050-0000-6410<br>Office Supplies<br>Svc Dates     | 530.69 -<br>F<br>to | Sourcewell discount<br>20221121G5<br>MMIS Units 0             | 9571<br>12/06/2022  | Agile Fleet Inc<br>0                | N        | N    |     | N   |
| 8   | 01-251-000-0000-6560<br>Janitorial Supplies<br>Svc Dates | 1,516.94<br>F<br>to | Bath tissue,can liners, towels<br>10704639-00<br>MMIS Units 0 | 7798<br>12/06/2022  | Anchor Paper Company<br>0           | N        | N    |     | N   |
| 9   | 01-103-000-0000-6242<br>Publishing<br>Svc Dates          | 6.00<br>F<br>to     | Homestead prop tax announce<br>125376<br>MMIS Units 0         | 6032<br>12/06/2022  | APG Media of Southern Minnesot<br>0 | N        | N    |     | N   |
| 10  | 01-063-000-0000-6215<br>Postage<br>Svc Dates             | 38.77<br>F<br>to    | Postage-State general abstract<br>7-955-75483<br>MMIS Units 0 | 23875<br>12/06/2022 | Fedex<br>0                          | N        | N    |     | N   |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number<br>Description                                     | AMOUNT   | DESCRIPTION<br>F/P Invoice #                                   | Vendor #<br>A/P Date | Vendor Name<br>On Bhf # Name         | 1099 | I | Rpt | Acc<br>Tax |
|-----|-------------------------------------------------------------------|----------|----------------------------------------------------------------|----------------------|--------------------------------------|------|---|-----|------------|
| 11  | 01-005-000-0000-6331<br>Mileage Reimbursement<br>Svc Dates        | 355.25   | Mileage 9/14 - 11/28/22<br>F<br>MMIS Units 0                   | 8241<br>12/06/2022   | Gnemi/Rick A<br>0                    | N    | N |     | N          |
| 12  | 01-003-000-0000-6194<br>Personnel Policy<br>Svc Dates             | 440.00   | Lemond cemetery mowing - 8x<br>F Aug - Oct<br>MMIS Units 0     | 31727<br>12/06/2022  | Hansen/Kathy<br>0                    | Y    | N |     | N          |
| 13  | 01-602-000-0000-6410<br>Office Supplies<br>Svc Dates              | 111.65   | Copy paper<br>F 4010336<br>MMIS Units 0                        | 37025<br>12/06/2022  | Innovative Office Solutions LLC<br>0 | N    | N |     | N          |
| 14  | 01-103-000-0000-6301<br>Equip/Software Maint<br>Svc Dates         | 495.37   | Ricoh/MP color copier contract<br>F INV2168538<br>MMIS Units 0 | 51300<br>12/06/2022  | Metro Sales Inc<br>0                 | N    | N |     | N          |
| 15  | 01-207-000-0001-6801<br>General Expense-Special Fund<br>Svc Dates | 798.20   | Special deputy awards banquet<br>F<br>MMIS Units 0             | 1726<br>12/06/2022   | Owatonna Elks Lodge No 1395<br>0     | G    | N |     | N          |
| 16  | 01-111-040-0000-6386<br>Parking Lot Maintenance<br>Svc Dates      | 1,356.36 | Snow plowing - Admin<br>F 176360<br>MMIS Units 0               | 9113<br>12/06/2022   | RSBS Management Inc<br>0             | N    | N |     | N          |
| 17  | 01-111-041-0000-6386<br>Parking Lot Maintenance<br>Svc Dates      | 1,035.50 | Snow plowing - Annex<br>F 176361<br>MMIS Units 0               | 9113<br>12/06/2022   | RSBS Management Inc<br>0             | N    | N |     | N          |
| 18  | 01-111-044-0000-6386<br>Parking Lot Maintenance<br>Svc Dates      | 1,105.32 | Snow plowing - DC<br>F 176362<br>MMIS Units 0                  | 9113<br>12/06/2022   | RSBS Management Inc<br>0             | N    | N |     | N          |
| 19  | 01-111-042-0000-6386<br>Parking Lot Maintenance<br>Svc Dates      | 555.27   | Snow plowing - CH<br>F 176365<br>MMIS Units 0                  | 9113<br>12/06/2022   | RSBS Management Inc<br>0             | N    | N |     | N          |
| 20  | 01-111-042-0000-6386<br>Parking Lot Maintenance                   | 474.05   | Snow plowing - CH<br>F 176366                                  | 9113<br>12/06/2022   | RSBS Management Inc<br>0             | N    | N |     | N          |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number<br>Description                   | AMOUNT    | DESCRIPTION<br>F/P Invoice #              | Vendor # | Vendor Name<br>On Bhf # Name             | 1099 | I | Rpt | Acc<br>Tax |
|-----|-------------------------------------------------|-----------|-------------------------------------------|----------|------------------------------------------|------|---|-----|------------|
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 21  | 01-111-047-0000-6386<br>Parking Lot Maintenance | 456.00    | Snow plowing - Gymnastics<br>F 176368     | 9113     | RSBS Management Inc<br>0                 | N    | N |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 22  | 01-550-000-0000-6380<br>Snow Removal            | 2,569.27  | Snow plowing - Fairgrounds<br>F 176367    | 9113     | RSBS Management Inc<br>0                 | N    | N |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 23  | 01-502-000-0000-6380<br>Grounds Maintenance     | 608.00    | Snow plowing - Com Center<br>F 176369     | 9113     | RSBS Management Inc<br>0                 | N    | N |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 24  | 01-031-000-0000-6801<br>General Expense         | 20.00     | Shred serv order 284250-11/17<br>F 588213 | 4879     | Shred Right<br>0                         | Y    | N |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 25  | 01-032-000-0000-6801<br>General Expense         | 20.00     | Shred serv order 284250-11/17<br>F 588213 | 4879     | Shred Right<br>0                         | Y    | N |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 26  | 01-252-000-0000-6410<br>Office Supplies         | 40.00     | Shredding<br>F 588212                     | 4879     | Shred Right<br>0                         | Y    | N |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 27  | 01-253-000-0000-6254<br>Garbage Disposal        | 49.08     | Paper shredding<br>F 588214               | 4879     | Shred Right<br>0                         | Y    | N |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 28  | 01-601-000-0000-6801<br>General Expense         | 21,250.00 | 2nd 1/2 2022 allocation<br>F              | 83025    | Steele County Agricultural Societ G<br>0 | N    |   |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 29  | 01-601-000-0000-6801<br>General Expense         | 250.00 -  | Overpmt of 2021 2nd 1/2 alloc<br>F        | 83025    | Steele County Agricultural Societ G<br>0 | N    |   |     | N          |
|     | Svc Dates                                       | to        | MMIS Units 0                              |          |                                          |      |   |     |            |
| 30  | 01-111-000-0000-6562                            | 385.97    | Fuel                                      | 83500    | Steele County Highway Dept               | N    | N |     |            |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                 | AMOUNT   | DESCRIPTION                 | Vendor # | Vendor Name                      | 1099     | I    | Rpt | Acc |
|-----|--------------------------------|----------|-----------------------------|----------|----------------------------------|----------|------|-----|-----|
|     | Description                    |          | F/P Invoice #               | Warr #   | A/P Date                         | On Bhf # | Name |     | Tax |
|     | Fuel And Gas                   |          | F 2047                      |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 31  | 01-111-000-0000-6386           | 100.03   | R&R center spindle in deck  | 83500    | Steele County Highway Dept       | N        | N    |     |     |
|     | Parking Lot Maintenance        |          | F 2048                      |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 32  | 01-201-000-0000-6562           | 7,078.24 | Squad fuel - October        | 83500    | Steele County Highway Dept       | N        | N    |     |     |
|     | Gas & Oil Squads               |          | F 2050                      |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 33  | 01-251-000-0000-6562           | 368.34   | Fuel - October              | 83500    | Steele County Highway Dept       | N        | N    |     |     |
|     | Gas & Oil                      |          | F 2055                      |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 34  | 01-501-000-0000-6801           | 4,000.00 | 2nd 1/2 2022 allocation     | 83525    | Steele County Historical Society | N        | N    |     |     |
|     | General Expense                |          | F                           |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 35  | 01-201-000-0000-6408           | 1,035.00 | Ball panel set - CSchlueter | 85300    | Streichers Inc                   | N        | N    |     |     |
|     | Uniforms/Uniform Reimbursement |          | F I1601964                  |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 36  | 01-201-000-0000-6408           | 117.00   | Carrier - CSchlueter        | 85300    | Streichers Inc                   | N        | N    |     |     |
|     | Uniforms/Uniform Reimbursement |          | F I1601964                  |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 37  | 01-201-000-0000-6408           | 99.00    | Rama plate - CSchlueter     | 85300    | Streichers Inc                   | N        | N    |     |     |
|     | Uniforms/Uniform Reimbursement |          | F I1601964                  |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 38  | 01-251-000-0000-6441           | 3,165.28 | Inmate meals 11/12 - 11/18  | 8247     | Summit Food Services LLC         | N        | N    |     |     |
|     | Prisoner Meals                 |          | F INV2000158738             |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |
| 39  | 01-251-000-0000-6441           | 2,850.92 | Inmate meals 11/19 - 11/25  | 8247     | Summit Food Services LLC         | N        | N    |     |     |
|     | Prisoner Meals                 |          | F INV2000159292             |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                  | 0        |                                  |          |      |     |     |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                                                  | AMOUNT    | DESCRIPTION                                                       | Vendor # | Vendor Name                    | 1099     | I    | Rpt | Acc |
|-----|-----------------------------------------------------------------|-----------|-------------------------------------------------------------------|----------|--------------------------------|----------|------|-----|-----|
|     | Description                                                     | F/P       | Invoice #                                                         | Warr #   | A/P Date                       | On Bhf # | Name |     | Tax |
| 40  | 01-251-000-0000-6451<br>Operating Supplies<br>Svc Dates         | 73.78     | Paper products<br>F INV2000159292<br>MMIS Units 0                 | 8247     | Summit Food Services LLC       | N        | N    |     | N   |
| 41  | 01-105-000-0000-6410<br>Office Supplies<br>Svc Dates            | 146.39    | Letterhead<br>F 99765<br>MMIS Units 0                             | 84035    | Tri-M Graphics                 | N        | N    |     | N   |
| 42  | 01-105-000-0000-6410<br>Office Supplies<br>Svc Dates            | 151.72    | Inspection forms<br>F 99764<br>MMIS Units 0                       | 84035    | Tri-M Graphics                 | N        | N    |     | N   |
| 43  | 01-251-000-0000-6304<br>Contract Serv./Bldg Maint<br>Svc Dates  | 24,923.56 | Annual jail mgt software/maint<br>F 366742<br>MMIS Units 0        | 9572     | Tritech Software Systems       | N        | N    |     | N   |
| 44  | 01-111-041-0000-6300<br>Bldg Repairs & Maintenance<br>Svc Dates | 50.08     | Relay, tube base, screw mount<br>F S012421660.001<br>MMIS Units 0 | 9183     | Van Meter Inc                  | N        | N    |     | N   |
| 45  | 01-111-041-0000-6300<br>Bldg Repairs & Maintenance<br>Svc Dates | 43.83     | LED small wall pack<br>F S012428673.001<br>MMIS Units 0           | 9183     | Van Meter Inc                  | N        | N    |     | N   |
| 46  | 01-111-041-0000-6300<br>Bldg Repairs & Maintenance<br>Svc Dates | 18.27     | 120V photo control stem<br>F S012436441.001<br>MMIS Units 0       | 9183     | Van Meter Inc                  | N        | N    |     | N   |
| 47  | 01-111-041-0000-6560<br>Janitorial Supplies<br>Svc Dates        | 168.01    | Cleaner - Admin<br>F 9008039728<br>MMIS Units 0                   | 99250    | Zep Sales & Service            | N        | N    |     | N   |
| 48  | 01-201-297-0000-6347<br>T-BI Pr Lease Payments<br>Svc Dates     | 652.38    | BP tower lease - December<br>F 410076738<br>MMIS Units 0          | 8458     | American Tower Corporation     | N        | N    |     | N   |
| 49  | 01-121-000-0000-6242<br>Publishing<br>Svc Dates                 | 171.00    | Memorial flags - November<br>F 13476-1122<br>MMIS Units 0         | 6032     | APG Media of Southern Minnesot | N        | N    |     | N   |

# Steele County

## COMMISSIONER'S VOUCHERS ENTRIES



| RRN | Account Number<br>Description                                       | AMOUNT     | DESCRIPTION<br>F/P Invoice #             | Warr # | Vendor #<br>A/P Date | Vendor Name<br>On Bhf # Name   | 1099 | I | Rpt | Acc<br>Tax |
|-----|---------------------------------------------------------------------|------------|------------------------------------------|--------|----------------------|--------------------------------|------|---|-----|------------|
| 50  | 01-201-000-0107-6320<br>Squad 7407 Maintenance<br>Svc Dates         | 3,075.00   | Radar rebuild<br>F 410833                |        | 832<br>12/06/2022    | Applied Concepts Inc<br>0      | N    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 51  | 01-201-000-0111-6320<br>Squad 7422 Maintenace<br>Svc Dates          | 3,075.00   | Radar rebuild<br>F 410834                |        | 832<br>12/06/2022    | Applied Concepts Inc<br>0      | N    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 52  | 01-201-000-0112-6320<br>Squad 7406 Maintenance<br>Svc Dates         | 3,075.00   | Radar rebuild<br>F 410840                |        | 832<br>12/06/2022    | Applied Concepts Inc<br>0      | N    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 53  | 01-062-000-0000-6801<br>General Expense<br>Svc Dates                | 451.50     | Door repairs at CCA<br>F 81580928691     |        | 8919<br>12/06/2022   | ArchKey Technologies<br>0      | Y    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 54  | 01-550-000-0000-6410<br>Operating Supplies - Contracts<br>Svc Dates | 409.17     | Annual music license<br>F 500704503      |        | 6<br>12/06/2022      | ASCAP<br>0                     | N    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 55  | 01-521-000-0000-6304<br>Lawn Mowing Contract<br>Svc Dates           | 190.00     | November mowings<br>F 2198               |        | 8251<br>12/06/2022   | BRN Lawn & Landscape LLC<br>0  | Y    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 56  | 01-121-751-0000-6820<br>Grant Expense<br>Svc Dates                  | 412.20     | Men's runner vests<br>F 20473            |        | 14805<br>12/06/2022  | Corporate Recognition Inc<br>0 | N    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 57  | 01-062-000-0000-6801<br>General Expense<br>Svc Dates                | 324.00     | Contracted mail services<br>F 11/30/2022 |        | 16282<br>12/06/2022  | Crosstown Cartage Inc<br>0     | N    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 58  | 01-062-000-0000-6802<br>Internal Chargeback<br>Svc Dates            | 140.00     | Additional mail services<br>F 11/30/2022 |        | 16282<br>12/06/2022  | Crosstown Cartage Inc<br>0     | N    | N |     | N          |
|     | to                                                                  | MMIS Units | 0                                        |        |                      |                                |      |   |     |            |
| 59  | 01-521-000-0000-6831<br>Ice Rental Pymts                            | 4,500.00   | November open ice<br>F 4395-1            |        | 26699<br>12/06/2022  | Four Seasons Centre<br>0       | N    | N |     | N          |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                 | AMOUNT   | DESCRIPTION                    | Vendor #   | Vendor Name                     | 1099     | I    | Rpt | Acc |
|-----|--------------------------------|----------|--------------------------------|------------|---------------------------------|----------|------|-----|-----|
|     | Description                    |          | F/P Invoice #                  | Warr #     | A/P Date                        | On Bhf # | Name |     | Tax |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 60  | 01-044-000-0000-6241           | 250.00   | 2023 annual membership         | 30270      | Government Finance Officers Ass | N        | N    |     |     |
|     | Membership Dues                |          | F CPiepho                      | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 61  | 01-550-000-0000-6410           | 514.02   | Salt, tp, roll towels          | 33550      | Hillyard -Hutchinson            | N        | N    |     |     |
|     | Operating Supplies - Contracts |          | F 604955152                    | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 62  | 01-550-000-0000-6410           | 2,801.33 | Lobby rugs                     | 33550      | Hillyard -Hutchinson            | N        | N    |     |     |
|     | Operating Supplies - Contracts |          | F 604951401                    | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 63  | 01-101-000-0000-6410           | 70.25    | Ribbon, labels, tape           | 37025      | Innovative Office Solutions LLC | N        | N    |     |     |
|     | Office Supplies                |          | F 4017688                      | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 64  | 01-201-000-0000-6410           | 1,191.58 | Chairs - 2 count               | 37025      | Innovative Office Solutions LLC | N        | N    |     |     |
|     | Office Supplies                |          | F 4014036                      | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 65  | 01-201-000-0000-6410           | 568.34   | Chair mats - 2 count           | 37025      | Innovative Office Solutions LLC | N        | N    |     |     |
|     | Office Supplies                |          | F 4014036                      | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 66  | 01-201-000-0000-6410           | 10.41    | 2023 appointment book          | 37025      | Innovative Office Solutions LLC | N        | N    |     |     |
|     | Office Supplies                |          | F 4006945                      | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 67  | 01-253-000-0000-6410           | 355.66   | Markers,paper,staples,calendar | 37025      | Innovative Office Solutions LLC | N        | N    |     |     |
|     | Office Supplies                |          | F 4001415                      | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 68  | 01-252-000-0000-6410           | 49.39    | File, 2 easels                 | 37025      | Innovative Office Solutions LLC | N        | N    |     |     |
|     | Office Supplies                |          | F 4007107                      | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                     | 0          |                                 |          |      |     |     |
| 69  | 01-252-000-0000-6410           | 41.97    | Awards & expo markers          | 37025      | Innovative Office Solutions LLC | N        | N    |     |     |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                 | AMOUNT   | DESCRIPTION                    | Vendor # | Vendor Name                     | 1099     | I    | Rpt | Acc |
|-----|--------------------------------|----------|--------------------------------|----------|---------------------------------|----------|------|-----|-----|
|     | Description                    |          | F/P Invoice #                  | Warr #   | A/P Date                        | On Bhf # | Name |     | Tax |
|     | Office Supplies                |          | F 4017718                      |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 70  | 01-201-000-0102-6320           | 370.00   | Repair rear bumper             | 1064     | Kappy's Collision Center        | Y        | N    |     | N   |
|     | Squad 7414 Maintenance         |          | F 3663                         |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 71  | 01-062-000-0000-6301           | 3,600.49 | HRIS operating cost - Oct      | 572      | Kronos Incorporated             | N        | N    |     | N   |
|     | Equip/Software Maint           |          | F 11992459                     |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 72  | 01-201-000-0000-6304           | 2,345.00 | Powerplus sys pkg 1/1-12/31/23 | 8565     | Leads Online LLC                | Y        | N    |     | N   |
|     | Contracts                      |          | F 402453                       |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 73  | 01-253-000-0000-6304           | 399.58   | Monthly service - December     | 52550    | MEI Total Elevator Solutions    | N        | N    |     | N   |
|     | Contract Services/Bldg Mtce    |          | F 994429                       |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 74  | 01-281-000-0000-6421           | 617.64   | Tire repair - white EM EOC     | 51630    | Mike's Repair                   | Y        | N    |     | N   |
|     | Maintenance Operating Exp      |          | F 099523                       |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 75  | 01-550-000-0000-6410           | 798.00   | Calibrate co2 sensors          | 7860     | Metropolitan Mechanical Contrac | N        | N    |     | N   |
|     | Operating Supplies - Contracts |          | F 910019925                    |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 76  | 01-201-000-0120-6320           | 65.98    | 2 wiper blades                 | 56125    | NAPA Auto Parts                 | N        | N    |     | N   |
|     | Squad 7402 Maintenance         |          | F 959099                       |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 77  | 01-201-000-0000-6562           | 2.49     | Windshield washer fluid        | 56125    | NAPA Auto Parts                 | N        | N    |     | N   |
|     | Gas & Oil Squads               |          | F 959099                       |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |
| 78  | 01-201-000-0000-6801           | 226.44   | 36 flares                      | 56125    | NAPA Auto Parts                 | N        | N    |     | N   |
|     | Misc Expense                   |          | F 959102                       |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                   |          |                                 |          |      |     |     |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                                                            | AMOUNT   | DESCRIPTION                                              | Vendor # | Vendor Name                               | 1099     | I    | Rpt | Acc |
|-----|---------------------------------------------------------------------------|----------|----------------------------------------------------------|----------|-------------------------------------------|----------|------|-----|-----|
|     | Description                                                               |          | F/P Invoice #                                            | Warr #   | A/P Date                                  | On Bhf # | Name |     | Tax |
| 79  | 01-550-000-0000-6410<br>Operating Supplies - Contracts<br>Svc Dates to    | 715.56   | Furnace/dehumidifier filters<br>F 4140<br>MMIS Units 0   | 8253     | Owatonna Filters<br>12/06/2022            | 0        |      |     | N   |
| 80  | 01-281-000-0000-6480<br>Non-Capitalized Inventory<br>Svc Dates to         | 1,157.71 | State disaster pmt - antenna<br>F 106609<br>MMIS Units 0 | 62510    | Owatonna Fire Department<br>12/06/2022    | 0        |      |     | N   |
| 81  | 01-521-000-0000-6410<br>Operating Supplies/Truck Repairs<br>Svc Dates to  | 74.00    | Annual PO box fee<br>F PO box 57<br>MMIS Units 0         | 68500    | Postmaster - Owatonna<br>12/06/2022       | 0        |      |     | N   |
| 82  | 01-252-000-0000-6278<br>Domestic Violence/SASSI Screening<br>Svc Dates to | 248.75   | Online tests<br>F 15258<br>MMIS Units 0                  | 4838     | Risk & Needs Assessment Inc<br>12/06/2022 | 0        |      |     | N   |
| 83  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates to       | 38.00    | 4x4 V plow 11/14/22<br>F 176363<br>MMIS Units 0          | 9113     | RSBS Management Inc<br>12/06/2022         | 0        |      |     | N   |
| 84  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates to       | 70.50    | Loader 11/14/22<br>F 176363<br>MMIS Units 0              | 9113     | RSBS Management Inc<br>12/06/2022         | 0        |      |     | N   |
| 85  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates to       | 160.00   | Lot sand/salt 11/14/22<br>F 176363<br>MMIS Units 0       | 9113     | RSBS Management Inc<br>12/06/2022         | 0        |      |     | N   |
| 86  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates to       | 240.00   | Lot sand/salt 11/15/22<br>F 176363<br>MMIS Units 0       | 9113     | RSBS Management Inc<br>12/06/2022         | 0        |      |     | N   |
| 87  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates to       | 38.00    | 4x4 V plow 11/17/22<br>F 176363<br>MMIS Units 0          | 9113     | RSBS Management Inc<br>12/06/2022         | 0        |      |     | N   |
| 88  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates to       | 160.00   | Lot sand/salt 11/17/22<br>F 176363<br>MMIS Units 0       | 9113     | RSBS Management Inc<br>12/06/2022         | 0        |      |     | N   |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number<br>Description                                    | AMOUNT     | DESCRIPTION<br>F/P Invoice #        | Warr # | Vendor #<br>A/P Date | Vendor Name<br>On Bhf # Name       | 1099 | I | Rpt | Acc<br>Tax |
|-----|------------------------------------------------------------------|------------|-------------------------------------|--------|----------------------|------------------------------------|------|---|-----|------------|
| 89  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates | 80.00      | Lot sand/salt 11/18/22<br>F 176363  |        | 9113<br>12/06/2022   | RSBS Management Inc<br>0           | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 90  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates | 160.00     | Lot sand/salt 11/19/22<br>F 176363  |        | 9113<br>12/06/2022   | RSBS Management Inc<br>0           | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 91  | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce<br>Svc Dates | 47.33 -    | Early contract discount<br>F 176363 |        | 9113<br>12/06/2022   | RSBS Management Inc<br>0           | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 92  | 01-031-000-0000-6540<br>Gas & Oil<br>Svc Dates                   | 37.97      | Fuel<br>F 2046                      |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0    | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 93  | 01-061-000-0000-6540<br>Gas & Oil<br>Svc Dates                   | 35.74      | Fuel<br>F 2052                      |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0    | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 94  | 01-103-000-0000-6540<br>Gas & Oil<br>Svc Dates                   | 81.67      | Fuel<br>F 2051                      |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0    | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 95  | 01-121-000-0000-6540<br>Gas & Oil<br>Svc Dates                   | 271.81     | Fuel<br>F 2045                      |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0    | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 96  | 01-252-000-0000-6540<br>Gas & Oil<br>Svc Dates                   | 146.92     | Fuel<br>F 2054                      |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0    | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 97  | 01-521-000-0000-6540<br>Gas & Oil<br>Svc Dates                   | 291.54     | Fuel<br>F 2044                      |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0    | N    | N |     | N          |
|     | to                                                               | MMIS Units | 0                                   |        |                      |                                    |      |   |     |            |
| 98  | 01-062-000-0000-6801<br>General Expense                          | 482.25     | Repair Courthouse camera<br>F 1454  |        | 7887<br>12/06/2022   | Streamline Communications LLC<br>0 | N    | N |     | N          |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                 | AMOUNT   | DESCRIPTION                   | Vendor #   | Vendor Name                   | 1099     | I    | Rpt | Acc |
|-----|--------------------------------|----------|-------------------------------|------------|-------------------------------|----------|------|-----|-----|
|     | Description                    |          | F/P Invoice #                 | Warr #     | A/P Date                      | On Bhf # | Name |     | Tax |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 99  | 01-201-000-0000-6410           | 446.19   | 750 door hanger notices       | 84035      | Tri-M Graphics                | N        | N    |     |     |
|     | Office Supplies                |          | F 99813                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 100 | 01-550-000-0000-6410           | 43.48    | Additional public skate cards | 84035      | Tri-M Graphics                | N        | N    |     |     |
|     | Operating Supplies - Contracts |          | F 99880                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 101 | 53-398-000-0000-6301           | 80.00    | Rental - pressure washer      | 4329       | Express Pressure Washers Inc  | N        | N    |     |     |
|     | Equip Repairs                  |          | F I-127973                    | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 102 | 53-398-000-0000-6304           | 873.75   | 141 appliances                | 38160      | J R's Advanced Recyclers Inc  | N        | N    |     |     |
|     | Contract Services              |          | F 108894                      | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 103 | 53-398-000-0000-6331           | 280.00   | Mileage - Sept-October        | 43300      | Krell/Denise K                | N        | N    |     |     |
|     | Mileage Reimbursement          |          | F                             | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 104 | 53-398-000-0000-6301           | 1,165.12 | Repairs & parts               | 83500      | Steele County Highway Dept    | N        | N    |     |     |
|     | Equip Repairs                  |          | F 2049                        | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 105 | 53-398-000-0000-6388           | 1,632.57 | Reimburse labor               | 83500      | Steele County Highway Dept    | N        | N    |     |     |
|     | Labor costs-Highway            |          | F 2049                        | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 106 | 10-303-000-0000-6480           | 164.80   | Monitor for Public Works      | 33175      | HP Inc                        | N        | N    |     |     |
|     | Non-Capitalized Inventory      |          | F 9016928758                  | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |
| 107 | 10-301-000-0000-6410           | 636.00   | Adobe - Public Works          | 8975       | Minnesota Counties Computer C | N        |      |     |     |
|     | Office Supplies                |          | F 221187                      | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units                    | 0          |                               |          |      |     |     |

Note: 1099 Code does not match Vendor's 1099 code

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                                                                   | AMOUNT    | DESCRIPTION                                                 | Vendor # | Vendor Name | 1099     | I                              | Rpt | Acc |
|-----|----------------------------------------------------------------------------------|-----------|-------------------------------------------------------------|----------|-------------|----------|--------------------------------|-----|-----|
|     | Description                                                                      | F/P       | Invoice #                                                   | Warr #   | A/P Date    | On Bhf # | Name                           |     | Tax |
| 108 | 21-631-000-0000-6242<br>Publishing<br>Svc Dates to                               | 7.92      | JD1 - Notice of Hearing<br>F 12944-1122<br>MMIS Units 0     | 6032     | 12/06/2022  | 0        | APG Media of Southern Minnesot | N   | N   |
| 109 | 38-251-000-0000-6600<br>Capital Outlay - Detention Center<br>Svc Dates to        | 1,000.00  | Carpet & glue removal<br>F 6166<br>MMIS Units 0             | 9575     | 12/06/2022  | 0        | Floors by Farmer Inc           | N   | N   |
| 110 | 38-828-000-9313-6600<br>Cap Outlay - Courthouse Bldg Improvement<br>Svc Dates to | 1,886.24  | Progress bill through 11/30/22<br>F 9181<br>MMIS Units 0    | 9138     | 12/06/2022  | 0        | ICS Consulting LLC             | Y   | N   |
| 111 | 38-251-000-0000-6600<br>Capital Outlay - Detention Center<br>Svc Dates to        | 1,523.75  | Jail pod renovation<br>F 83064<br>MMIS Units 0              | 5889     | 12/06/2022  | 0        | Wold Architects and Engineers  | Y   | N   |
| 112 | 38-111-000-0000-6600<br>Capital Outlay - Buildings and Grounds<br>Svc Dates to   | 7,440.00  | Admin bldg reno - phase 1<br>F 83113<br>MMIS Units 0        | 5889     | 12/06/2022  | 0        | Wold Architects and Engineers  | Y   | N   |
| 113 | 38-252-000-0000-6600<br>Capital Outlay - Community Corrections<br>Svc Dates to   | 10,585.00 | 75% of schematic design<br>F 83152<br>MMIS Units 0          | 5889     | 12/06/2022  | 0        | Wold Architects and Engineers  | Y   | N   |
| 114 | 53-398-000-0000-6304<br>Contract Services<br>Svc Dates to                        | 2,772.07  | 139 mattresses<br>F 8656<br>MMIS Units 0                    | 9087     | 12/06/2022  | 0        | 7 Rivers Recycling LLC         | Y   | N   |
| 115 | 53-398-000-0000-6410<br>Office Supplies<br>Svc Dates to                          | 115.61    | Toilet paper & cleaner<br>F B341916<br>MMIS Units 0         | 5465     | 12/06/2022  | 0        | B To Z Hardware                | N   | N   |
| 116 | 53-398-000-0000-6410<br>Office Supplies<br>Svc Dates to                          | 456.26    | Welding gloves, tools, goggles<br>F B342467<br>MMIS Units 0 | 5465     | 12/06/2022  | 0        | B To Z Hardware                | N   | N   |
| 117 | 53-398-000-0000-6410<br>Office Supplies<br>Svc Dates to                          | 19.32     | Tarp<br>F B342594<br>MMIS Units 0                           | 5465     | 12/06/2022  | 0        | B To Z Hardware                | N   | N   |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number<br>Description                                   | AMOUNT     | DESCRIPTION<br>F/P Invoice #             | Warr # | Vendor #<br>A/P Date | Vendor Name<br>On Bhf # Name         | 1099 | I | Rpt | Acc<br>Tax |
|-----|-----------------------------------------------------------------|------------|------------------------------------------|--------|----------------------|--------------------------------------|------|---|-----|------------|
| 118 | 53-398-000-0000-6410<br>Office Supplies<br>Svc Dates            | 89.98      | Cleaning supplies<br>F B343389           |        | 5465<br>12/06/2022   | B To Z Hardware<br>0                 | N    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 119 | 53-398-000-0000-6301<br>Equip Repairs<br>Svc Dates              | 141.11     | Squeegee HD foam<br>F 446559             |        | 10150<br>12/06/2022  | Carquest Auto Parts<br>0             | N    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 120 | 53-398-000-0000-6210<br>Telephone<br>Svc Dates                  | 222.26     | Phone & fax<br>F 50758377660801          |        | 27350<br>12/06/2022  | Frontier Communications<br>0         | N    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 121 | 53-398-000-0000-6410<br>Office Supplies<br>Svc Dates            | 53.38      | Calendars<br>F 4021082                   |        | 37025<br>12/06/2022  | Innovative Office Solutions LLC<br>0 | N    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 122 | 53-398-000-0000-6301<br>Equip Repairs<br>Svc Dates              | 1,271.00   | Repair scale - frozen debris<br>F 146020 |        | 4181<br>12/06/2022   | Kennedy Scales Inc<br>0              | N    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 123 | 53-398-000-0000-6301<br>Equip Repairs<br>Svc Dates              | 7,394.88   | BOMAG - 1000 hours service<br>F 741325   |        | 4097<br>12/06/2022   | Nuss Truck & Equipment<br>0          | N    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 124 | 53-398-000-0000-6301<br>Equip Repairs<br>Svc Dates              | 4,392.93   | Service D6N<br>F SI000262087             |        | 99500<br>12/06/2022  | Ziegler, Inc<br>0                    | N    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 125 | 01-111-041-0000-6300<br>Bldg Repairs & Maintenance<br>Svc Dates | 20.00      | Key - Annex<br>F 2453                    |        | 9075<br>12/06/2022   | Access Tonna Lock Service<br>0       | Y    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 126 | 01-005-000-0000-6242<br>Publishing<br>Svc Dates                 | 15.00      | Synopsis - 10/25/22<br>F 12944-1122      |        | 6032<br>12/06/2022   | APG Media of Southern Minnesot<br>0  | N    | N |     | N          |
|     | to                                                              | MMIS Units | 0                                        |        |                      |                                      |      |   |     |            |
| 127 | 01-005-000-0000-6242<br>Publishing                              | 780.30     | 2021 Financial statement<br>F 12944-1122 |        | 6032<br>12/06/2022   | APG Media of Southern Minnesot<br>0  | N    | N |     | N          |

# Steele County

## COMMISSIONER'S VOUCHERS ENTRIES



| RRN | Account Number                          | AMOUNT   | DESCRIPTION                   | Vendor #   | Vendor Name                     | 1099     | I    | Rpt | Acc |
|-----|-----------------------------------------|----------|-------------------------------|------------|---------------------------------|----------|------|-----|-----|
|     | Description                             |          | F/P Invoice #                 | Warr #     | A/P Date                        | On Bhf # | Name |     | Tax |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 128 | 01-042-000-0000-6242                    | 387.90   | 2nd 1/2 Ag & MH taxes 2022 ad | 6032       | APG Media of Southern Minnesot  | N        | N    |     |     |
|     | Publishing                              |          | F 13098-1122                  | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 129 | 01-105-000-0000-6242                    | 3.42     | Public notices - PC meeting   | 6032       | APG Media of Southern Minnesot  | N        | N    |     |     |
|     | Publishing                              |          | F 16085-1122                  | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 130 | 01-521-000-0000-6265                    | 64.36    | Per diems - December          | 8732       | Bartlett/Grace                  | N        | N    |     |     |
|     | Per Diems-Committee Mtgs                |          | F                             | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 131 | 01-105-000-0000-6805                    | 1,544.58 | Bldg permit reimb - Novmeber  | 13000      | City Of Blooming Prairie        | N        | N    |     |     |
|     | Bl Pr Reimb-Bldg Permit                 |          | F                             | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 132 | 01-091-000-0000-6315                    | 38.00    | Water delivery - 11/18/22     | 14420      | Culligan Inc                    | N        | N    |     |     |
|     | County Attorney Forfeiture Expenditures |          | F 15133397-1130               | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 133 | 01-111-044-0000-6250                    | 583.60   | 40# salt bag, fuel surcharge  | 14420      | Culligan Inc                    | N        | N    |     |     |
|     | Utilities                               |          | F 15345876                    | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 134 | 01-602-000-0000-6410                    | 13.91    | Cooler rent - December        | 14420      | Culligan Inc                    | N        | N    |     |     |
|     | Office Supplies                         |          | F 15396671-1130               | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 135 | 01-042-000-0000-6242                    | 6,365.11 | TNT notices                   | 9574       | Forum Communication Printing    | N        | N    |     |     |
|     | Publishing                              |          | F 251280-1                    | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 136 | 01-105-000-0000-6410                    | 111.53   | Battery, calc, notes, pens    | 37025      | Innovative Office Solutions LLC | N        | N    |     |     |
|     | Office Supplies                         |          | F 4020708                     | 12/06/2022 | 0                               |          |      |     | N   |
|     | Svc Dates                               | to       | MMIS Units                    | 0          |                                 |          |      |     |     |
| 137 | 01-521-000-0000-6265                    | 110.00   | Per diems - Sept & December   | 8805       | Kropp/Jeff                      | N        | N    |     |     |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number             | AMOUNT | DESCRIPTION                    | Vendor # | Vendor Name                      | 1099     | I    | Rpt | Acc |
|-----|----------------------------|--------|--------------------------------|----------|----------------------------------|----------|------|-----|-----|
|     | Description                | F/P    | Invoice #                      | Warr #   | A/P Date                         | On Bhf # | Name |     | Tax |
|     | Per Diems-Committee Mtgs   | F      |                                |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 138 | 01-111-040-0000-6300       | 195.60 | Elevator maintenance - SCAC    | 52550    | MEI Total Elevator Solutions     | N        | N    |     |     |
|     | Bldg Repairs & Maintenance | F      | 994634                         |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 139 | 01-111-042-0000-6300       | 182.63 | Elevator maintenance - CH      | 52550    | MEI Total Elevator Solutions     | N        | N    |     |     |
|     | Bldg Repairs & Maintenance | F      | 994635                         |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 140 | 01-252-000-0000-6270       | 752.52 | 10 panel dip & Nov lab service | 5830     | Midwest Monitoring & Surveillanc | Y        | N    |     |     |
|     | Chemical Testing           | F      | DT1122140                      |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 141 | 01-091-000-0000-6410       | 163.53 | Postage meter lease 10/1-12/31 | 9332     | PITNEY BOWES INC                 | N        | N    |     |     |
|     | Office Supplies            | F      | 3105826586                     |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 142 | 01-521-000-0000-6265       | 135.74 | Per diems - Sept & December    | 81852    | Spurgeon/Mark                    | N        | N    |     |     |
|     | Per Diems-Committee Mtgs   | F      |                                |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 143 | 01-521-000-0000-6265       | 110.00 | Per diems - Sept & December    | 8731     | Stanton/Eric                     | N        | N    |     |     |
|     | Per Diems-Committee Mtgs   | F      |                                |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 144 | 01-042-000-0000-6242       | 200.00 | 2nd half RE taxes 10/6, 10/13  | 3032     | Star Eagle                       | N        | N    |     |     |
|     | Publishing                 | F      | 2368                           |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 145 | 01-111-040-0000-6300       | 191.78 | Cardboard, front load, recycle | 85167    | Stewart Sanitation               | N        | N    |     |     |
|     | Bldg Repairs & Maintenance | F      | 754077                         |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |
| 146 | 01-042-000-0000-6242       | 154.00 | 2nd half taxes KRFO-AM radio   | 8948     | Townsquare Media Faribault       | Y        | N    |     |     |
|     | Publishing                 | F      | 3619913A-1                     |          | 12/06/2022                       | 0        |      |     | N   |
|     | Svc Dates                  | to     | MMIS Units                     | 0        |                                  |          |      |     |     |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                                                 | AMOUNT         | DESCRIPTION                                   | Vendor # | Vendor Name                   | 1099     | I    | Rpt | Acc |
|-----|----------------------------------------------------------------|----------------|-----------------------------------------------|----------|-------------------------------|----------|------|-----|-----|
|     | Description                                                    | F/P            | Invoice #                                     | Warr #   | A/P Date                      | On Bhf # | Name |     | Tax |
| 147 | 01-042-000-0000-6242<br>Publishing<br>Svc Dates                | 121.00<br>F    | 2nd half taxes KRFO-FM radio<br>3619913B-1    | 8948     | Townsquare Media Faribault    | Y        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 148 | 01-042-000-0000-6242<br>Publishing<br>Svc Dates                | 44.00<br>F     | 2nd half taxes - audio<br>3619913C-2/3        | 8948     | Townsquare Media Faribault    | Y        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 149 | 01-391-000-0000-6548<br>Recycling<br>Svc Dates                 | 57,975.00<br>F | Recycling contract - November<br>727383704911 | 4955     | Waste Management Of Wi-Mn     | N        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 150 | 01-521-000-0000-6265<br>Per Diems-Committee Mtgs<br>Svc Dates  | 152.12<br>F    | Per diems - Sept & December<br>F              | 8287     | Wayne/Jennifer                | N        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 151 | 01-062-000-0000-6301<br>Equip/Software Maint<br>Svc Dates      | 4,344.00<br>F  | Gen tech assist/support<br>December 2022      | 8499     | Counties Providing Technology | Y        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 152 | 01-252-000-0000-6341<br>Office Rent<br>Svc Dates               | 5,922.00<br>F  | Rent - January<br>F                           | 8263     | CRK Properties LLC            | Y        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 153 | 01-252-000-0000-6341<br>Office Rent<br>Svc Dates               | 828.31<br>F    | Utilities<br>1148                             | 8263     | CRK Properties LLC            | Y        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 154 | 01-252-000-0000-6284<br>Interpreter Services<br>Svc Dates      | 85.36<br>F     | Translator services<br>10688943               | 6884     | Language Line Services Inc    | Y        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 155 | 01-121-751-0000-6820<br>Grant Expense<br>Svc Dates             | 1,175.00<br>F  | Printer for Veterans Services<br>4206227      | 3693     | Loffler Companies Inc         | N        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |
| 156 | 01-481-464-6061-6480<br>Non-Capitalized Inventory<br>Svc Dates | 587.50<br>F    | Printer for PHN<br>4207612                    | 3693     | Loffler Companies Inc         | N        | N    |     | N   |
|     | to                                                             | MMIS Units     | 0                                             |          | 12/06/2022                    | 0        |      |     |     |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number<br>Description                                  | AMOUNT     | DESCRIPTION<br>F/P Invoice #                | Warr # | Vendor #<br>A/P Date | Vendor Name<br>On Bhf # Name       | 1099 | I | Rpt | Acc<br>Tax |
|-----|----------------------------------------------------------------|------------|---------------------------------------------|--------|----------------------|------------------------------------|------|---|-----|------------|
| 157 | 01-481-465-6057-6480<br>Non-Capitalized Inventory<br>Svc Dates | 587.50     | Printer for PHN<br>F 4207612                |        | 3693<br>12/06/2022   | Loffler Companies Inc<br>0         | N    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 158 | 01-062-000-0000-6210<br>Telephone<br>Svc Dates                 | 753.46     | Monthly phone system maint<br>F M006213     |        | 4419<br>12/06/2022   | Matrix Communications Inc<br>0     | N    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 159 | 01-251-000-0000-6304<br>Contract Serv./Bldg Maint<br>Svc Dates | 337.25     | Dark fiber fee - Detention Ctr<br>F 1675291 |        | 9084<br>12/06/2022   | Metro FiberNet LLC<br>0            | Y    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 160 | 01-121-000-0000-6261<br>Conference & Training<br>Svc Dates     | 100.00     | Pre-registration<br>F CY2023CVSO            |        | 8821<br>12/06/2022   | MACVSO<br>0                        | N    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 161 | 01-121-000-0000-6241<br>Membership Dues<br>Svc Dates           | 400.00     | Membership dues<br>F CY2023CVSO             |        | 8821<br>12/06/2022   | MACVSO<br>0                        | N    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 162 | 01-105-000-0000-6241<br>Membership Dues<br>Svc Dates           | 240.00     | Membership dues -KBarden<br>F 662           |        | 9073<br>12/06/2022   | MOWA<br>0                          | N    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 163 | 01-031-000-0000-6410<br>Office Supplies<br>Svc Dates           | 155.20     | Adobe - Admin<br>F 2211087                  |        | 8975<br>12/06/2022   | Minnesota Counties Computer C<br>0 | N    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 164 | 01-103-000-0000-6410<br>Office Supplies<br>Svc Dates           | 465.60     | Adobe - Assessor<br>F 2211087               |        | 8975<br>12/06/2022   | Minnesota Counties Computer C<br>0 | N    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 165 | 01-091-000-0000-6410<br>Office Supplies<br>Svc Dates           | 1,355.60   | Adobe - Attorney<br>F 2211087               |        | 8975<br>12/06/2022   | Minnesota Counties Computer C<br>0 | N    | N |     | N          |
|     | to                                                             | MMIS Units | 0                                           |        |                      |                                    |      |   |     |            |
| 166 | 01-041-000-0000-6410<br>Office Supplies                        | 155.20     | Adobe - Auditor<br>F 2211087                |        | 8975<br>12/06/2022   | Minnesota Counties Computer C<br>0 | N    | N |     | N          |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number            | AMOUNT | DESCRIPTION                   | Vendor #   | Vendor Name                   | 1099     | I    | Rpt | Acc |
|-----|---------------------------|--------|-------------------------------|------------|-------------------------------|----------|------|-----|-----|
|     | Description               |        | F/P Invoice #                 | Warr #     | A/P Date                      | On Bhf # | Name |     | Tax |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 167 | 01-111-000-0000-6410      | 77.60  | Adobe - Bldg & Grounds        | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Office Supplies           | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 168 | 01-252-000-0000-6410      | 325.80 | Adobe - Community Corrections | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Office Supplies           | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 169 | 01-281-000-0000-6410      | 232.80 | Adobe - Emergency Mgmt        | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Office Supplies           | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 170 | 01-602-000-0000-6410      | 77.60  | Adobe - Extension             | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Office Supplies           | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 171 | 01-104-000-0000-6410      | 77.60  | Adobe - GIS                   | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Office Supplies           | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 172 | 01-032-000-0000-6410      | 310.40 | Adobe - HR                    | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Office Supplies           | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 173 | 01-061-000-0000-6410      | 310.40 | Adobe - IT                    | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Office Supplies           | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 174 | 01-481-465-6057-6480      | 465.60 | Adobe - Public Health         | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Non-Capitalized Inventory | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 175 | 01-105-000-0000-6410      | 310.40 | Adobe - Planning & Zoning     | 8975       | Minnesota Counties Computer C | N        | N    |     | N   |
|     | Office Supplies           | F      | 2211087                       | 12/06/2022 | 0                             |          |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units 0                  |            |                               |          |      |     |     |
| 176 | 01-101-000-0000-6410      | 388.00 | Adobe - Recorder              | 8975       | Minnesota Counties Computer C | N        | N    |     |     |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number            | AMOUNT | DESCRIPTION                    | Vendor # | Vendor Name                     | 1099     | I    | Rpt | Acc |
|-----|---------------------------|--------|--------------------------------|----------|---------------------------------|----------|------|-----|-----|
|     | Description               | F/P    | Invoice #                      | Warr #   | A/P Date                        | On Bhf # | Name |     | Tax |
|     | Office Supplies           | F      | 2211087                        |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 177 | 01-251-000-0000-6410      | 155.20 | Adobe - Detention Center       | 8975     | Minnesota Counties Computer C   | N        | N    |     |     |
|     | Office Supplies           | F      | 2211087                        |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 178 | 01-201-000-0000-6410      | 465.60 | Adobe - Sheriff                | 8975     | Minnesota Counties Computer C   | N        | N    |     |     |
|     | Office Supplies           | F      | 2211087                        |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 179 | 01-042-000-0000-6410      | 310.40 | Adobe - Treasurer              | 8975     | Minnesota Counties Computer C   | N        | N    |     |     |
|     | Office Supplies           | F      | 2211087                        |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 180 | 01-121-000-0000-6410      | 155.20 | Adobe - Veterans Services      | 8975     | Minnesota Counties Computer C   | N        | N    |     |     |
|     | Office Supplies           | F      | 2211087                        |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 181 | 01-062-000-0000-6480      | 201.70 | Adobe - Extras                 | 8975     | Minnesota Counties Computer C   | N        | N    |     |     |
|     | Non-Capitalized Inventory | F      | 2211087                        |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 182 | 01-208-000-0000-6801      | 268.30 | Reimburse body bags            | 4229     | Moore Md/Kellyanna J            | Y        | N    |     |     |
|     | General Expense           | F      | Amazon                         |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 183 | 01-003-000-0000-6194      | 99.00  | Corsages - Recognition party   | 3905     | Osmundson/Lori A                | Y        | N    |     |     |
|     | Personnel Policy          | F      | Dec 2022                       |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 184 | 01-521-000-0000-6210      | 156.00 | Cell phone reimbursement       | 77320    | Schroht/Steve                   | N        | N    |     |     |
|     | Telephone                 | F      |                                |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |
| 185 | 01-101-000-0000-6286      | 300.00 | Examiner svcs - Oct - December | 20385    | Einhaus Mattison Carver & Haber | Y        | N    |     |     |
|     | Exam Of Title Fee         | F      | 21                             |          | 12/06/2022                      | 0        |      |     | N   |
|     | Svc Dates                 | to     | MMIS Units                     | 0        |                                 |          |      |     |     |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                                                              | AMOUNT   | DESCRIPTION                                              | Vendor # | Vendor Name         | 1099     | I                              | Rpt | Acc |
|-----|-----------------------------------------------------------------------------|----------|----------------------------------------------------------|----------|---------------------|----------|--------------------------------|-----|-----|
|     | Description                                                                 | F/P      | Invoice #                                                | Warr #   | A/P Date            | On Bhf # | Name                           |     | Tax |
| 186 | 01-101-000-0000-6410<br>Office Supplies<br>Svc Dates to                     | 27.91    | Notary stamp<br>F 99938<br>MMIS Units 0                  |          | 84035<br>12/06/2022 | 0        | Tri-M Graphics                 | N N | N   |
| 187 | 01-481-460-6011-6243<br>Advertising,Marketing & Promotional<br>Svc Dates to | 95.00    | Kids Konnect<br>F 13052-1122<br>MMIS Units 0             |          | 6032<br>12/06/2022  | 0        | APG Media of Southern Minnesot | N N | N   |
| 188 | 01-481-460-6009-6383<br>Contract Services<br>Svc Dates to                   | 20.00    | Medical billing charges<br>F INV00876632<br>MMIS Units 0 |          | 8783<br>12/06/2022  | 0        | Availity LLC                   | N N | N   |
| 189 | 01-481-462-6045-5565<br>Tuberculin Skin Test<br>Svc Dates to                | 168.37   | Tuberculin skin test<br>F 7251860300<br>MMIS Units 0     |          | 10084<br>12/06/2022 | 0        | Cardinal Health 110 LLC        | Y N | N   |
| 190 | 01-481-461-6034-6261<br>Conference & Training<br>Svc Dates to               | 75.00    | Reflective consultation<br>F 1399<br>MMIS Units 0        |          | 8789<br>12/06/2022  | 0        | Dahle/Teya F                   | Y N | N   |
| 191 | 01-481-461-6059-6261<br>Conference & Training<br>Svc Dates to               | 75.00    | Reflective consultation<br>F 1399<br>MMIS Units 0        |          | 8789<br>12/06/2022  | 0        | Dahle/Teya F                   | Y N | N   |
| 192 | 01-481-461-6034-6261<br>Conference & Training<br>Svc Dates to               | 75.00    | Reflective consultation<br>F 1417<br>MMIS Units 0        |          | 8789<br>12/06/2022  | 0        | Dahle/Teya F                   | Y N | N   |
| 193 | 01-481-461-6059-6261<br>Conference & Training<br>Svc Dates to               | 75.00    | Reflective consultation<br>F 1417<br>MMIS Units 0        |          | 8789<br>12/06/2022  | 0        | Dahle/Teya F                   | Y N | N   |
| 194 | 01-481-461-6066-6383<br>Contract Services<br>Svc Dates to                   | 6,500.00 | School linked mental health<br>F 1118-01<br>MMIS Units 0 |          | 22440<br>12/06/2022 | 0        | Fernbrook Family Center        | Y N | N   |
| 195 | 01-481-460-6011-6243<br>Advertising,Marketing & Promotional<br>Svc Dates to | 280.00   | Bus ad transit media space<br>F 107935<br>MMIS Units 0   |          | 5109<br>12/06/2022  | 0        | Houck Transit Advertising      | N N | N   |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number<br>Description                                               | AMOUNT | DESCRIPTION<br>F/P Invoice #                           | Warr # | Vendor #<br>A/P Date | Vendor Name<br>On Bhf # Name    | 1099 | I | Rpt | Acc<br>Tax |
|-----|-----------------------------------------------------------------------------|--------|--------------------------------------------------------|--------|----------------------|---------------------------------|------|---|-----|------------|
| 196 | 01-481-460-6011-6243<br>Advertising,Marketing & Promotional<br>Svc Dates to | 180.00 | Radio air time - November<br>F 7878-11<br>MMIS Units 0 |        | 41040<br>12/06/2022  | KOWZ -KRUE Radio<br>0           | N    | N |     | N          |
| 197 | 01-481-461-6066-6331<br>Mileage Reimbursement<br>Svc Dates to               | 134.38 | Mileage - 2 round trips<br>F 0021<br>MMIS Units 0      |        | 9444<br>12/06/2022   | MCINTEE/KELLY<br>0              | N    | N |     | N          |
| 198 | 01-481-461-6066-6464<br>General Supplies & Outreach<br>Svc Dates to         | 104.73 | YOLO mtg food - November<br>F 0021<br>MMIS Units 0     |        | 9444<br>12/06/2022   | MCINTEE/KELLY<br>0              | N    | N |     | N          |
| 199 | 01-481-460-6011-6210<br>Telephone<br>Svc Dates to                           | 14.83  | Texting services<br>F 591783<br>MMIS Units 0           |        | 7944<br>12/06/2022   | Red Oxygen<br>0                 | N    | N |     | N          |
| 200 | 01-481-461-6040-6210<br>Telephone<br>Svc Dates to                           | 14.82  | Texting services<br>F 591783<br>MMIS Units 0           |        | 7944<br>12/06/2022   | Red Oxygen<br>0                 | N    | N |     | N          |
| 201 | 01-481-465-6057-6322<br>Service Agreements<br>Svc Dates to                  | 45.00  | Shredding service<br>F 588215<br>MMIS Units 0          |        | 4879<br>12/06/2022   | Shred Right<br>0                | Y    | N |     | N          |
| 202 | 01-481-460-6009-6540<br>Gas & Oil<br>Svc Dates to                           | 24.31  | Fuel - County car<br>F 2053<br>MMIS Units 0            |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0 | N    | N |     | N          |
| 203 | 01-481-461-6059-6540<br>Gas & Oil<br>Svc Dates to                           | 30.39  | Fuel - County car<br>F 2053<br>MMIS Units 0            |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0 | N    | N |     | N          |
| 204 | 01-481-461-6030-6540<br>Gas & Oil<br>Svc Dates to                           | 3.04   | Fuel - County car<br>F 2053<br>MMIS Units 0            |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0 | N    | N |     | N          |
| 205 | 01-481-461-6025-6540<br>Gas & Oil                                           | 7.60   | Fuel - County car<br>F 2053                            |        | 83500<br>12/06/2022  | Steele County Highway Dept<br>0 | N    | N |     | N          |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number              | AMOUNT | DESCRIPTION       | Vendor #   | Vendor Name                | 1099     | I    | Rpt | Acc |
|-----|-----------------------------|--------|-------------------|------------|----------------------------|----------|------|-----|-----|
|     | Description                 |        | F/P Invoice #     | Warr #     | A/P Date                   | On Bhf # | Name |     | Tax |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 206 | 01-481-461-6034-6540        | 3.80   | Fuel - County car | 83500      | Steele County Highway Dept | N        | N    |     |     |
|     | Gas & Oil                   |        | F 2053            | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 207 | 01-481-462-6047-6540        | 0.76   | Fuel - County car | 83500      | Steele County Highway Dept | N        | N    |     |     |
|     | Gas & Oil                   |        | F 2053            | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 208 | 01-481-464-6061-6464        | 6.08   | Fuel - County car | 83500      | Steele County Highway Dept | N        | N    |     |     |
|     | General Supplies & Outreach |        | F 2053            | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 209 | 01-481-465-6057-6410        | 367.32 | Envelopes         | 84035      | Tri-M Graphics             | N        | N    |     |     |
|     | Office Supplies             |        | F 99852           | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 210 | 01-481-465-6057-6331        | 11.25  | Mileage           | 115        | Aaseth/Amber               | N        | N    |     |     |
|     | Mileage Reimbursement       |        | F                 | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 211 | 01-481-460-6009-6331        | 13.13  | Mileage           | 3282       | Aaseth/Nijole              | N        | N    |     |     |
|     | Mileage Reimbursement       |        | F                 | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 212 | 01-481-460-6009-6331        | 58.13  | Mileage           | 8204       | Adams/Penny                | N        | N    |     |     |
|     | Mileage Reimbursement       |        | F                 | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 213 | 01-481-460-6009-6331        | 84.38  | Mileage           | 2574       | Archambault/Kristi         | N        | N    |     |     |
|     | Mileage Reimbursement       |        | F                 | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 214 | 01-481-460-6009-6331        | 111.88 | Mileage           | 7          | Bartsch/Christine          | N        | N    |     |     |
|     | Mileage Reimbursement       |        | F                 | 12/06/2022 | 0                          |          |      |     | N   |
|     | Svc Dates                   | to     | MMIS Units        | 0          |                            |          |      |     |     |
| 215 | 01-481-460-6009-6331        | 11.88  | Mileage           | 8486       | Baumgartner/Ann            | N        | N    |     |     |

# Steele County

## COMMISSIONER'S VOUCHERS ENTRIES



| RRN | Account Number        | AMOUNT | DESCRIPTION | Vendor # | Vendor Name          | 1099     | I    | Rpt | Acc |
|-----|-----------------------|--------|-------------|----------|----------------------|----------|------|-----|-----|
|     | Description           | F/P    | Invoice #   | Warr #   | A/P Date             | On Bhf # | Name |     | Tax |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 216 | 01-481-460-6009-6331  | 138.12 | Mileage     | 9413     | Benson/Robert        | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 217 | 01-481-464-6061-6331  | 0.63   | Mileage     | 9413     | Benson/Robert        | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 218 | 01-481-461-6025-6331  | 55.23  | Mileage     | 6267     | Brinkman/Stacie Lynn | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 219 | 01-481-461-6059-6331  | 3.52   | Mileage     | 6267     | Brinkman/Stacie Lynn | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 220 | 01-481-461-6030-6331  | 13.06  | Mileage     | 6267     | Brinkman/Stacie Lynn | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 221 | 01-481-460-6009-6331  | 55.00  | Mileage     | 12590    | Christenson/Yukari   | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 222 | 01-481-460-6009-6331  | 50.00  | Mileage     | 8076     | Fast/Heather         | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 223 | 01-481-464-6061-6331  | 3.13   | Mileage     | 8076     | Fast/Heather         | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |
| 224 | 01-481-460-6009-6331  | 8.63   | Mileage     | 8735     | Hanson/Julie         | N        | N    |     |     |
|     | Mileage Reimbursement | F      |             |          | 12/06/2022           | 0        |      |     | N   |
|     | Svc Dates             | to     | MMIS Units  | 0        |                      |          |      |     |     |

# Steele County

## COMMISSIONER'S VOUCHERS ENTRIES



| RRN | Account Number        | AMOUNT | DESCRIPTION       | Vendor #   | Vendor Name | 1099                 | I    | Rpt | Acc |
|-----|-----------------------|--------|-------------------|------------|-------------|----------------------|------|-----|-----|
|     | Description           | F/P    | Invoice #         | Warr #     | A/P Date    | On Bhf #             | Name |     | Tax |
| 225 | 01-481-462-6047-6331  | 7.50   | Mileage           |            | 5987        | Hoffmann/Christine A | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 226 | 01-481-465-6057-6331  | 5.63   | Mileage           |            | 5987        | Hoffmann/Christine A | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 227 | 01-481-460-6009-6331  | 4.38   | Mileage - October |            | 1669        | Houser/Jodi          | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 228 | 01-481-460-6009-6331  | 16.88  | Mileage           |            | 1669        | Houser/Jodi          | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 229 | 01-481-460-6009-6331  | 63.75  | Mileage           |            | 9226        | Jones/Ruthie         | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 230 | 01-481-460-6009-6331  | 114.56 | Mileage           |            | 9458        | Jongbloedt/Beth      | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 231 | 01-481-465-6057-6331  | 2.75   | Mileage           |            | 9458        | Jongbloedt/Beth      | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 232 | 01-481-461-6059-6331  | 9.06   | Mileage           |            | 9246        | Meagan Katchmark     | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 233 | 01-481-461-6030-6331  | 8.50   | Mileage           |            | 9246        | Meagan Katchmark     | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |
| 234 | 01-481-461-6059-6331  | 4.69   | Mileage - October |            | 9246        | Meagan Katchmark     | N    | N   |     |
|     | Mileage Reimbursement | F      |                   | 12/06/2022 |             | 0                    |      |     | N   |
|     | Svc Dates             | to     | MMIS Units        | 0          |             |                      |      |     |     |

# Steele County

## COMMISSIONER'S VOUCHERS ENTRIES



| RRN | Account Number<br>Description                              | AMOUNT | DESCRIPTION<br>F/P Invoice # | Warr # | Vendor #<br>A/P Date | Vendor Name<br>On Bhf # Name | 1099 | I | Rpt | Acc<br>Tax |
|-----|------------------------------------------------------------|--------|------------------------------|--------|----------------------|------------------------------|------|---|-----|------------|
| 235 | 01-481-460-6009-6331<br>Mileage Reimbursement<br>Svc Dates | 6.87   | Mileage<br>F<br>MMIS Units 0 |        | 3256<br>12/06/2022   | Kofstad/Melissa<br>0         | N    | N |     | N          |
| 236 | 01-481-465-6057-6331<br>Mileage Reimbursement<br>Svc Dates | 29.38  | Mileage<br>F<br>MMIS Units 0 |        | 3256<br>12/06/2022   | Kofstad/Melissa<br>0         | N    | N |     | N          |
| 237 | 01-481-464-6061-6331<br>Mileage Reimbursement<br>Svc Dates | 29.38  | Mileage<br>F<br>MMIS Units 0 |        | 3256<br>12/06/2022   | Kofstad/Melissa<br>0         | N    | N |     | N          |
| 238 | 01-481-460-6009-6331<br>Mileage Reimbursement<br>Svc Dates | 205.00 | Mileage<br>F<br>MMIS Units 0 |        | 5754<br>12/06/2022   | McMann/Katy<br>0             | N    | N |     | N          |
| 239 | 01-481-464-6061-6331<br>Mileage Reimbursement<br>Svc Dates | 2.50   | Mileage<br>F<br>MMIS Units 0 |        | 5754<br>12/06/2022   | McMann/Katy<br>0             | N    | N |     | N          |
| 240 | 01-481-460-6009-6331<br>Mileage Reimbursement<br>Svc Dates | 29.38  | Mileage<br>F<br>MMIS Units 0 |        | 8341<br>12/06/2022   | Mead/Kathleen<br>0           | N    | N |     | N          |
| 241 | 01-481-460-6009-6331<br>Mileage Reimbursement<br>Svc Dates | 23.75  | Mileage<br>F<br>MMIS Units 0 |        | 7848<br>12/06/2022   | Nelson/Connie<br>0           | N    | N |     | N          |
| 242 | 01-481-461-6034-6331<br>Mileage Reimbursement<br>Svc Dates | 111.00 | Mileage<br>F<br>MMIS Units 0 |        | 2587<br>12/06/2022   | Piepho/Nancy June<br>0       | N    | N |     | N          |
| 243 | 01-481-460-6009-6331<br>Mileage Reimbursement<br>Svc Dates | 78.12  | Mileage<br>F<br>MMIS Units 0 |        | 5252<br>12/06/2022   | Probst/Angie<br>0            | N    | N |     | N          |
| 244 | 01-481-464-6061-6331<br>Mileage Reimbursement              | 0.63   | Mileage<br>F                 |        | 5252<br>12/06/2022   | Probst/Angie<br>0            | N    | N |     | N          |

# Steele County



## COMMISSIONER'S VOUCHERS ENTRIES

| RRN | Account Number                 | AMOUNT   | DESCRIPTION                   | Vendor #   | Vendor Name                  | 1099     | I    | Rpt | Acc |
|-----|--------------------------------|----------|-------------------------------|------------|------------------------------|----------|------|-----|-----|
|     | Description                    |          | F/P Invoice #                 | Warr #     | A/P Date                     | On Bhf # | Name |     | Tax |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 245 | 01-481-461-6032-6331           | 21.25    | School mileage                | 90609      | Urch/Mary                    | N        | N    |     |     |
|     | Mileage Reimbursement          |          | F                             | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 246 | 01-481-461-6032-6464           | 20.38    | Health fair                   | 90609      | Urch/Mary                    | N        | N    |     |     |
|     | General Supplies & Outreach    |          | F                             | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 247 | 01-481-465-6057-6331           | 3.13     | Mileage                       | 90609      | Urch/Mary                    | N        | N    |     |     |
|     | Mileage Reimbursement          |          | F                             | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 248 | 01-481-460-6009-6331           | 25.00    | Mileage                       | 4100       | Wencl/Dianne Marie           | N        | N    |     |     |
|     | Mileage Reimbursement          |          | F                             | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 249 | 23-609-000-0000-6264           | 1,750.00 | Annual monitoring waste       | 9159       | Gopher Septic Service Inc    | N        | N    |     |     |
|     | Service Provider               |          | F 45775                       | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 250 | 01-103-000-0000-6242           | 121.00   | Property tax notice           | 4212       | Bussler Publishing Inc       | N        | N    |     |     |
|     | Publishing                     |          | F 34077                       | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 251 | 01-550-000-0000-6410           | 458.60   | Skate sharpening supplies     | 57753      | New England Sports Sales Inc | N        | N    |     |     |
|     | Operating Supplies - Contracts |          | F 139151                      | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 252 | 01-550-000-0000-6254           | 153.19   | Monthly garbage               | 85167      | Stewart Sanitation           | N        | N    |     |     |
|     | Garbage Disposal               |          | F 754050                      | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |
| 253 | 01-550-000-0000-6410           | 140.73   | Repair water line in basement | 4599       | Stoyks Plumbing LLC          | Y        | N    |     |     |
|     | Operating Supplies - Contracts |          | F 4859                        | 12/06/2022 | 0                            |          |      |     | N   |
|     | Svc Dates                      | to       | MMIS Units 0                  |            |                              |          |      |     |     |

273,347.13 Batch Total

# Steele County

COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                  |
|---------------|-------------|---------------|------------------------------|
|               | 1           | 227,393.18    | General Revenue Fund         |
|               | 10          | 800.80        | Road & Bridge Fund           |
|               | 21          | 7.92          | County Ditch Fund            |
|               | 23          | 1,750.00      | Bixby Maintenance Operations |
|               | 38          | 22,434.99     | Capital Outlay Fund          |
|               | 53          | 20,960.24     | Landfill Fund                |
|               | All Funds   | 273,347.13    | Total                        |

**PERSONNEL REPORT**  
December 13, 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> |
|-------------|-----------------------|--------------------|-------------|
|-------------|-----------------------|--------------------|-------------|

**Resignations/Retirements/Terminations:**

| <i>Name</i>               | <i>Position</i>           | <i>Department</i> | <i>End Date</i> |
|---------------------------|---------------------------|-------------------|-----------------|
| Madison Grunklee (.5 FTE) | Office Support Specialist | Extension         | 12/16/22        |

**2. Reclassification Recommendations and Actions:**

|                  |                                       |                 |                     |
|------------------|---------------------------------------|-----------------|---------------------|
| Tanner Wobschall | Fac. Maint. Worker I to Maint. Worker | From B22 to B24 | Effective: 09/01/22 |
| Mark Radue       | Fac. Maint. Worker I to Maint. Worker | From B22 to B24 | Effective: 09/01/22 |
| Rebecca Melchert | Records Specialist                    | From B22 to B23 | Effective: 09/01/22 |
| Adriana Gonzales | Records Specialist                    | From B22 to B23 | Effective: 09/01/22 |
| Renee Babcock    | Records Specialist                    | From B22 to B23 | Effective: 09/01/22 |
| Bobbie Herzog    | HR Assistant to HR Generalist         | From B24 to B25 | Effective: 09/01/22 |
| Samantha LeMay   | Paralegal                             | From B31 to C41 | Effective: 09/01/22 |
| Lacy Standke     | Assessment Tech to Assessment Tech II | From B23 to B24 | Effective: 09/01/22 |
| Brian Anderson   | Appraiser to Appraiser III            | From C41 to C43 | Effective: 09/01/22 |
| Benjamin Hager   | Appraiser to Appraiser II             | From C41 to C42 | Effective: 09/01/22 |

**Open Positions-Pending Board Approval:**

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

**STAFFING STATUS (Information Only – No Action Required)**

**Open Positions - Approved to Fill:**

| <i>Position</i>                   | <i>Department</i>            | <i>Notes</i>                  |
|-----------------------------------|------------------------------|-------------------------------|
| Correctional Officers (4)         | Det. Center/Sheriff's Office | Backgrounding 2; Recruiting 2 |
| Corporal                          | Det. Center/Sheriff's Office | Interviewing                  |
| Landfill Operator                 | Admin/PW                     | Offer Pending                 |
| Health Educator                   | Public Health                | Recruiting                    |
| 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

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**Subject:** 2022 Election Security Grant Agreement

**Department:** Auditor's Office

**Committee Meeting Date:** December 1, 2022

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

Approve and authorize signatures for the 2022 Election Security Grant Agreement in the amount of \$4,286.94.

**Recommendation:**

Approve and authorize signatures for the 2<sup>nd</sup> 2022 Election Security Grant Agreement in the amount of \$4,286.94

**Background (*Including Budget Impact*):**

The 2<sup>nd</sup> 2022 Election Security Grant Agreement for additional money was approved by the Secretary of State for 2022 and we need to approve and authorize signatures on the Grant Agreement.

**Attachments:**

Grant Agreement

**STATE OF MINNESOTA  
2022 ELECTION SECURITY GRANT (PHASE 2) AGREEMENT**

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State") acting through its Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Boulevard, Saint Paul, MN 55155-1299 ("State") and Steele County, 630 Florence Ave, PO Box 890, Owatonna, MN 55060 ("Grantee").

**Recitals**

- 1 Under Minnesota Laws 2021, First Special Session, Chapter 12, article 1, section 41, Grantor is authorized to distribute funds to political subdivisions for activities authorized by Public Law 115-141, Title V, Public Law 116-93, Title V, Laws 2019, First Special Session chapter 10, article 1, section 40, and Laws 2020, chapter 77, section 3, (hereinafter the "federal and state purposes"). Grantee is a political subdivision of the State and thus empowered to apply for the funds requested in this Agreement. Grantee submitted a grant application and State is empowered to enter into this grant.
- 2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
- 3 Federal funds for this agreement are provided pursuant to grants from the United States Election Assistance Commission under the provisions cited in paragraph 1. State match funds are provided under the same provisions.
- 4 State is in need of assistance to improve election security and the administration of federal elections as provided for in the provisions cited in paragraph 1.
- 5 Grantee is responsible for the administration of elections in the area under their jurisdiction.

**Agreement**

**1 Effectiveness of Agreement**

**1.1 Effective Date:** October 31, 2022, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Grantee agrees to use the funds provided under this agreement only for the authorized federal and state purposes. Grantee submitted, and State approved, a Grant Application, incorporated herein. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed, and Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement.

**1.2 Expiration date:** March 23, 2027, or until all funds have been expended.

**1.3 Survival of Terms.** The following clauses survive the fulfillment of this Agreement: 2.5. Reporting Requirements; 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

**2 Grantee's Duties**

**2.1 Activities.** Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1) and will use all funds provided as a

result of this Agreement for the authorized federal and state purposes, which are incorporated into this Agreement, and as further set forth in the Grant Application submitted by Grantee, incorporated herein, and attached hereto. The Chief Election Official of Grantee is responsible for fulfilling all requirements of Grantee under this agreement.

**2.2 Award.** Grantee is hereby awarded \$4,286.94 for the federal and state purposes.

**2.3 Expenditures.** Grantee will expend the funds only for the federal and state purposes, except as set forth in paragraph 2.4 of this Agreement.

**2.4 Municipalities.** Grantee, if not a municipality, may work with municipalities within Grantee's jurisdiction to establish a system to reimburse municipalities for expenditures that are within the scope of this agreement. Grantee may establish additional restrictions on eligible expenditures, and may in its discretion establish a match requirement, cap or other limit on reimbursement. Grantee and municipalities must agree in advance on the expenditure to be made, and municipalities must demonstrate that the goods or services were performed and provide documentation to Grantee prior to receiving reimbursement. By accepting reimbursement, the municipality is subject to the terms set forth in paragraphs 9, 10, 13, and 14 of this Agreement as if it were the Grantee.

**2.5 Reporting Requirements.** Grantee shall report to the State as specified in this Agreement.

**2.5.1 Progress Reporting.** Grantee shall submit, each year, a financial reporting form to State utilizing the format identified by State, stating the amount spent from this grant by Grantee and any municipalities within the jurisdiction of the Grantee to whom Grantee has provided funds in the preceding federal fiscal year or in the first six months of the current federal fiscal year for the authorized federal and state purposes. Grantee shall also list all interest earned on these funds.

**2.5.2 Other Requirements.** Grantee must maintain financial records for each grant sufficient to satisfy audit standards or other reporting requirements and must transmit those records to the secretary of state upon request of the secretary of state. Grantee must also retain and hold for expenditures only on the federal and state purposes, all interest earned on these funds. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

**2.5.3 Evaluation.** State shall have the authority to conduct an evaluation of the performance of Grantee.

**2.5.4 Requirement Changes.** State may modify or change all reporting forms at their discretion.

**2.5.5 Special Requirements.** The State reserves the right to append to the Agreement terms, at any time before all grant funds have been expended, special administrative requirements deemed necessary to assure Grantee's successful implementation. The State will notify the Grantee in writing of any special administrative requirements.

**2.6 Accounting Requirements - Fiscal Control and Accounting Procedures.**

Grantee's fiscal control and accounting procedures must be sufficient to:

- (a) Permit preparation of reports required by this Agreement,
- (b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and

(c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

### **3 Time**

Grantee must comply with all the time requirements described in this Agreement.

### **4 Consideration and Payment**

**4.1 Consideration.** The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

**4.2 Fiscal Requirements.** Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

**4.2.1 Financial Guidelines.** Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee or by municipalities with a sub-agreement with Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

**4.2.2 Records.** Grantee must retain all financial records for a minimum of six (6) years after all funds have been expended, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. Grantee must cooperate with any audits related to the use of these funds conducted by the United States Election Assistance Commission, Office of the Inspector General, or its successor. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State.

**4.3 Payment Invoices.** State will pay the grant amount to an account of Grantee within 30 days after the effective date of this Agreement.

#### **4.4 Conditions.**

- (1) Payments under this Agreement will be made from federal and state match funds appropriated by Minnesota Laws, First Special Session, Chapter 10, Article 1, section 40, and Minnesota Laws, 2020, Chapter 77, section 3. Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.
- (2) Grant funds must be used only to increase the funds that would, in the absence of this grant, be made available for the federal and state purposes.

### **5 Satisfaction**

All duties required of and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

### **6 Authorized Representative**

State's Authorized Representative is David Maeda, Director of Elections, 180 State Office Building, 100 Rev.

Dr. Martin Luther King Jr. Boulevard, Saint Paul, MN 55155-1299, 651-556-0612, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is:

**Laura Ihrke**  
**County Auditor**  
**630 Florence Ave, PO Box 890**  
**Owatonna, MN 55060**

Telephone Number: **507-444-7414**

Email Address: **[laura.ihrke@co.steele.mn.us](mailto:laura.ihrke@co.steele.mn.us)**

Grant payment will be made to: **Steele County**

Federal ID Number: **41-6005901**

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

**7 Assignment Amendments, Waiver, and Agreement Complete**

**7.1 Assignment.** Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

**7.2 Amendments.** Any amendments to this Agreement 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 Agreement, or their successors in office.

**7.3 Waiver.** If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

**7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**8 Liability**

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by this Agreement by Grantee or Grantee's agents or employees. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

**9 Audits and Reports**

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement 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 expenditure of all funds provided under this 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. Grantee must cooperate with any audits related to the use of these funds conducted by the United States Election Assistance Commission,

Office of the Inspector General, or its successor. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, and must make the annual and semi-annual reports described in this agreement stating expenditures during the current or most recently ended periods as directed by State.

**10 *Government Data Practices***

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

If Grantee receives a request to release the data referred to in this Clause, Grantee must immediately notify State. State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

**11 *Workers' Compensation***

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee'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 *Property and Casualty Insurance***

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds granted under the Agreement. The insurance limit shall be equal to the replacement cost of any equipment purchased with funds from this grant. Any deductible shall be the sole responsibility of Grantee.

**13 *Governing Law, Jurisdiction, and Venue***

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

**14 *Data Disclosure***

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee 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 Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

**15 *Termination***

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee. Grantee may terminate this agreement by returning all unexpended funds to State upon 30 days written notice to State. Reporting requirements will continue as necessary to complete reporting for the period in which the funds are returned. No partial return of funds is permitted under this agreement.

**16 *Grantee Procurement***

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing

items or equipment with funds subject to this Agreement.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.*

Signed: *Dennis Huns*

Date: 11/18/2022

Agreement No. 2214441PO4248

**2. GRANTEE (County)**

*Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable resolutions or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE (Office of the Secretary of State)**

By: *[Signature]*  
(with delegated authority)

Title: Director of Elections

Date: 11/20/22

Distribution: Grantee  
State's Authorized Representative



## Steele County Agenda Item

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**Subject:** Resolution - Acceptance of Donations for Public Health

**Department:** Public Health

**Committee Meeting Date:**

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☒ Yes ☐ No

**Policy Committee Recommendation:**

**Recommendation:**

Approve Resolution accepting donations to Public Health.

**Background (Including Budget Impact):**

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

**Attachments:**

Resolution

## **RESOLUTION**

### **ACCEPTANCE OF DONATION FOR PUBLIC HEALTH**

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

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

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

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

- Home Health Medical Supplies by Anonymous
- Home Health Medical Equipment by Anonymous
- Personal care items and 2 quilts by Transitional Housing

Dated this 13<sup>th</sup> day of December 2022.

STEELE COUNTY  
BOARD OF COMMISSIONERS

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Chair

### **CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 13<sup>th</sup> day of December 2022.

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Laura Ihrke, Steele County Auditor



## Steele County Agenda Item

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**Subject: Approve Resolutions –**

**Request for Speed Study CSAH 12 (4<sup>th</sup> Street NE to CSAH 1)**

**Request for Speed Study CSAH 12 (CSAH 23 to 3<sup>rd</sup> Street NW)**

**Request for Speed Study CSAH 45 (CSAH 9-NW 21<sup>st</sup> Avenue to 5<sup>th</sup> Avenue SE)**

**Request for Speed Study CSAH 45 (2<sup>nd</sup> Avenue NW TO CSAH 49)**

**Department:** Highway

**Committee Meeting Date:** December 8, 2022

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☒ Yes ☐ No

### **Policy Committee Recommendation:**

Move to Board for Approval on Consent.

### **Recommendation:**

Approve Resolutions requesting MnDOT perform speed studies on CSAH 12 (4<sup>th</sup> Street NE to CSAH 1), CSAH 12 (CSAH 23 to 3<sup>rd</sup> Street NW) , CSAH 45 (CSAH 9-NW 21<sup>st</sup> Avenue to 5<sup>th</sup> Avenue SE), and CSAH 45 (2<sup>nd</sup> Avenue NW TO CSAH 49)

### **Background (*Including Budget Impact*):**

Minnesota law gives the Minnesota Transportation Commissioner the authority to establish speed limits on County highways.

The City of Medford and the Medford School District have requested lowering the speed limit on CSAH 12 in front of the Medford School. Staff is supportive of this request. There is a long history of speed studies for this area, see attached correspondence, but for reasons unknown to current County or MnDOT staff an appropriate Speed Limit Authorization has never been issued.

In addition, staff has identified inconsistencies in posted speed limit signs compared to previous Speed Limit Authorizations in several areas at the edge of the City. Also, recent development and highway reconstruction and rehabilitation projects have changed the character of the highways and surrounding land uses which may affect the appropriate speed limit.

MnDOT requires a County Board resolution requesting MnDOT conduct a speed study for the Transportation Commissioner to issue a Speed Limit Authorization.

MnDOT establishes speed limits based on engineering studies which consider the following factors:

- Road type and condition
- Location and type of access points (intersections, entrances, etc.)
- Sufficient length of roadway (1/4 mile minimum)
- Existing traffic control devices (signs, signals, etc.)
- Crash history
- Traffic volume
- Sight distances (curve, hill, etc.)
- Test drive results
- Speed study

More information on how MnDOT establishes speed limits is found in the attached brochure. In summary, some additional considerations include:

Speed limits are intended to supplement motorists' judgment in determining speeds. To effectively enforce a law, motorists must believe that the law is reasonable.

Studies show there is little change in the speed pattern after the posting of a speed limit. The driver is much more influenced by the roadway conditions.

Although lowering the speed limit is often seen as a cure-all in preventing crashes, this is not the case. Crashes are most often the result of driver inattention and driver error. However, if a posted speed limit is unrealistically low, it creates a greater speed variance (i.e. some drivers follow the speed limit while most drive the reasonable speed). This speed variance can contribute to crashes.

#### **Attachments:**

##### Resolutions:

- Request for Speed Study CSAH 12 (4<sup>th</sup> Street NE to CSAH 1)
- Request for Speed Study CSAH 12 (CSAH 23 to 3<sup>rd</sup> Street NW)
- Request for Speed Study CSAH 45 (CSAH 9-NW 21<sup>st</sup> Avenue to 5<sup>th</sup> Avenue SE)
- Request for Speed Study CSAH 45 (2<sup>nd</sup> Avenue NW TO CSAH 49)

City of Medford Resolution No. 2022-15

Medford School District Letter dated 10/25/2022

MnDOT – County Correspondence Regarding School Location Speed Studies

Minnesota Speed Limits brochure

**RESOLUTION – REQUEST FOR SPEED STUDY**

**CSAH 12 (4<sup>TH</sup> STREET NE TO CSAH 1)**

WHEREAS, the Minnesota Commissioner of Transportation has the authority and responsibility to establish speed limits on county highways; and

WHEREAS, the County has no record of a Speed Limit Authorization issued by the Transportation Commissioner for the segment of CSAH 12 from 4th Street NE to CSAH 1; and

WHEREAS, the County recently noted existing signing does not conform to the District Traffic Engineer Letter dated November 16, 1998 stating the zone is not in an “urban district” as defined by Minnesota law and that the in place Speed Limit 30 signs are not authorized; and

WHEREAS, the County submitted to MnDOT a Resolution dated May 8, 2001 requesting a speed study be completed as a new K-12 school was recently built along the road segment; and

WHEREAS, new housing was built in the Oak Ridge Bluffs subdivision in the late 1990’s and early 2000’s along the segment and changing area land uses; and

WHEREAS, the County received letters from the District Traffic Engineer dated July 30, 2001 and July 25, 2003 stating speed studies were completed, that the posted 30 mph zone is not in an “urban district” and is not authorized, that a 45 mph zone is recommended from 4<sup>th</sup> Street NE to a point about 300 feet east of 6<sup>th</sup> Street SE, that a 55 mph zone then extends east of that point, that a school speed zone is not recommended, and that another amended resolution requesting a speed study was required from the county to complete a Speed Limit Authorization; and

WHEREAS, the County has never received a Speed Limit Authorization based on those studies; and

WHEREAS, since that study a new school bus garage has been constructed east of the Medford School along CSAH 12; and

WHEREAS, the county recently completed a road rehabilitation project, upgrading the westbound bypass lane to a full left turn lane providing additional safety benefits to traffic at the school entrance; and

WHEREAS, the City of Medford and the Medford School District have requested to lower the speed in front of the school.

NOW, THEREFORE BE IT RESOLVED that Steele County requests the MNDOT District 6 Traffic Engineer conduct a speed study on CSAH 12 from 4th Street NE to CSAH 1 to determine the appropriate speed zones and that the Minnesota Transportation Commissioner issue the appropriate Speed Limit Authorizations.

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 13<sup>th</sup> day of December, 2022, as shown by the minutes of said meeting in my possession.

---

Laura Ihrke, Steele County Auditor

**RESOLUTION – REQUEST FOR SPEED STUDY**  
**CSAH 12 (CSAH 23 – FRONTAGE ROAD WEST TO 3<sup>RD</sup> STREET NW)**

WHEREAS, the Minnesota Commissioner of Transportation has the authority and responsibility to establish speed limits on county highways; and

WHEREAS, the Commissioner of Transportation issued a Speed Limit Authorization of 40 mph on CSAH 12 (CSAH 23 – Frontage Road West to 3<sup>rd</sup> Street NW) dated September 21, 1992; and

WHEREAS, the County recently noted existing signing does not conform to the Speed Limit Authorization; and

WHEREAS, the road has had several reconstruction projects since the Authorization changing the character of the road, including the construction of two roundabouts at the I-35 ramps, reconstruction and widening of the I-35 overpass, reconstruction of CSAH 12 over the Straight River Bridge, and reconstruction of the roadway from a rural cross section to an urban cross section.

NOW, THEREFORE BE IT RESOLVED that Steele County requests the MNDOT District 6 Traffic Engineer conduct a speed study on CSAH 12 from CSAH 23 to 3rd Street NW to determine the appropriate speed zones and that the Minnesota Transportation Commissioner issue the appropriate Speed Limit Authorizations.

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 13<sup>th</sup> day of December, 2022, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Laura Ihrke, Steele County Auditor

**RESOLUTION – REQUEST FOR SPEED STUDY**  
**CSAH 45 (CSAH 9-NW 21<sup>ST</sup> AVENUE TO 5<sup>TH</sup> AVENUE SE)**

WHEREAS, the Minnesota Commissioner of Transportation has the authority and responsibility to establish speed limits on county highways; and

WHEREAS, the Commissioner of Transportation issued a Speed Limit Authorization of 50 mph on CSAH 45 (1,320 feet south of the intersection of 5<sup>th</sup> Ave SE to the intersection with 5<sup>th</sup> Ave SE dated March 31, 2017; and

WHEREAS, Steele County rehabilitated CSAH 45-Main Street in 2021-2022, adding a pedestrian crossing at 5<sup>th</sup> Street SE with a sidewalk bump out to calm traffic and reduce the crossing length and adding a dynamic feedback speed limit sign; and

WHEREAS, additional businesses have been constructed south of Medford since the previous Speed Limit Authorization,

WHEREAS, the County recently noted existing signing does not conform to the approved Speed Limit Authorization dated March 31, 2017; and

NOW, THEREFORE BE IT RESOLVED that Steele County requests the MNDOT District 6 Traffic Engineer conduct a speed study on CSAH 45 from CSAH 9-NW 21<sup>st</sup> Avenue to 5<sup>th</sup> Street SE to determine the appropriate speed zones and that the Minnesota Transportation Commissioner issue the appropriate Speed Limit Authorizations.

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 13<sup>th</sup> day of December, 2022, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Laura Ihrke, Steele County Auditor

**RESOLUTION – REQUEST FOR SPEED STUDY  
CSAH 45 (2<sup>ND</sup> AVENUE NW TO CSAH 49)**

WHEREAS, the Minnesota Commissioner of Transportation has the authority and responsibility to establish speed limits on county highways; and

WHEREAS, the Commissioner of Transportation issued a Speed Limit Authorization of 55 mph on CSAH 45 from the intersection of 2<sup>nd</sup> Ave NW to the intersection of CR 102 dated March 31, 2017; and

WHEREAS, Steele County rehabilitated CSAH 45-Main Street in 2021-2022 upgrading a pedestrian crossing at 2<sup>nd</sup> Avenue NW with a median pedestrian refuge to calm traffic and to reduce the crossing length, adding a Rectangular Rapid Flashing Beacon pedestrian crossing signing, and adding a dynamic feedback speed limit sign; and

WHEREAS, the County recently noted existing signing does not conform to the approved Speed Limit Authorization dated March 31, 2017; and

NOW, THEREFORE BE IT RESOLVED that Steele County requests the MNDOT District 6 Traffic Engineer conduct a speed study on CSAH 45 from 2<sup>nd</sup> Ave NW to CSAH 49 to determine the appropriate speed zones and that the Minnesota Transportation Commissioner issue the appropriate Speed Limit Authorizations.

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 13<sup>th</sup> day of December, 2022, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Laura Ihrke, Steele County Auditor

RESOLUTION NO. 2022-15  
CITY OF MEDFORD  
COUNTY OF STEELE  
STATE OF MINNESOTA

A RESOLUTION REQUESTING A  
MODIFICATION OF SPEED LIMIT  
AT THE LOCATION OF A PUBLIC SCHOOL

WHEREAS, it is in the public interest of the citizens of Medford to promote a safe environment for its students and citizens; and

WHEREAS, the Medford Public School is located at 750 2<sup>nd</sup> Ave. SE in Medford, Minnesota (Steele County Parcel No. 16-009-2400); and

WHEREAS, access to the Medford Public School is through Steele County Highway 12 ("CSAH 12"), also described as 2<sup>nd</sup> Ave. NE, which runs adjacent to the school property; and

WHEREAS, education at the school includes an elementary and high school, including 492 elementary students, 420 high school students, and 110 staff; and

WHEREAS, CSAH 12 experiences heavy vehicular traffic in the location of the school property, estimated to be daily traffic of approximately 300 vehicles and 14 buses and vans, with increased traffic during extracurricular events; and

WHEREAS, busy intersections are located from the turnouts of the school property onto CSAH 12; and

WHEREAS, the Medford City Council considers that portion of CSAH 12 that extends from 6<sup>th</sup> Street SE to Cedar Avenue (the "School Location") to constitute an increased risk of accidents; and

WHEREAS, historically the speed limit within the School Location has been 45 mph; and

WHEREAS, CSAH 12 within the School Location was recently reconstructed by Steele County; and

WHEREAS, following the reconstruction, the speed limit within the School Location was changed to 55 mph; and

WHEREAS, the increase in speed limit within the School Location creates an unsafe condition for students and other drivers, bicyclists, and pedestrians within the School Location; and

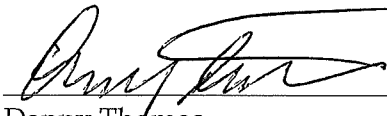
WHEREAS, the proper and safe speed limit within the School Location is 45 mph; and

WHEREAS, the Medford City Council desires to make a formal request that the portion of CSAH 12 within the School Location be designated with a speed limit of 45 mph,

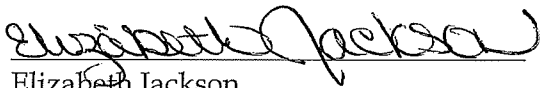
NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF  
MEDFORD, MINNESOTA:

1. The Medford City Council requests that Steele County modify the speed limit on CSAH 12 to 45 mph within that portion of CSAH between 6<sup>th</sup> Street SE to Cedar Avenue.

Adopted by the council this 17<sup>th</sup> day of November, 2022.



Danny Thomas  
Mayor



Elizabeth Jackson  
Clerk



10-25-2022

To Whom It May Concern,

I am writing this letter on behalf of the Medford School District #763 in support of reducing the speed limit on county road 12. A construction project was recently completed adjacent to the Medford School parking lot. Up to this time there was an assumption that the speed limit was 30 mph for the duration of the school property traveling east to west and vice versa. In all actuality the old signage indicated the end of the 30 mph speed zone. There was not a speed limit sign indicating the actual speed limit just an assumption.

A new 55 mph speed limit sign has now been posted in place of the above mentioned sign. This speed is unacceptable when you consider the traffic entering and exiting the school grounds, not to mention the hundreds of students on school busses. It seems that a slower speed limit would keep our students and families safer. I actually had a parent/staff member come to me this morning with a concern. They asked why there was an increase in the speed limit. This goes back to the assumption and the visual memory of seeing the 30 mph signage, even if it said "end of."

In closing, I recommend that the speed limit be reduced on county road 12. I would consider a speed limit between 30-45 as acceptable and safe.

I can be reached at 507-214-6322 for further conversation or by email at [mrlistau@medfordtigers.org](mailto:mrlistau@medfordtigers.org).

Sincerely,

M. Ristau  
Superintendent  
Medford School



## Minnesota Department of Transportation

District 6  
2900-48th St. N.W.  
Rochester, Minnesota 55901-5848

RECEIVED

JUL 28 2003

STEELE COUNTY  
HIGHWAY DEPT.

July 25, 2003

507/280-5086

Gary Bruggeman  
Steele County Engineer  
County Admin. Annex  
635 Florence Avenue  
Owatonna, MN 55060

*check current speed limit  
to 4th St + 55 mph.*

**Re: County State Aid Highway (CSAH) 12  
City of Medford and Steele County**

Dear Mr. Bruggeman:

Recently you submitted a request for a speed study on CSAH 12, past the new high school in Medford. A site review of the area, a completed accident history, test-drive speeds, and past speed studies were used in our study.

Our files show a speed study was completed in December of 1998. The recommendation was a 45 mph speed limit from the junction of 4<sup>th</sup> Street to approximately 1300 feet east of the Medford city limits. For reasons unknown to me, this study was never authorized.

In June of 2001, a second study was completed for this area at the request of the Steele County Board. As part of the study, speed checks were performed in three locations between 4<sup>th</sup> Street Northeast and the posted 55 mph sign on the east edge of Medford. The analysis results indicate that the appropriate speed limit through this area was still 45 mph. The results were reported to the County Board, with the option of continuing the authorization process or holding off on approval until the new Medford High School was built. A decision was made to revisit the area and update the recommendation for the new conditions.

The County Board was also advised that there is currently no authorization for the posted 30 mph speed zone east of 4<sup>th</sup> Street Northeast. Minnesota Statute 169.01, subdivision 59, "Urban District" explains the criteria that must be met for a statutory 30 mph zone. Our observation is that this area does not meet this definition. You may want to discuss these interpretations with your attorney. To date, the legal speed along this segment is the statutory limit of 55 mph. If we are in error, and you have an authorization from the Mn/DOT Commissioner for this section of roadway, please forward us a copy for our files. If you chose to hold off on approving any zones in this area, the in-place speed zone signs should be removed as they are illegally posted. A copy of the July 30, 2001 letter to Steele County is enclosed, for your review.

I recently visited the area and completed several test drives. Special notice was given to the area of the new Medford High School and the possible effects on both safety and speed limits. The new school facility is located in a rural setting with ample setback distance from CSAH 12. Being located on the south side of the road with no housing north or east of the school eliminates the need for pedestrians to cross CSAH 12 in the school vicinity. Intersections by themselves do not necessitate a reduction in speed, but the traffic characteristics that occur near intersections do affect speed. Addition of an eastbound right turn lane and a westbound by-pass lane minimize the affects of the school intersection on thru traffic.

The conclusion, based upon crash history, intersection and roadway characteristics, motorist's speeds, and test run speeds, is that the recommended 45 mph speed limit, from 4th Street Northeast to the current 55 mph sign, is warranted. The current 55/30 mph (unauthorized) break occurs at a point where a driver sees a change in land

Gary Bruggeman  
July 25, 2003  
Page Two

use and potential traffic conflicts, which should result in a driver recognizing the need to reduce speed. For the recommended 45 mph zone to be extended further east the geometry of the road or the dynamics of the area would need to change to the point where travel is affected. Other than the addition of the new school, the geometry of the road and dynamics of the area are the same as when the study in 2001 was completed.

In order to fulfill its responsibility under the law, Mn/DOT follows the same speed limit philosophy used by other states. The philosophy is that the majority of motorists are safety conscious and will voluntarily select the driving speed they feel is reasonable and safe for the conditions. Regulatory speeds are determined using current conditions and a technical analysis is done on the results of the speed study to determine the 85th percentile speed. This is the value at which most (85%) drivers are traveling under during off-peak hours. It is the goal of Mn/DOT to provide a safe and efficient transportation system. The objective of correct speed zoning is to influence as many drivers as possible to operate at or near the same speed, thus reducing conflicts created by wide differentials in speed.

In order to provide an objective, uniform and safe environment for walking and biking students, Minnesota law requires a traffic investigation as prescribed by the Commissioner of Transportation prior to establishing a school zone speed limit. I found no evidence of school aged children walking or biking to school in this area. This being the case, I believe a school zone speed limit to be unwarranted and would be ineffective. However, the local road authority may establish a school speed limit, subject to Minnesota Statute 169.14, subd.5a.

In the event you wish to proceed with a speed limit authorization, other than the statutory limit of 55 mph, east of 4<sup>th</sup> Street Northeast, please submit an amended resolution. This resolution should describe the specific roadway and should indicate the exact termini of the section where an investigation is desired. Please include a copy of any traffic studies relating to the impact of the new high school as well as projected numbers of busses, passenger vehicles, and pedestrians accessing the school, as well as total student enrollment. If a formal study is requested we will proceed using the above-described method and forward any recommended changes, including possible speed limit increases, to the Office Of Traffic Engineering for approval. This request should be directed to Michael Schweyen, District Six Traffic Engineer.

If you have any questions or would like to further discuss the above, please feel free to call me at (507) 280-5086.

Sincerely,



Edward Vitse  
District Six Traffic Office

Enclosure

cc: Gary Ringhofer - Steele County Sheriff  
Steven Lund - Assistant District Engineer  
Steve Kirsch - Assistant District Engineer  
Michael Schweyen - District Six Traffic Engineer  
File



Minnesota Department of Transportation

District 6  
2900-48th St. N.W.  
Box 6177  
Rochester, Minnesota 55903-6177

July 30, 2001

507/280-5086

Bruce Kubicek  
Steele County District 1  
Steele County Administration Center  
630 Florence Avenue  
Owatonna, MN 55060

**Re: County State Aid Highway (CSAH) 12  
City of Medford and Steele County**

Dear Mr. Kubicek,

The CSAH 12 speed study requested by the Steele County Board (via Lee Amundson) has been performed. As part of the study, speed checks were performed in three locations between 4<sup>th</sup> Street NE and the posted 55 mph sign on the east edge of Medford. The analysis results indicate that the appropriate speed limit through this area is 45 mph.

The Minnesota Department of Transportation (Mn/DOT) has chosen to use the 85<sup>th</sup> percentile for setting speed limits based on extensive research that has shown this process reflects a safe speed for existing conditions as perceived by the majority of motorists. Using the 85<sup>th</sup> percentile speed tends to account for other factors (i.e., physical features, crash experience) since they are reflected in the driver's choice of speed. As stated, speed checks were conducted in three locations along the defined segment. The results showed the 85<sup>th</sup> percentile to average at 45 mph for all three locations.

Since finalizing the study, Lee Amundson has advised us to contact the County Board and offer the following options regarding the proposed 45 mph zone. (1) Continue with the authorization process of the currently recommended 45 mph zone between 4<sup>th</sup> Street NE and the posted 55 mph sign, or (2) hold off on approving any zone until after the new Medford School has been built and school is in session. At that time revisit the area and update the recommendation for the new conditions.

Also, be advised that there is currently no authorization for the posted 30 mph speed zone. Consequently, the signs are posted in violation of the law, and are not enforceable. To date, the legal speed along this segment is the statutory limit of 55 mph. If you chose to hold off on approving any zones in this area the in place speed zone signs should be removed as they are illegally posted.

Please inform me of your preferred alternative at your earliest convenience. If you have any questions for would like to further discuss the above, please feel free to call.

Sincerely,

Kristin Asher  
Assistant Traffic Engineer

c: Bill Hildebrandt, Steele County Sheriff  
*An Equal Opportunity Employer*



## Minnesota Department of Transportation

District 6  
2900-48th St. N.W.  
Box 6177  
Rochester, Minnesota 55903-6177

507/280-5086

May 25, 2001

Lee Amundson  
Steele County Engineer  
Steele County Highway Department  
635 Florence Avenue  
Owatonna, MN 55060

**Re: Speed Zone Study  
County State Aid Highway (CSAH) 12  
City of Medford and Steele County**

Dear Mr. Amundson,

We have received your request for a speed study along **CSAH 12** from the Union Pacific Railroad in Medford to CSAH 1. A study will be conducted in the near future. Speed checks will be taken and we will then determine the appropriate safe speed for that segment.

Regulatory speeds are determined using current conditions and a technical analysis is done on the results of the speed study to determine the 85<sup>th</sup> percentile speed. This is the value at which most (85%) drivers are traveling under. Experience has shown that a posted speed limit near this value is the maximum safe and reasonable speed.

Thank you for your request. The study will be conducted as weather permits. You can expect a response within the next 6-8 weeks.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristin Asher', is written over the word 'Sincerely,'.

Kristin Asher  
Assistant Traffic Engineer  
Special Studies

RECEIVED

MAY 31 2001

STEELE COUNTY  
HIGHWAY DEPT.

May 14, 2001

Terry Ward  
District Traffic Engineer  
Minnesota Department of Transportation  
2900 48<sup>th</sup> Street NW  
Rochester, MN 55901-5848

Re: Request for Speed Zone Studies on **CSAH 12** in Steele County

Dear Terry:

Enclosed is a resolution regarding the above noted topic. There is a new school to be built for Medford on the south side of CSAH 12 and west of CSAH 1

Please call me if you have questions.

Sincerely,



Lee E. Amundson  
County Engineer

RESOLUTION

WHEREAS, Steele County State Aid Highway 12 is included in the Steele County Highway System; and,

WHEREAS, this road is heavily traveled by vehicular traffic and extends past a new school at Medford, Minnesota; and,

WHEREAS, the County Board of Commissioners of Steele County, as well as the general public, share a common concern for the safety of those people using the road;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners in and for Steele County, Minnesota, hereby requests the Minnesota Department of Transportation to conduct a study for the purpose of determining the proper and safe speed limits for the following Steele County Road:

CSAH 12; Union Pacific Railroad in Medford to CSAH 1

Adopted: May 8, 2001

STEELE COUNTY BOARD OF COMMISSIONERS

By:

J. N. WAGNER

Chairman

ATTEST:

Laura Burke  
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 8<sup>th</sup> day of May, 2001.

Laura Burke  
County Auditor

County of Steele

(Seal)

RECEIVED

MAY 09 2001

69 of 110

STEELE COUNTY  
HIGHWAY DEPT.



Minnesota Department of Transportation

District 6  
2900-48th St. N.W.  
Box 6177  
Rochester, Minnesota 55903-6177

RECEIVED

NOV 18 1998

MINNESOTA  
HIGHWAY DEPT.

(507)285-7381

November 16, 1998

Lee Amundson  
Steele County Engineer  
P.O. Box 890  
Owatonna, MN 55060-0890

Re: **Urban District Designation for Speed Limits**

Dear Mr. Amundson:

We have completed an engineering and traffic study on the following requested segments of roadway:

- ✓ 1) CSAH 12 - From 4th Street NE to the East City Limits of Medford
- ✓ 2) CSAH 12 - From CSAH 23 (NW 66th Street) to I-35 Interchange at Medford
- ✓ 3) CSAH 19 - From Partridge Avenue to a point 2585 feet east
- ✓ 4) CSAH 23 - From CSAH 9 (NW 46th Street) to a point 4700 feet south
- ✓ 5) CSAH 45 - From MP 13+00.85 to MP 14+00.813

None of these segments meet the definition of an "Urban District" as defined in the Minnesota Traffic Regulations Manual Chapter 169.01 Subdivision 59. This regulation states, "Urban District means the territory contiguous to and including any street which is built up with structures devoted to business, industry, or dwelling houses situated at intervals of less than 100 feet for a distance of a quarter mile or more." The District has submitted the 30 mph speed limit on CSAH 23 in response to the "Memorandum of Understanding and Agreement." In response to the Resolution dated October 13, 1998, the speed limit on CSAH 19 is currently being studied.

Within the study area of CSAH 12, "Speed Limit 30" signs are in place that are not authorized. These should be removed. Thank you for your cooperation.

Sincerely,

Peter D. Buchen  
District Traffic Engineer

## Q&A

### ***Will lowering the speed limit reduce speeds?***

No. Studies show there is little change in the speed pattern after the posting of a speed limit. The driver is much more influenced by the roadway conditions.

### ***Will lowering the speed limit reduce crash frequency?***

No. Although lowering the speed limit is often seen as a cure-all in preventing crashes, this is not the case. Crashes are most often the result of driver inattention and driver error. However, if a posted speed limit is unrealistically low, it creates a greater speed variance (i.e. some drivers follow the speed limit while most drive the reasonable speed). This speed variance can contribute to crashes.

### ***Why do we even have speed limits?***

A uniform speed of vehicles in a traffic flow results in the safest operation. The posted speed limits can keep the traffic flowing smoothly provided the majority of drivers find the speed limits reasonable. To best do this, the limits must be consistent throughout the state. The speed limits also give the motorist an idea of a reasonable speed to drive in an unfamiliar location. The speed limits are used by police officials to identify excessive speeds and curb unreasonable behavior.



## Who do I contact?

If you believe that there is a safety concern or an inappropriate speed limit posted, the person to contact depends on the type of road.

### **Interstates, federal and state highways**

For regulatory and advisory speed limits on the trunk highway system, contact the district traffic engineer at your MnDOT district office.

The trunk highway system includes:

-  Interstate Highways
-  U.S. Highways and
-  Minnesota State Highways

### **Local streets and highways**

For these roadways, you may contact your local road authority (county, city, or township).

If you are unable to find the right phone number, call the MnDOT Information center:

Greater Minnesota: 1-800-657-3774  
Twin Cities Metro: 651-296-3000

MnDOT Office of Traffic Safety and Technology

For more information, visit: [www.mndot.gov/speed/](http://www.mndot.gov/speed/)

We all have a stake in **A+B**

# Minnesota Speed Limits



## What are the legal speed limits?

**State law says every road should have a speed limit, whether posted or not. Speed limits are set according to Minnesota State Statute 169.14. The Minnesota Department of Transportation carries out state laws through the development and enforcement of regulations.**

Speed limits are set to improve traffic flow and reduce crashes, injuries and fatalities and the costs associated with them. Speed limits are also intended to supplement motorists' judgment in determining speeds. To effectively enforce a law, motorists must believe that the law is reasonable.

Minnesota's speed regulations are based on the same basic speed law that is used in all 50 states: "No person shall drive a vehicle on a highway at a speed greater than is reasonable and prudent under the conditions."

Speed limits are based on the concept that highways can operate safely at set maximum speeds under ideal conditions. In poor weather conditions, at curves or hills and when there are potential hazards such as pedestrians, drivers are required to reduce speeds below the speed limits, whether they are posted or not.

Drivers must also reduce speed when approaching or passing emergency vehicles with emergency lights flashing.

The most common speeds regulated by state law are:

- 10 mph in alleys
- 30 mph on streets in urban districts
- 70 mph on rural interstate highways
- 65 mph on urban interstate highways
- 65 mph on expressways
- 55 mph on other roads

When these speed limits are not the correct value for a specific highway, speed limits may be changed.



**Interstates** are high design multi-lane divided highways that have controlled access interchanges such as cloverleaf or diamond shaped interchanges. Through traffic on the interstate never has to stop or yield.  
Examples: I-94 or I-35



**Expressways** are multi-lane divided highways but they have entries and intersections, sometimes controlled by traffic signals. Some interchanges may exist but they are not the rule. Examples: Highways 10 or Highway 52

## What are the types of speed limits?

### REGULATORY SPEED LIMIT SIGN



This black and white sign shows the maximum speed that motorist may travel under ideal conditions. It can be a value based on state statute or it must be authorized by the commissioner of transportation.

### ADVISORY SPEED SIGN



This black and yellow speed sign is used to advise motorists of a comfortable speed to navigate certain situations. It is used with a warning sign. For example, when traveling on a winding road, the curve warning sign would be used with an advisory speed sign. This sign may be posted by the local road authority on local roads.

### SPEED LIMITS IN SCHOOL ZONES



Local authorities may establish school speed limits on local streets, within a school zone, based on the engineering and traffic investigation as directed by the commissioner of transportation. This speed limit is in effect whenever children are present, such as before and after school or during recess. The school sign is black and yellow and the other signs are black and white. Optional fluorescent yellow green may be used for the school sign.

## How does MnDOT determine the speed limit?

These factors are considered:

- Road type and condition
- Location and type of access points (intersections, entrances, etc.)
- Sufficient length of roadway (1/4 mile minimum)
- Existing traffic control devices (signs, signals, etc.)
- Crash history
- Traffic volume
- Sight distances (curve, hill, etc.)
- Test drive results
- Speed study

The speed study is the most important part of the traffic investigation. Drivers take many roadway environment factors into consideration when choosing a speed. The speed that the majority of people consider reasonable is an important value. Data is collected by performing radar checks at selected locations on the roadway under ideal driving conditions.

An analysis is done on the results to determine the 85th percentile, which is the value indicating the speed at which most (85%) drivers are traveling. The posted speed limit near the 85th percentile is the maximum safe and reasonable speed. Studies show that traveling faster or slower than this value can increase the chances of being in a crash.

Engineering judgment is the most important tool. The traffic investigator must use knowledge of nationally accepted principles combined with experience to assign the safe speed.





## Steele County Agenda Item

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**Subject:** Authorize Disposition of a Plow Truck via Online Auction Service.

**Department:** Highway

**Committee Meeting Date:** December 8, 2022

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

Move to Board for Approval on Consent.

**Recommendation:**

Authorize disposition of a plow truck and appurtenances via online auction service.

**Background (*Including Budget Impact*):**

The Highway department has one plow truck that is surplus equipment.

The County Procurement Policy and State statute require a public bidding process to sell personal property valued more than \$15,000.

Prior to solicitation the plow truck was estimated to be worth approximately \$15,000.

Sealed bids were solicited for the truck. The advertisement for bids ran twice in the Owatonna People's Press Tuesday edition, as well as being posted to the County's website. Bids were due at 4 pm, Monday November 28<sup>th</sup>. No bids were received.

Based on past experience, it is anticipated this truck will sell in excess of the required 90% of appraised market value using an online auction service.

**Attachments:** N/A



## Steele County Agenda Item

---

**Subject:** Body Art Establishment License

**Department:** Auditor's Office

**Committee Meeting Date:** December 8, 2022

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

Approve Body Art Establishment license for Irish Eyes Studio.

**Recommendation:**

Approve Body Art Establishment license for Irish Eyes Studio.

**Background (*Including Budget Impact*):**

This is an annual renewal for a Body Art Establishment License. An application and annual fee of \$300.00 has been submitted.

**Attachments:**

**Minutes of the  
Steele County Planning Commission  
December 5<sup>th</sup>, 2022**

**Call to Order:**

The meeting was called to order by Schmidt at 7 pm. Present were Schmidt, Esplan, Jaster, Spatenka, Lammers, Ingvaldson, Queen, Commissioner Glynn, and staff member Oolman.

**Agenda:**

Motion by Esplan, second by Lammers to approve the agenda as submitted. Motion passed unanimously.

**Minutes:**

Motion by Queen, second by Spatenka to approve the June 27<sup>th</sup>, 2022, minutes as submitted. Motion passed unanimously.

**Building Permits:**

The building permits for July, August, September, and October, and November were reviewed.

**County Board Action**

Oolman reported the County Board approved IUP 2022-01 (Crane Creek Asphalt – Temporary Asphalt Plant) and the Changes to IUP 2020-03 (Medford Sand & Gravel – Hanson Pit) as recommended. The setback has been re-established on the Hanson Pit as required.

**CUP #433 (Jenkins – Dog Boarding Kennel)**

This request is from Aaron and Melissa Jenkins to operate a Dog Boarding Kennel from property located in the NE ¼, SE ¼, Section 22, Owatonna, Township. The property address is 2475 Austin Road.

Questions and comments of the commission.

- Is there going to be a fenced in area for the dogs to run in?  
*Oolman answered there will eventually be an outside fenced area on the east side of the building. Jenkins indicated it would be added in the spring, We plan to add 4 to 5 fenced-in areas to let the dogs outside to do what they need to do and then let them back in, they will not be outside for long periods of time.*
- What is the parcel south of this site?  
*Oolman answered that it is actually owned by the cemetery.*

The public hearing was opened.

- Jenkins- We have discussed it with Dale and the building inspector quiet a few times to make sure that we are getting everything done properly. We are in the process of working on that now and getting everything situated.
  - Terry Hanson, neighbor on the west side of Austin Road, expressed concern that 6 am in the morning is early to hear dogs barking.  
*Jenkins answered, they are not actually going to start until 8 am. The dogs will not be outside before 8 am or after 7pm. We don't want to disturb anyone; we do have kids as well.*
  - Terry Hanson- If the barking becomes an issue, how do we go about controlling that?  
*Jenkins replied, the facility is insulated right now along with the big tree wind break that is out there. Along with putting the fenced-in areas on the eastside will give more of a sound barrier to the*

*residential areas. Next year we plan on putting in another 2 sets of rows of tall trees to create another barrier around the facility*

- Rick Arnold, neighbor south of the cemetery expressed concern with barking dogs. We just moved there about a month ago because it was nice and quiet. We had dogs growing up on the farm and I have nothing against dogs, I am just concerned about the barking. Do you have dogs beside these too? *Jenkins answered, yes, we have 2 dogs ourselves, but our dogs stay in the house.*
- Arnold- I just have a concern of the noise that is all. *Jenkins explained, there would never be 12 dogs outside at the same time. With the runs that we have planned, there would only be a maximum of 4 dogs out at one time. They would not stay out for hours on end. With the boarding we have it just gives the dogs a bigger place to stay than in a little kennel. It does not mean they will be out all day long. But there would never be 12 dogs out at one time.*
- Kevin Beck- I live just west of them also. I also have a concern about the dog noise. I am not thrilled about the dogs barking between 6am all throughout the day and there are about 30 homes within ear shot of the property, there is another kennel off of Couty Road 45 and I can hear that from my house. If they are not planning on letting them out until 8am can the hours be adjusted?
- Jerry Katzung, Owatonna Township stated they have no objections.
- David Dietz, Owatonna Township asked if the hours can be changed to 8am to 6pm?

As there were no further questions or comments, the public hearing was closed

Motion by Esplan, second by Schmidt to recommend approval of CUP #433 with the following conditions:

1. This permit allows for the boarding of up to 20 dogs.
2. Dogs must be kept inside between the hours of 7:00 P.M. to 8:00 A.M.
3. All buildings shall meet building code for their intended use. Owner shall comply with any requirements that result from the change in use of the structure.
4. Solid dog waste shall be cleaned up and disposed of in an approved manner.
5. Wash water shall not drain onto neighboring properties.
6. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to the Department of Agriculture, Board of Animal Health, the Minnesota Pollution Control Agency, and the U.S. Environmental Protection Agency.

Motion passed unanimously.

### **Review of CUP #290 (James Bros. – Hafstad Pit)**

This request is from James Brothers Construction to renew conditional use permit #290 allowing the mining of sand and gravel in the NE 1/4, Section 11, and the NW 1/4, Section 12, Lemond Township, on property owned by Mark and April Hafstad. The property address is 5960 SW 43rd Ave.

Questions and comments of the commission.

- Spatenka commented they are right in my back yard and they do a good job.
- Schmidt asked if the gravel tax is paid up?  
*Oolman indicated yes.*
- Schmidt - Is the applicant here?  
*James Brothers answered, yes. We have been doing this and it has been working out for us.*

The public hearing was opened. As there were no questions or comments, the public hearing was closed

Motion by Ingvaldson, second by Queen to recommend approval of Review of CUP #290 with the following conditions: (~~Strike through~~ is deleted, underlined is added.)

1. Mining is limited to an area of 27.15 acres as identified in the application.
2. Mining is limited to a bottom elevation of 1120 feet.
3. A stop sign shall be placed on the main access road to CSAH #30 and fold down “truck hauling” signs shall be placed along CSAH #30. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
4. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
5. Trucks shall not track material from the pit onto the public road.
6. Trucks hauling material to and from this site shall not use “jake brakes.
7. Hours of operation shall be from 6:00 a.m. to 7:00 p.m. Monday thru Saturday.
8. A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property lines, and road right-of-ways. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10. Storage pile of recyclable aggregate materials shall not exceed 20,000 cubic yards.
11. The applicant shall follow their submitted reclamation plan. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
12. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
13. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
14. The operator is responsible to initiate renewal proceedings on or before January 1, 2023 ~~2028~~ or this permit becomes invalid. At that time the operator shall provide a detailed site plan showing all reclaimed areas and areas of active mining.

Motion passed unanimously.

**Adjournment:**

Motion by Lammers, second by Jaster to adjourn at 7:35pm.

## STEELE COUNTY PERSONNEL AGENDA ITEM

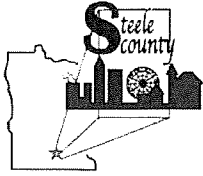
December 13, 2022 at 5:00 pm

### DECEMBER EMPLOYEE ANNIVERSARIES

*(Information Only – No Action Required)*

#### **Anniversaries:**

| <i>Name</i>        | <i>Position-Dept</i>                      | <i>Anniv. Date</i> | <i>Yrs. Service</i> |
|--------------------|-------------------------------------------|--------------------|---------------------|
| Jesse Steneman     | Corporal – Detention Center               | 12/02/22           | 9                   |
| Dan McIntosh       | County Attorney – Attorney’s Office       | 12/03/22           | 21                  |
| Penny Miller       | Technical Clerk I – Recorder’s Office     | 12/03/22           | 4                   |
| Kristin Otto       | Legal Admin Asst – Attorney’s Office      | 12/04/22           | 5                   |
| Christine Laue     | Technical Clerk I – Auditor’s Office      | 12/07/22           | 2                   |
| Josh Andrist       | Senior Mechanic – Highway Dept            | 12/07/22           | 7                   |
| Lacy Standke       | Assessment Technician – Assessor’s Office | 12/07/22           | 13                  |
| Patrick Zeman      | Maintenance Tech – Highway                | 12/14/22           | 2                   |
| Jake Rysavy        | Director of Facilities & Fleet – F & F    | 12/16/22           | 3                   |
| Lesa Hullopeter    | Chief Deputy Recorder – Recorder’s Office | 12/17/22           | 13                  |
| Samantha LeMay     | Paralegal – Attorney’s Office             | 12/17/22           | 4                   |
| Tony David         | Road Deputy – Sheriff’s Office            | 12/21/22           | 24                  |
| Jacob Miller       | Road Deputy – Sheriff’s Office            | 12/21/22           | 7                   |
| Lisa Risch         | Records Specialist – Detention Center     | 12/26/22           | 10                  |
| Scott Mittelstaedt | Landfill Operator – Landfill              | 12/31/22           | 4                   |
| Jennifer Waggoner  | Registered Nurse – Public Health Dept     | 12/31/22           | 4                   |



## Steele County Agenda Item

---

**Subject:** Review CUP #290 (James Bros Construction – Hafstad Pit)

**Department:** Planning & Zoning

**Committee Meeting Date:** December 5, 2022

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

Planning Commission recommends approval with 14 conditions based on the Findings of Fact.

**Background *(Including Budget Impact)*:**

This request is from James Brothers Construction to renew CUP #290 allowing the mining of sand and gravel and the stockpiling and processing of recyclable aggregate material on property owned by Mark and April Hafstad in Sections 11 and 12 of Lemond Township

**Attachments:**

Findings of Fact

Location Map

Site Map(s)

Staff Report

Draft Permit

**COUNTY OF STEELE  
FINDINGS OF FACT  
CONDITIONAL USE PERMIT #290**

---

Hafstad Pit

**Applicant:**

James Brothers Construction Inc.

**Land Owners:**

Mark and April Hafstad

**Project Description:**

The renewal of CUP #290 allowing the mining of sand and gravel, crushing, screening, stockpiling of aggregate material, and the stockpiling and processing of recyclable aggregate material.

**Zoning District:**

Agricultural District

**Ordinance Section:**

Condition #14 requires this permit to be renewed.

**Property Description:**

The SE 1/4 of the NE 1/4, and the S 1/4 of the NE 1/4 of the NE 1/4, Section 11, Lemond Township, and SW 1/4 of the NW 1/4, and the S 1/4 of the NW 1/4 of NW 1/4, Section 12, Lemond Township, Steele County, Minnesota.

**General Criteria for considering a Conditional Use Permit:**

- 1) The use will not create a burden on parks, schools, streets, public facilities or utilities:**  
The planning commission find the project has had no impact on parks, schools or utilities other than public roads. The road accesses onto County State Aid Highway 30 which is a 9 ton per axel weight limit road and is adequate to handle the expected traffic.
- 2) The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**  
The planning commission find the gravel pit has not affected the value of surrounding agricultural or residential land.
- 3) The appearance will not have an adverse effect on adjacent properties:**  
The planning commission find the appearance of the pit has not had an adverse effect on adjacent properties.
- 4) The use is related to the needs of the county and the existing land use:**  
The planning commission find the existing land use is an existing active mine. The proposed use shall be consistent with past mining operations.

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

The planning commission find gravel mining of aggregate material and the storage of aggregate material is consistent with the Zoning Ordinance.

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

The planning commission find the site accesses onto CSAH 30. There have been no reported issues with traffic from this site.

**7) Existing businesses will not be adversely affected because of curtailment of customer's trade:**

The planning commission find the operation does not affect nearby businesses.

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

The planning commission find:

**Access:** The existing access road is adequate.

**Drainage:** Drainage offsite is not an issue.

**Wetland:** No Wetlands have been identified in the areas to be mined.

**Planning Commission Recommendations:**

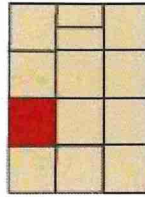
Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of CUP #290 with the following conditions.

(~~Strikethrough~~ is deleted, underlined is added.)

1. Mining is limited to an area of 27.15 acres as identified in the application.
2. Mining is limited to a bottom elevation of 1120 feet.
3. A stop sign shall be placed on the main access road to CSAH #30 and fold down "truck hauling" signs shall be placed along CSAH #30. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
4. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
5. Trucks shall not track material from the pit onto the public road.
6. Trucks hauling material to and from this site shall not use "jake brakes.
7. Hours of operation shall be from 6:00 a.m. to 7:00 p.m. Monday thru Saturday.
8. A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property lines, and road right-of-ways. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10. Storage pile of recyclable aggregate materials shall not exceed 20,000 cubic yards.
11. The applicant shall follow their submitted reclamation plan. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
12. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
13. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.

14. The operator is responsible to initiate renewal proceedings on or before January 1, ~~2023~~ 2028 or this permit becomes invalid. At that time the operator shall provide a detailed site plan showing all reclaimed areas and areas of active mining.

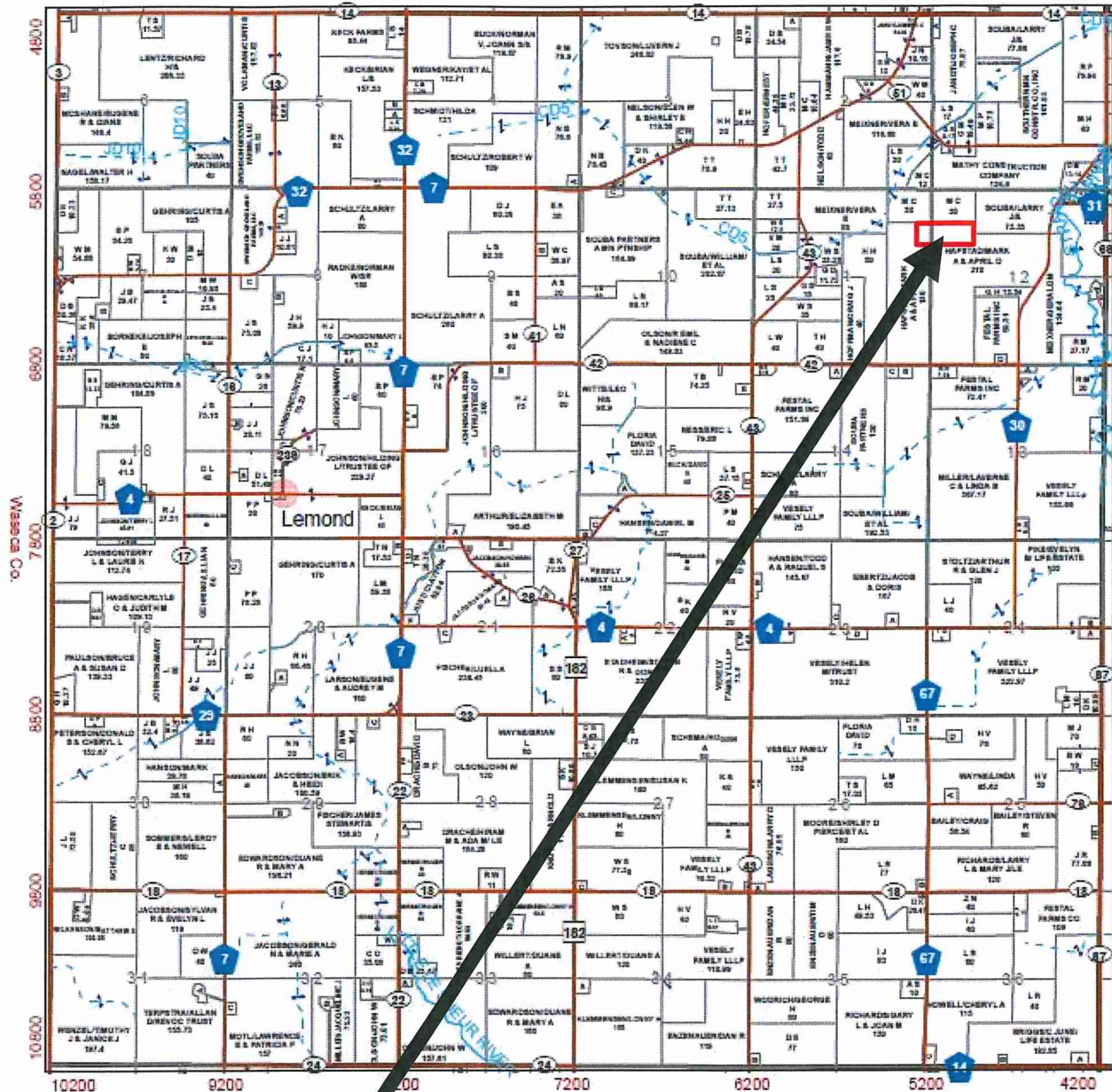
# Lemond



T.106N. - R.21W.



See Page 18



Review of CUP 290 (Hafstad Pit)



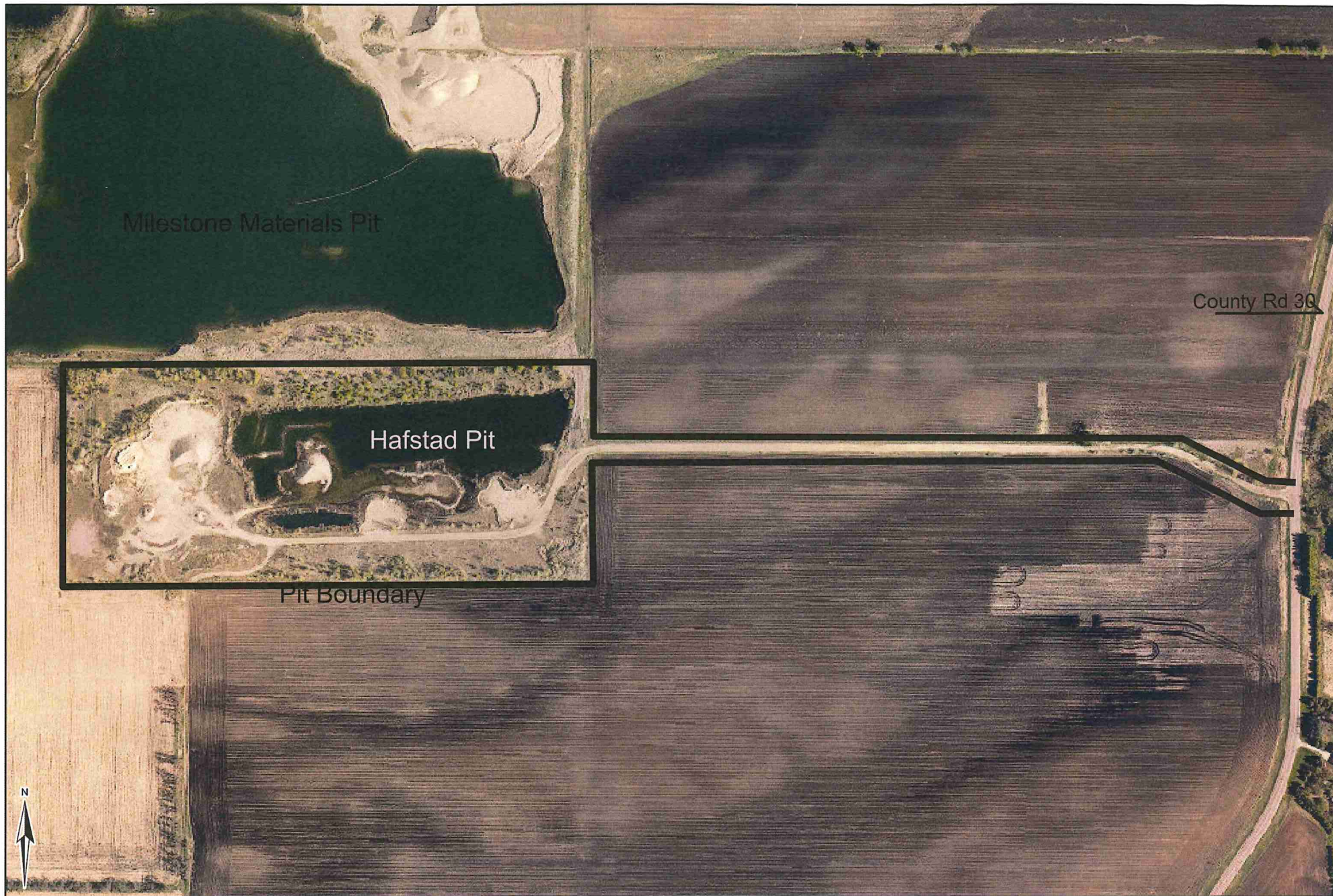
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## Hafstad Pit (2022)

November 18, 2022





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## Hafstad Pit (2019)

November 18, 2022



**Staff Report**  
for  
**2022 Review of Conditional Use Permit #290**  
**James Brothers Construction - Hafstad Pit**

**Operator:** James Brothers Construction Inc.

**Owner(s):** Mark and April Hafstad

**Property Address:** 5960 43<sup>rd</sup> Ave. SW  
Owatonna, MN 55060

**Project Location:** The SE 1/4 of the NE 1/4, and the S 1/4 of the NE 1/4 of the NE 1/4, Section 11, Lemond Township, and SW 1/4 of the NW 1/4, and the S 1/4 of the NW 1/4 of NW 1/4, Section 12, Lemond Township, Steele County, Minnesota.

**Zoning District:** Agricultural District

**Permitted Uses:** Gravel Mining, Crushing, Screening of aggregate material, Stockpiling of Recyclable Aggregate Materials, and the Stockpiling of Aggregate Material.

**Permit History:** 2002: Issued to SMC  
2007: Reviewed.  
2013: Reviewed.  
2017: Reviewed.  
2021: Transferred to James Brothers Construction Inc.

**Conditions:**

1. Mining is limited to an area of 27.15 acres as identified in the application.
2. Mining is limited to a bottom elevation of 1120 feet.
3. A stop sign shall be placed on the main access road to CSAH #30 and fold down "truck hauling" signs shall be placed along CSAH #30. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
4. The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
5. Trucks shall not track material from the pit onto the public road.
6. Trucks hauling material to and from this site shall not use "jake brakes.
7. Hours of operation shall be from 6:00 a.m. to 7:00 p.m. Monday thru Saturday.
8. A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property lines, and road right-of-ways. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
9. Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
10. Storage pile of recyclable aggregate materials shall not exceed 20,000 cubic yards.
11. The applicant shall follow their submitted reclamation plan. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
12. This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.

13. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
14. The operator is responsible to initiate renewal proceedings on or before January 1, 2023 or this permit becomes invalid. At that time the operator shall provide a detailed site plan showing all reclaimed areas and areas of active mining.

**Total Area:** 30 acres  
**Minable Acres:** 27 acres  
**Active Areas:** 15 acres  
**Reclaimed Areas:** 6 acres

**Natural Elev:** 1160 to 1170 feet ft.  
**Permitted Elev:** 1120 feet  
**Mining Elev:** 1120

**Material Removed:** Gravel tax was paid for the following amounts in the past 5 years.

2021 – 18,797 yds *- check*  
2020 – 4,171 yds  
2019 – 9,981 yds  
2018 – 6,422 yds  
2017 – 3,263 yds

**Recyclable Amt:** None.

**Road Access:** County Road #30 (hard surface) *- 9+00'*

**Other Permits:** NPDES – General Permit MNG490076  
DNR Water Appropriation - None

**Comments:** Mining is progressing as planned. No recyclable stockpiles onsite. No concerns or complaints have been expressed about this site.

**General Criteria for Issuing a Conditional Use Permit:**

- a) **Burden on Existing Public Facilities and Utilities:**  
The operation of the pit has not caused a burden on public facilities and utilities. Access to and from this pit is onto County State Aid Highway #30 which has a 9 ton per axel weight limit. There have been no reported issues concerning truck traffic from this pit.
- b) **Compatible, Separated, or Screened from Adjacent Agricultural or Residential Properties:**  
A limit on hours of operation have been imposed to mitigate noise on neighboring residential properties. There have been no reported issues from neighboring residential properties concerning this pit.
- c) **The Structures and Site shall have an Appearance that will not have an Adverse Effect on Adjacent Properties:**  
The appearance is similar to other gravel pits in the area. No recyclable concrete is stockpiled on the property at this time. There is no junk or other debris in the pit.
- d) **Relationship of Proposed Project to Existing Land Use:**  
The existing land use is an existing permitted gravel pit and farmland. Reclamation is proceeding as the mining progresses to the west.

e) **Consistency with Zoning Ordinance and Zoning District:**

Gravel mining, crushing and the processing of aggregate materials is consistent with the Zoning Ordinance if approved as an Interim Use.

f) **Creation of Traffic Hazards or Congestion:**

There have been no reported issues with truck traffic from this pit.

g) **Nuisance Effects on Nearby Business:**

There are no permitted businesses in the vicinity of the site except other permitted aggregate pits.

h) **Adequacy of Utilities, Access Roads, Drainage and Other Facilities:**

The site will use no utilities. The access road is gated as required. Drainage flows into the pit.

**Condition**

Extending the permit out another 5 years.

**Considerations:**

14. The operator is responsible to initiate renewal proceedings on or before January 1, ~~2023~~ 2028 or this permit becomes invalid. At that time the operator shall provide a detailed site plan showing all reclaimed areas and areas of active mining.

**CONDITIONAL USE PERMIT****PERMIT#** 290  
**Renew**

|            |                             |                |                      |
|------------|-----------------------------|----------------|----------------------|
| PARCEL #:  | 06-011-1102                 |                |                      |
|            | 06-011-1200                 |                |                      |
|            | 06-012-4300                 | HEARING DATE:  | 12/05/22             |
| DISTRICT:  | Agricultural                | DECISION DATE: | 12/13/22             |
| APPLICANT: | James Bros Contruction Inc. | LANDOWNER:     | Mark & April Hafstad |
| ADDRESS:   | PO Box 59                   | ADDRESS:       | 5150 SW 68th St      |
|            | Elysian, MN 56028           |                | Owatonna, MN 55060   |

**LEGAL DESCRIPTION OF PROPERTY:**

The SE 1/4 of the NE 1/4, and the S 1/4 of the NE 1/4, NE 1/4, Section 11, T 106 N, R 21 W, Steele County MN;  
and the S 1/4 of the NW 1/4 of NW 1/4 and SW 1/4 of the NW 1/4, Section 12, T 106 N, R 21 W, Steele County, MN.

**REFERENCE ORDINANCE FOR CUP:**

Section 1524.02 of the Steele County Zoning Ordinance requires a Conditional Use Permit for Excavations.

**PROPOSED USE(S):**

Mining of Sand and Gravel, Crushing, Screening, Wash Plant, Stockpile of Aggregate Materials, and Stockpile of Recyclable Aggregate Materials.

**DECISION OF BOARD OF COMMISSIONERS**Deny ☐Approve ☒

with 14 conditions.

Facts supporting this decision are hereby certified to be the Findings of the Steele County Board of Commissioners.

---

Chair, Steele County Board of Commissioners

---

Date

## CONDITIONAL USE PERMIT

PERMIT# 290  
Renew

### Conditions

- 1 Mining is limited to an area of 27.15 acres as identified in the application.
- 2 Mining is limited to a bottom elevation of 1120 feet.
- 3 A stop sign shall be placed on the main access road to CSAH #30 and fold down "truck hauling" signs shall be placed along CSAH #30. The size and placement of these signs shall be at the direction of the Steele County Highway Department.
- 4 The access road to the site shall be gated with the gate installed so that it does not swing into the road right-of-way.
- 5 Trucks shall not track material from the pit onto the public road.
- 6 Trucks hauling material to and from this site shall not use "jake brakes."
- 7 Hours of operation shall be from 6:00 a.m. to 7:00 p.m. Monday thru Saturday.
- 8 A 20 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property lines, and road right-of-ways. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
- 9 Operator is responsible to maintain dust control in the pit, on the access road, and on the public roads during hauling operations.
- 10 Storage pile of recyclable aggregate materials shall not exceed 60,000 cubic yards.
- 11 The applicant shall follow their submitted reclamation plan. Final reclamation shall be completed in phases that have been inactive for greater than five years. Final reclamation shall include grading slopes to a 4:1 slope or greater, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
- 12 This permit remains valid during times when the owner/operator is current on all tax obligations owed to Steele County. If notified by the Auditor of a delinquency, the owner/operator is required to pay the tax or file an appropriate challenge within 30 days or the permit is null and void.
- 13 Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
- 14 The operator is responsible to initiate renewal proceedings on or before January 1, 2028 or this permit becomes invalid. At that time the operator shall provide a detailed site plan showing all reclaimed areas and areas of active mining.

### CERTIFICATION

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

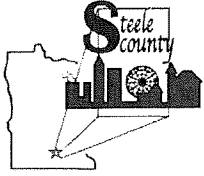
\_\_\_\_\_  
Steele County Auditor

\_\_\_\_\_  
Date

This document prepared by Steele County Planning and Zoning Director

\_\_\_\_\_  
Director, Steele County Planning & Zoning

\_\_\_\_\_  
Date



## Steele County Agenda Item

---

**Subject:** CUP #433 (Jenkins Boarding Kennel)

**Department:** Planning & Zoning

**Committee Meeting Date:** December 5, 2022

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

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

**Background (*Including Budget Impact*):**

This request is from Aaron and Melissa Jenkins to operate a dog boarding kennel for up to 20 dogs on their property located at 2465 Austin Road.

**Attachments:**

Findings of Fact

Location Map

Site Map(s)

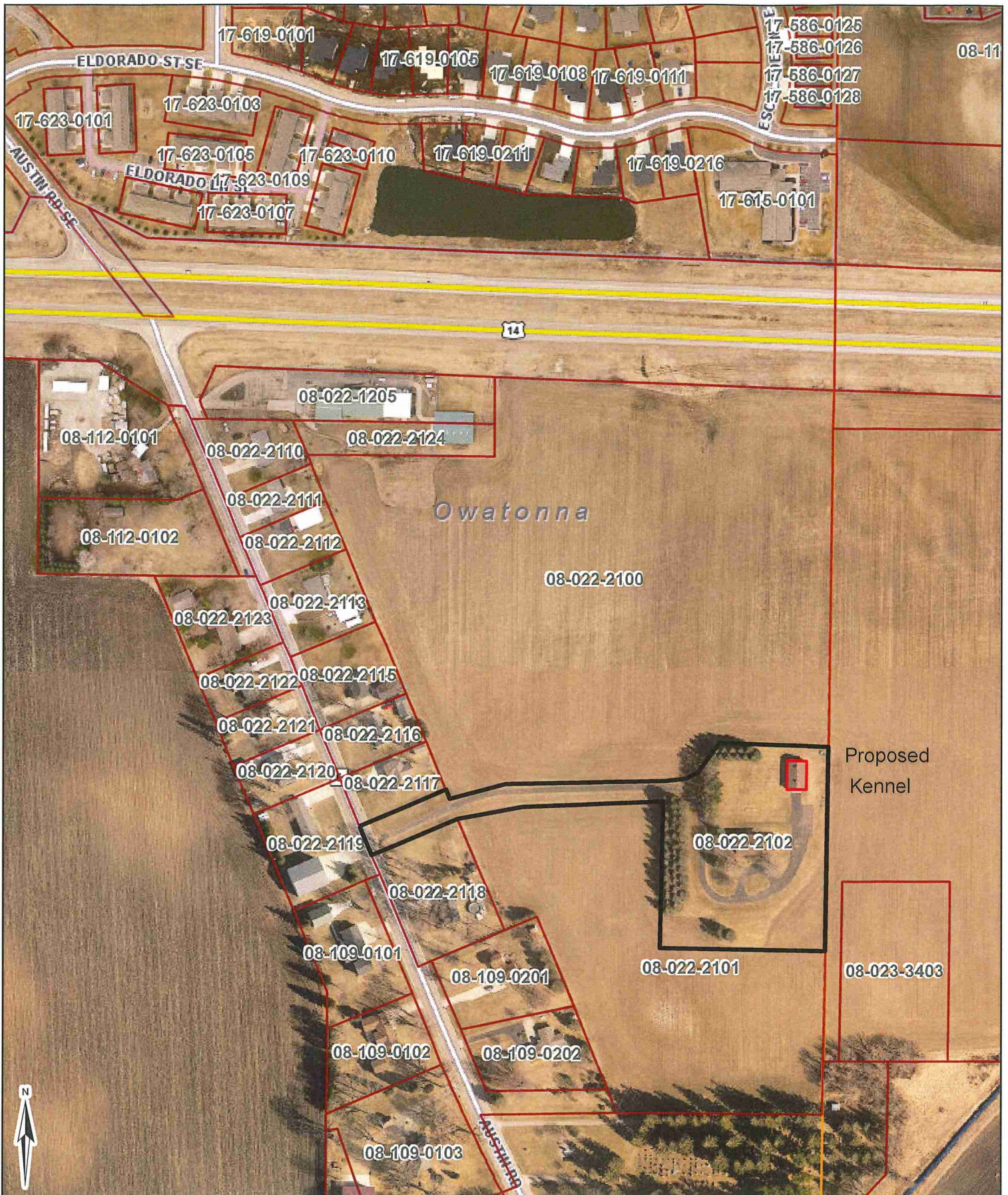
Staff Report

Draft Permit

A 4x4 grid with a 2x2 shaded square in the center.



2465 Austin Road



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

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## Jenkins Kennel

2475 Austin Road

November 18, 2022 93 of 110



**COUNTY OF STEELE  
FINDINGS OF FACT  
CONDITIONAL USE PERMIT #433**

---

**Applicant:**

Aaron and Melissa Jenkins

**Land Owner(s):**

Aaron and Melissa Jenkins

**Project Description:**

Dog Boarding Kennel for up to 12 dogs.

**Zoning District(s):**

Interim Agricultural

**Ordinance Section:**

Section 704.6 of the Steele County Zoning Ordinance allows kennels as a conditional use in the Ag. District. Section 804 lists all uses allowed through the issuance of a conditional use permit in the agricultural District shall also be allowed in the Interim Agricultural District with the exception of new or expanding feedlots.

**Property Address:**

2465 Austin Road  
Owatonna, MN 55060

**Project Site Legal Description:**

All that part of the SE 1/4 of Section 22-T107N-R20W, Steele County, Minnesota;  
described as follows:

Commencing at the northeast corner of said SE 1/4; thence South 01°02'28" West a distance of 670.59 feet, on the east line of said SE 1/4, on an assumed bearing, to the point of beginning;  
thence South 01°02'28" West a distance of 430.04 feet, on said east line to a point 1564.92 feet north of the southeast corner of said SE 1/4;  
thence North 88°53'42" West a distance of 348.15 feet;  
thence North 01°02'28" East a distance of 308.78 feet, on a line parallel with the east line of said SE 1/4;  
thence South 88°13'24" West a distance of 297.04 feet;  
thence South 79°52'28" West a distance of 139.24 feet, to a point 198.00 feet easterly of Austin Road;  
thence South 67°30'00" West a distance of 198.00 feet, to the centerline of Austin Road;  
thence North 22°30'00" West a distance of 66.00 feet, on the centerline of said road;  
thence North 67°30'00" East a distance of 198.00 feet;  
thence South 22°30'00" East a distance of 21.78 feet;  
thence North 75°08'45" East a distance of 118.86 feet;  
thence North 88°52'53" East a distance of 338.62 feet;  
thence North 84°51'21" East a distance of 42.86 feet;  
thence North 66°43'15" East a distance of 31.63 feet;  
thence North 36°03'04" East a distance of 77.19 feet;  
thence South 87°54'33" East a distance of 230.84 feet, to the point of beginning.

### **General Criteria for considering a Conditional Use Permit:**

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

The planning commission finds the proposal should not affect parks or schools. Electrical service is already provided to the site. Water is provided by a private well and sewage is treated by a private septic system.

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

The planning commission finds the proposal should have no effect on the agricultural land surrounding the site.

The nearest neighboring residences are located approximately 675 feet west of the kennel in the "Austin Road subdivision." Noise from barking dogs has the biggest potential to be of a concern to the nearest of these neighbors. The building is insulated which will minimize noise from dogs in the building. Dogs shall not be allowed outside between the hours of 7:00 PM to 8:00 AM. to minimize the potential of noise from barking dogs outside.

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

The planning commission finds the proposal utilizes an existing structure so the appearance will not be substantially different from the existing appearance and should not have any effect on adjacent properties.

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

The planning commission finds the proposal is to be located on an existing rural building site. The building official has viewed the structure and given the applicant a list of items needed to convert the building to a kennel.

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

**Zoning Ordinance:**

The planning commission finds kennels are allowed in the interim agricultural district as a conditional use.

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

The planning commission find the expected traffic to the site will not cause traffic hazards or congestions.

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

The planning commission finds the proposed use will not negatively affect nearby businesses.

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

The planning commission finds:

- **Access:** The current access onto Austin Road is adequate.
- **Drainage:** Drainage from the washing of kennels shall not flow onto neighboring property.
- **Water:** Water is provided by a private well.
- **Sewage:** Sewage is treated by a private septic system. Waste from the Dog Daycare will not go into the septic system.

### **Planning Commission Recommendations:**

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #433 with the following conditions.

1. This permit allows for the boarding of up to 20 dogs.
2. Dogs must be kept inside between the hours of 7:00 P.M. to 8:00 A.M.

3. All buildings shall meet building code for their intended use. Owner shall comply with any requirements that result from the change in use of the structure.
4. Solid dog waste shall be cleaned up and disposed of in and approved manner.
5. Wash water shall not drain onto neighboring properties.
6. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to the Department of Agriculture, Board of Animal Health, the Minnesota Pollution Control Agency, and the U.S. Environmental Protection Agency.

**Staff Report**  
for  
**Conditional Use Permit Application #433**  
**Jenkins – Dog Boarding Kennel**

**Applicant:**

Aaron and Melissa Jenkins

**Property Owner(s):**

Aaron and Melissa Jenkins

**Property Address:**

2465 Austin Road  
Owatonna, MN 55060

**Property Legal Description:**

All that part of the SE 1/4 of Section 22-T107N-R20W, Steele County, Minnesota;  
described as follows:

Commencing at the northeast corner of said SE 1/4; thence South 01°02'28" West a distance of 670.59 feet, on the east line of said SE 1/4, on an assumed bearing, to the point of beginning;  
thence South 01°02'28" West a distance of 430.04 feet, on said east line to a point 1564.92 feet north of the southeast corner of said SE 1/4;  
thence North 88°53'42" West a distance of 348.15 feet;  
thence North 01°02'28" East a distance of 308.78 feet, on a line parallel with the east line of said SE 1/4;  
thence South 88°13'24" West a distance of 297.04 feet;  
thence South 79°52'28" West a distance of 139.24 feet, to a point 198.00 feet easterly of Austin Road;  
thence South 67°30'00" West a distance of 198.00 feet, to the centerline of Austin Road;  
thence North 22°30'00" West a distance of 66.00 feet, on the centerline of said road;  
thence North 67°30'00" East a distance of 198.00 feet;  
thence South 22°30'00" East a distance of 21.78 feet;  
thence North 75°08'45" East a distance of 118.86 feet;  
thence North 88°52'53" East a distance of 338.62 feet;  
thence North 84°51'21" East a distance of 42.86 feet;  
thence North 66°43'15" East a distance of 31.63 feet;  
thence North 36°03'04" East a distance of 77.19 feet;  
thence South 87°54'33" East a distance of 230.84 feet, to the point of beginning.

**Project Description:**

The applicant requests to use an existing building on the property for a Dog Boarding Kennel for up to 12 dogs. The building is 36 feet by 60 feet in size and has been previously used for storage and stabling horses. The kennel will be staffed by family members and take dogs for overnight or extended stays.

**Zoning District:**

Interim Agricultural

**Reason for Conditional Use Permit Application:**

Section 704.6 of the Steele County Zoning Ordinance allows kennels as a conditional use in the Ag. District. Section 804 lists all uses allowed through the issuance of a conditional use permit in the Agricultural District shall also be allowed in the Interim Agricultural District with the exception of new or expanding feedlots.

### **General Criteria for Issuing Conditional Use Permit:**

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

The proposal should have no impact on parks, schools, or streets. Electricity is already provided to the site. The building site is serviced by a private well and septic although there are no bathroom facilities in the building that will house the kennel. Nor would Steele County require a bathroom for this type of use.

**2) The use is sufficiently compatible, separated, or screening from adjacent agricultural or residential land so that existing properties will not be depreciated in value:**

The property is located on a rural building site east of the "Austin Road" rural subdivision. The building site is immediately surrounded by agricultural land. The proposal should have no effect on this land.

The residential area of the "Austin Road" subdivision is located west of the site with the nearest houses approximately 675 feet from the kennel. A residential area is also located to the north of Highway 14 in Owatonna approximately 1200 feet away. Noise from barking dogs is the biggest potential effect that could be of concern to the nearest of these neighbors. The building itself is insulated which would minimize noise from dogs in the building. In previous permitting of kennels, we have put a limit on the hours that dogs may be outside to mitigate any potential effects from dogs barking outside. The last boarding kennels we permitted required the animals to be inside between the hours of 7:00 PM to 6:00 AM.

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

The applicant proposes to use an existing structure for the kennel. The building was built in 1979 presumably to house horses and appears similar to many rural storage buildings. Eventually there will be outdoor dog runs or exercise areas. These will be partially screened from the nearest neighboring residential areas by existing mature trees and the building itself.

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

The existing land use is rural building site. The Building Official has visited the site and given the applicant steps that need to be taken to convert the building over to a commercial boarding kennel.

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

The zoning ordinance allows kennels as a conditional use in the interim agricultural district.

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

Traffic would consist of vehicle traffic dropping or picking up dogs. Since it's a boarding facility, dogs would be on the premise for overnight and extended stays. The applicant expects approximately 20 extra vehicles per week as a result of the facility. The average single-family residence has 10 vehicle trips per day to and from the residence. The Steele County Highway engineer indicates the road is adequate to handle the traffic but business signage will not be allowed in the road right-of-way.

**7) Existing businesses will not be adversely affected because of curtailment of customers trade:**

The nearest business to the proposed site is Sette's Sports Center which is located 1000 feet northwest of the proposed site. This proposal is not expected to have any effect on this business.

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

**Access:** The current access onto Austin Road will be used.

**Drainage:** Drainage should not change from existing. The applicant is not proposing any floor drains in the building but rather indicates he will squeegee any water out the door when washing out kennels. The commission may want to consider a condition that prohibits wash water from inundating neighboring fields.

**Water:** Water is provided by a private well.

**Sewage:** No bathrooms are proposed for the building. Sewage for the house is treated by a newly installed private septic system.

**Staff Comments:**

If the Planning Commission recommends approval of this application, they may wish to consider the following conditions:

1. This permit allows for the boarding of up to 12 dogs.
2. Dogs must be kept inside between the hours of 7:00 P.M. to 6:00 A.M.
3. All buildings shall meet building code for their intended use. Owner shall comply with any requirements that result from the change in use of the structure.
4. Solid dog waste shall be cleaned up and disposed of in an approved manner.
5. Wash water shall not drain onto neighboring properties.
6. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to the Department of Agriculture, Board of Animal Health, the Minnesota Pollution Control Agency, and the U.S. Environmental Protection Agency.

**CONDITIONAL USE PERMIT****PERMIT# 433**

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PARCEL #: 08-022-2102 HEARING DATE: 12/05/22  
DISTRICT: Agricultural DECISION DATE: 12/13/22

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APPLICANT: Aaron & Melissa Jenkins LANDOWNER: Same  
ADDRESS: 2475 Austin Road ADDRESS: \_\_\_\_\_  
Owatonna, MN 55060 \_\_\_\_\_

**PROPERTY ADDRESS:**

2475 Austin Road  
Owatonna, MN 55060

**LEGAL DESCRIPTION OF PROPERTY:**

Exhibit A

**REFERENCE ORDINANCE FOR CUP:**

Section 704.6 and Section 804 of the Steele County Zoning Ordinance

**PROPOSED USE(S):**

Dog Boarding Kennel for up to 12 animals

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**DECISION OF BOARD OF COMMISSIONERS**

Deny ☐

Approve ☒ with 6 conditions.

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

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*Chair, Steele County Board of Commissioners*

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*Date*

**CONDITIONAL USE PERMIT****PERMIT# 433**

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**Conditions**

- 1 This permit allows for the boarding of up to 20 dogs.
- 2 Dogs must be kept inside between the hours of 7:00 P.M. to 8:00 A.M.
- 3 All buildings shall meet building code for their intended use. Owner shall comply with any requirements that result from the change in use of the structure.
- 4 Solid dog waste shall be cleaned up and disposed of in an approved manner.
- 5 Wash water shall not drain onto neighboring properties.
- 6 Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to the Department of Agriculture, Board of Animal Health, the Minnesota Pollution Control Agency, and the U.S. Environmental Protection Agency.

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**CERTIFICATION**

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

\_\_\_\_\_  
*Steele County Auditor*

\_\_\_\_\_  
*Date*

This document prepared by Steele County Planning and Zoning Director

\_\_\_\_\_  
*Director, Steele County Planning & Zoning*

\_\_\_\_\_  
*Date*



## Steele County Agenda Item

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**Subject: Hiring Process for Backfilling Vacant Positions**

**Department:** Human Resources

**Committee Meeting Date:** December 1, 2022

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☐ Yes ☐ No

**Resolution:** ☐ Yes ☐ No

**Policy Committee Recommendation:**

Committee recommends bringing the hiring process for Backfilling Vacant Positions to the Board

**Recommendation**

Change hiring process to skip policy committee step for budgeted, unchanged position backfills, based on successful 6-month trial period of this new process.

**Background (*Including Budget Impact*):**

Historically, all positions in the county not statutorily defined as “essential” have been required to go through a policy committee and then to the full Board for approval to backfill. The essential positions we have are Licensed Peace Officers and Correctional Officers/Line Staff. Therefore, the vast majority of the county’s positions are considered non-essential and required to follow this process. This required policy committee step adds additional weeks to the process of backfilling vacant positions.

We have completed the 6-month trial period where only new or unbudgeted positions were brought through policy committee and then to the full Board for approval. This trial period was successful in starting the recruitment process quicker; thereby backfilling vacant positions weeks sooner than before. Our recommendation is to make this change to our hiring process on a regular basis.



## Steele County Agenda Item

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**Subject:** Resolution - Purchase of land to become a State-owned Wildlife Management Area (WMA)

**Department:** Other

**Committee Meeting Date:** September 20, 2022

**Board Meeting Date:** October 25, 2022

**Consent Agenda:** x Yes No

**Resolution:** x Yes No

### **Policy Committee Recommendation:**

Committee recommends adopting Resolution for purchase of land to become State-owned Wildlife Management Area with the name of the land to include Medford and be listed in the Resolution.

### **Request:**

Authorize the Chair to sign the Resolution

Passed on October 25, 2022, the trust needs a signed Resolution by the County Chair

### **Background***(Including Budget Impact ):*

The Trust for Public Land intends to purchase a property in Steele County and then transfer ownership to the State to become part of the existing Faribault WMA unit. The property is in Medford Township. We have an executed option agreement in place with the landowner for the purchase of their property and plan to close on the property in December.

Some of the funding used to purchase the parcel comes from the Outdoor Heritage Fund (OHF), and another portion comes from Reinvest-in-Minnesota (RIM) matching funds. Because RIM funds are being used in conjunction with the OHF dollars County Board approval is required before we can acquire the property of wildlife management area lands, wildlife management area easements, scientific and natural areas, and any lands purchased with Reinvest in Minnesota (RIM) match funds (Minn. Stat., secs. 84.033, subd. 3; 84.944, subd. 3; and 97A.145, subd. 2).

Nick Bancks  
Project Manager | Trust for Public Land  
[nick.bancks@tpl.org](mailto:nick.bancks@tpl.org)

### **Attachments:**

See Attached presentation

**Resolution**  
**Steele County Board of County Commissioners**  
**Review of Proposed State Land Acquisition**

In accordance with Minnesota Statutes 97A.145, Subd. 2, the Commissioner of the Department of Natural Resources on October 25, 2022 provided the county board with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes.

Lands to be acquired are described as follows:

All that part of Section 4, Township 108 North, Range 20 West, described as follows:

Commencing at a railroad iron in center of highway know as Old Jefferson Highway, which point is 17 rods and 8 links West of Northeast Corner of Northwest Quarter of Northwest Quarter of said Section 4, thence running East 4227 feet to Northeast Corner of said Section 4, thence South along center of Public Highway running North and South along East line of said Section 4, 1320 feet to an iron pipe; thence West 4357 feet to an iron pope in center of said Old Jefferson Highway at a point 1320 feet South from a point of beginning, thence North along center of said Old Jefferson Highway to place of beginning, EXCEPTING: All that part thereof lying and being East of Straight River and EXCEPTING all that part thereof lying and being West of the Chicago, Rock Island and Pacific Railway Company. AND ALSO EXCEPT Railroad.

AND

All that part of the Southeast Quarter of the Northwest Quarter of Section 4 lying East of the land deeded to the Burlington, Cedar Rapids and Northern Railway company of Iowa (now known as the Union Pacific Railroad) as a right-of-way, as per deed recorded in said Register of Deed's Office of Steele County in book 52 of Deeds on Page 270, Section 4, Township 108 North, Range 20 West, Steele County, Minnesota.

AND

All that part of the Southwest Quarter of the Northeast Quarter of Section 4, lying West of the Straight River, Section 4, Township 108 North, Range 20 West, Steele County, Minnesota.

AND

All that part of the East Half (E1/2) of the Southwest Quarter (SW1/4) of Section 4 (4), Township One Hundred Eight (108) North, Range Twenty (20) West, Steele County, Minnesota, lying East of the right of way of the Chicago, Rock Island and Pacific Railway and lying North of the following described line:

Commencing at the Northwest (NW) corner of the West Quarter (W1/4) of the Southwest Quarter (SW1/4) of the Southeast Quarter (SE1/4) of Section Four (4), Township One Hundred Eight (108) North, Range Twenty (20) West, Steele County, Minnesota; thence South 00 degrees 43 minutes 38 seconds West a distance of 107 feet along the East line of the East Half (E1/2) of the Southwest Quarter (SW1/4) of said Section Four (4), to a point of the centerline of the Straight River, being the point of beginning of the line to be described; thence along the centerline of the said Straight River South 11 degrees 07 minutes 03 seconds West a distance of 434.94 feet; thence South 45 degrees 40 minutes 49 seconds West a distance of 115.19 feet; thence South 58 degrees 06 minutes 35 seconds West a distance of 160.54 feet; thence South 79 degrees 07 minutes 22 seconds West a distance of 105.81 feet; thence South 79 degrees 31 minutes 37 seconds West a distance of 162.57 feet; thence North 57 degrees 01 minutes 06 seconds West a distance of 152.45 feet; thence North 89 degrees 09 minutes 29 seconds West a distance of 442.24 feet to the easterly right of way line of the Union Pacific Railroad, and there terminating.

AND

All that part of the Northwest Quarter of the Southeast Quarter of Section 4, Township 108

North, Range 20 West, lying west of the Straight River.

The lands to be acquired will be called “Medford Wildlife Management Area” and a sign will be erected on site designating as such.

IT IS HEREBY RESOLVED, by the Board of County Commissioners of Steele County on \_\_\_\_\_ that the State’ s proposed acquisition of the attached described property be (approved) (disapproved).  
If applicable, reasons for disapproval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This resolution was presented by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and upon vote was duly adopted.

I, \_\_\_\_\_, County Auditor of the County of \_\_\_\_\_, State of Minnesota, certify that the foregoing resolution is a true and correct excerpt of the minutes of the Board of County Commissioners, County of \_\_\_\_\_, State of Minnesota held at \_\_\_\_\_, Minnesota, on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
County Auditor  
County of \_\_\_\_\_  
State of Minnesota



## Steele County Agenda Item

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**Subject:** 2023 Budget/Tax Levy Resolution

**Department:** Treasurer's Office/Finance

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

**Board Meeting Date:** December 13, 2022

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☒ Yes ☐ No

### **Policy Committee Recommendation:**

#### **Recommendation:**

Adopt resolution to set the 2023 levy at \$28,021,403 and budget of \$62,542,893

#### **Background (*Including Budget Impact*):**

Attached is the resolution to set the 2023 budget and tax levy. The tax levy is an increase of \$973,720 or 3.6% increase from the prior year's levy. The budget amounts to \$62,542,893 for 2023.

Major drivers of the increases include the following: increasing cyber security threats; rising costs in supplies, utilities and building materials; increases in personnel costs; and significant capital needs.

#### **Attachments:**

2023 Budget/Tax Levy

**RESOLUTION**  
**Steele County**  
**2023 Final Budget and Tax Levy**

**WHEREAS**, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy, and

**WHEREAS**, Minnesota Statutes 275.065 requires the County Board to conduct a public hearing prior to the adopting of its final property tax levy, and

**WHEREAS**, the budget requests, revenue projections, levy data and needs of Steele County have been duly considered, and

**NOW THEREFORE BE IT RESOLVED**, the Steele County Board of Commissioners approves the following 2023 tax levy totaling \$28,021,403. The 2023 tax levy and budget are detailed as follows:

|                                                        | <u>Tax Levy</u>             |           | <u>Budget</u>               |
|--------------------------------------------------------|-----------------------------|-----------|-----------------------------|
| General Government                                     | \$ 25,177,627               | \$        | 33,593,641                  |
| Road & Bridge                                          | 2,750,770                   |           | 19,003,210                  |
| Ditch Fund                                             | -                           |           | 300,000                     |
| Bixby Sewer District                                   | -                           |           | 16,844                      |
| Bonded Debt                                            | 1,863,533                   |           | 1,863,533                   |
| Capital Improvements                                   | 175,100                     |           | 4,973,100                   |
| Landfill                                               | -                           |           | 2,521,799                   |
| Clean Water Partnership                                | -                           |           | 45,466                      |
| Other Trust Funds                                      | -                           |           | 300                         |
|                                                        | <hr/>                       |           | <hr/>                       |
| SUBTOTAL                                               | 29,967,030                  |           | 62,317,893                  |
|                                                        | <hr/>                       |           | <hr/>                       |
| Public Library                                         | 225,000                     |           | 225,000                     |
|                                                        | <hr/>                       |           | <hr/>                       |
| (excluding cities of Owatonna<br>and Blooming Prairie) |                             |           |                             |
| TOTAL TAX LEVY                                         | 30,192,030                  |           |                             |
| Less: County Aid                                       | (2,170,627)                 | TOTAL     |                             |
|                                                        | <hr/>                       | CERTIFIED |                             |
| TOTAL CERTIFIED TAX LEVY                               | <u><u>\$ 28,021,403</u></u> | BUDGET    | <u><u>\$ 62,542,893</u></u> |

**BE IT FURTHER RESOLVED**, the Minnesota State Statutes allow less than 105% of the current principal and interest due, provided sufficient funds have been accumulated for the applicable debt payments and because sufficient funds are unavailable, the debt service levy will be increased as indicated in the table below:

|                                      | <u>Scheduled Levy</u> | <u>Proposed Levy</u> |
|--------------------------------------|-----------------------|----------------------|
| 2020A - G.O. CIP Bond                |                       |                      |
| Detention Center HVAC & LED Lighting | \$ 353,300            | \$ 370,965           |
| 2018A - G.O. CIP Bond                |                       |                      |
| Public Works Facility Construction   | 408,600               | 429,030              |
| 2015A - G.O. Refunding Bond          |                       |                      |
| Detention Center & Road Bonds        | <u>1,063,538</u>      | <u>1,063,538</u>     |
| Totals                               | <u>\$ 1,825,438</u>   | <u>\$ 1,863,533</u>  |

The above resolution was presented by Commissioner \_\_\_\_\_ who moved its adoption, duly seconded by Commissioner \_\_\_\_\_. Upon the vote being taken there were \_\_\_\_ Ayes, \_\_\_\_ Nays, and \_\_\_\_ absent and not voting.

STEELE COUNTY  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
James Brady, Chair

#### CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the Steele County Board of Commissioners on the 13th day of December 2022.

\_\_\_\_\_  
Laura Ihrke, Steele County Auditor



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

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

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

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**Attendees:** Commissioner Glynn, Commissioner Krueger, Finance Director Cathy Piepho, Auditor Laura Ihrke, Sheriff Lon Thiele, Human Resource Director Julie Johnson, and Administrator Scott Golberg.

**Consent Agenda**

1. Committee recommends accepting the 2022 Election Security Grant Agreement

**General Agenda**

1. Committee recommends bringing the Coroner Services Agreement to the Board
2. Committee recommends bringing the SCIDU position to the Board
3. Committee recommends bringing the hiring process for Backfilling Vacant Positions to the Board
4. Committee recommends adopting Resolution for purchase of land to become State-owned Wildlife Management Area with the name of the land to include Medford and be listed in the Resolution.

**Information**

Sergeant Ben Johnson with OPD, Commander of the SCIDU task force spoke to the committee about what is happening in our community and how this affects the citizens of Steele County in regard to drug investigation including information regarding sentencing guidelines and how they have changed over the years. The position the Sheriff Thiele is looking at filling would add one person to work with SCIDU vs subsidizing the position.

Finance Director gave an update on the 3<sup>rd</sup> quarter finances. Update to move to Board meeting on Dec 13<sup>th</sup>.

No Department Head reports were given.



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

*Steele County's Mission:*  
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**Thursday, December 8, 2022 at 8:00 a.m. – Public Works Conference Room**

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

**Consent:**

1. Committee recommends adopting the following Speed Study Resolutions:
  - a. Speed Study CSAH 12 (4<sup>th</sup> Street NE to CSAH 1)
  - b. Speed Study CSAH 12 (CSAH 23 to 3<sup>rd</sup> Street NW)
  - c. Speed Study CSAH 45 (CSAH 9-NW 21<sup>st</sup> Avenue to 5<sup>th</sup> Avenue SE)
  - d. Speed Study CSAH 45 (2<sup>nd</sup> Avenue NW TO CSAH 49)
2. Committee recommends Authorizing the Disposition of a Plow Truck via Online Auction Service.
3. Committee recommends renewing the Body Art Establishment License for Irish Eyes Studio.

**Information:**

**Landfill Demolition Rate Discussion:** Due to the planned eastern landfill expansion project, demolition waste and mixed solid waste are now being disposed of in the same fill area, where they were previously disposed of in two different cells. Since the cost of disposal for both waste is now the same, rates for demolition waste will have to be adjusted to reflect this in 2023.

**Department Head Reports**

**Four Seasons:** Very busy. Already have had two tournaments and there are several games going each week.

**Administration:** Need to look at long range planning for the Landfill area.

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

1. One Township Bridge (box culvert) has been completed with the others to be completed next year.
2. Redesignation of CSAH mileage will be coming.