



STEELE COUNTY BOARD AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

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

TUESDAY, JANUARY 24, 2023 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

4. City of Owatonna – Public Hearing CUP-3 (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 January 3, 2023 Board Minutes (pg. 7)
6. Approve Bills and Journal Entries (pg. 12)
7. Approve Personnel Report (pg. 89)
8. Approve 2023 Mileage Rate at 65.5 cents per IRS guidelines beginning Jan.1, 2023 (pg.90)

9. Approve March Employee Blood drive (pg. 91)
10. Adopt Resolution for CSAH 49 Revocation of County State Aid highway 49 from CSAH 45 to NW 81st St. (pg. 92)
11. Adopt Resolution for CSAH 49 Designation of County State Aid Highway 49 from CSAH 45 to NW 21st Ave (pg. 95)
12. Approve CSAH 49 Readdressing NW 21st Ave (pg. 95)
13. Adopt Resolution Revoking a Segment of County State Aid Highway 11 (pg. 100)
14. Adopt Resolution for CSAH 34(from CSAH 8 to CSAH 9)to Renumber to CSAH 77(pg.103)
15. Approve the renewal lease of farmland adjacent to the Public Works Facility (pg. 106)
16. Adopt Resolution approving MnDOT DCP Agreement and authorize the Chair and Administrator to execute the agreement (pg. 109)
17. Approve the Landfill Equipment Purchase of a Caterpillar D6 Dozer in the amount of \$612,099.86, and a Caterpillar 963 Tracked Loader in the amount of \$442,590.65 (pg. 124)
18. Adopt Resolution approving Final Payment for Contract No. 223011; SAP 074-030-011 to River City Electric in the amount of \$3,904.28. (pg. 131)
19. Approve Renewal of the Commercial Lease Agreement with Strohschein as a one-year contract with a month to month after the year is complete (pg. 133)
20. Approve letter of support for Olmsted Co. Materials Recovery Facilities and Authorize the Chair to sign. (pg. 138)
21. Approve Renewal of online learning contract for Fred Pryor Learning Seminars in an amount not to exceed \$3,980.00 from the Compliance Fund (pg. 141)
22. Approve continuation of the US Hwy 14 Partnership Membership in the amount of \$250.00 for 2023. (pg. 144)

General

23. January Anniversary Report (pg. 147)
24. Health Insurance Renewal Rates - 2023 (pg. 148)
25. Pay Equity Report Approval - 2023 (pg. 150)

County Board Work Session – January 24, 2023

26. Recycling Contract (pg. 151)

Public Safety & Health Committee – January 11, 2023

- 27. Approve Minnesota Department of Health (MDH) Infrastructure Grant Cooperative Agreement for 2022-2023 and Authorize the Chair to sign (pg. 153)
- 28. Adopt Community Supervision Workgroup (CSWG) Resolution (pg. 158)

Public Works Committee- January 12, 2023

- 29. Request for Variance – CSAH 45: Block 300 Owatonna, LLC Accesses (pg. 164)

Information Items

- 30. Public Safety & Health Committee Minutes – January 11, 2023 (pg. 162)
- 31. Public Works Committee Minutes – January 12, 2023 (pg. 172)
- 32. Land Use & Records Committee Minutes – January 17, 2023 (pg. 174)

Presentations:

- 33. Alliance for Greater Equity (AGE) - “DEI: More than Buzzwords.” (pg. 176)
Brian Coleman, Chair
Rebecca Moore, Vice Chair

Commissioner Reports:

Next Meeting Notices:

Property & Maintenance Committee – **Thursday, February 2nd at 8 a.m., Boardroom**

Internal Central Services – **Thursday, February 2nd at 9 a.m., Boardroom**

Public Safety & Health Committee - **Wednesday, February 8th at 8 a.m., Boardroom**

Public Works Committee – **Thursday, February 9th at 8:00 a.m., Public Works Facility**

County Board Work Session – **Tuesday, February 14th at 4:00 p.m., Boardroom**

County Board Meeting – **Tuesday, February 14th at 5:00 p.m., Boardroom**

Closed Session: Per Minn. Stat. §13D.05, Subd. 3 to evaluate the performance of an individual who is subject to its authority – Scott Golberg, County Administrator.

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.

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION FOR A CONDITIONAL USE UNDER THE "OWATONNA ZONING ORDINANCE", IN THE CITY OF OWATONNA.

WHEREAS, an applicant requesting a Conditional Use Permit under the "Owatonna Zoning Ordinance" has been duly filed with the City Zoning Administrator, which application requests the following:

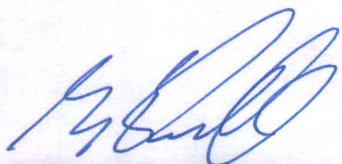
Conditional Use No. CUP-3 by Quenton Scherer, Metro Equity LLC, a request to construct a 1500 square foot addition to the south side of the existing building for a drive thru sandwich shop on the subject property. Ordinance 827, Section IV: B permits drive thru restaurants with a conditional use permit.

ADDRESS: 1045 Frontage Road West

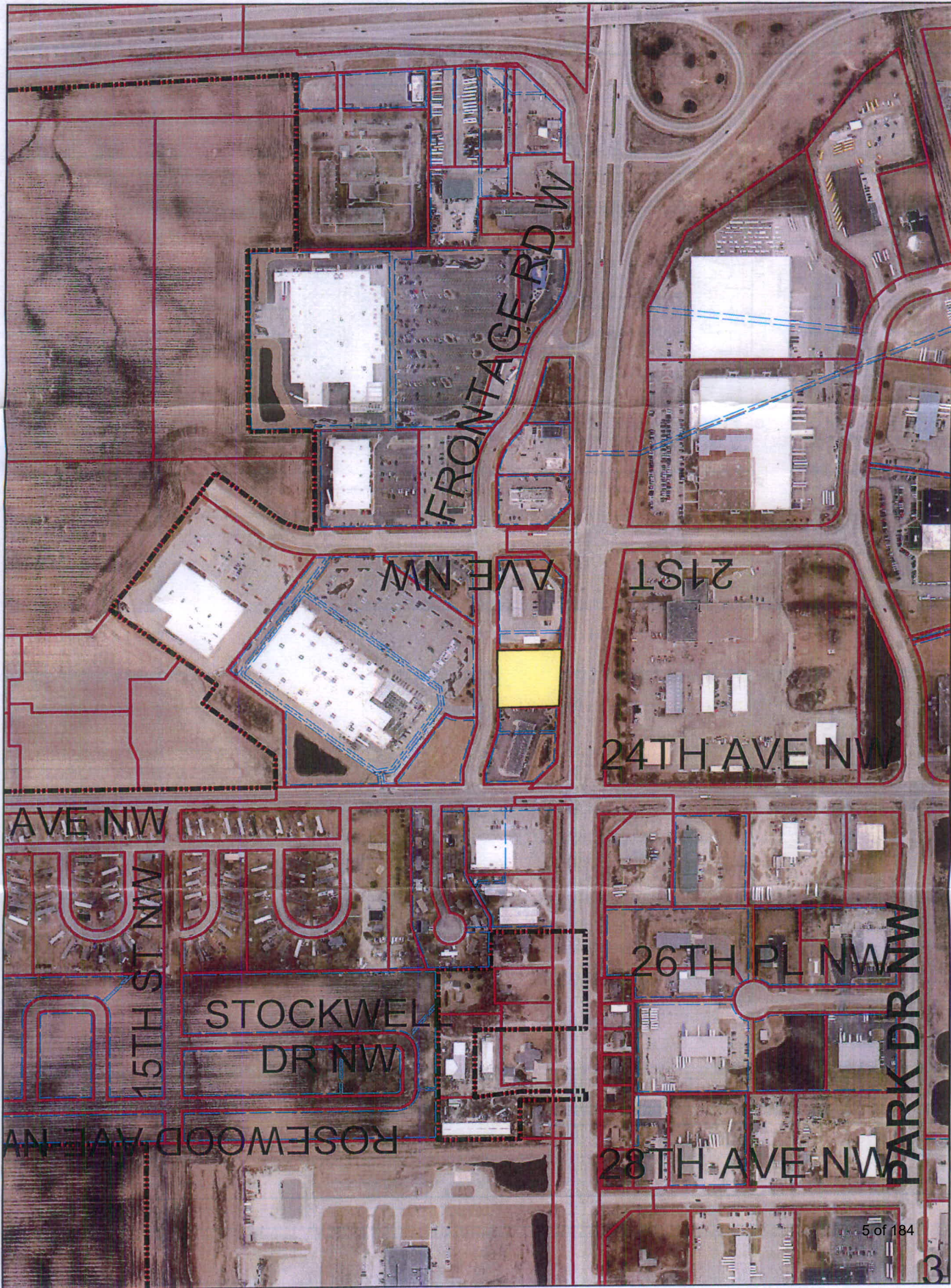
WHEREAS, a public hearing on said application is required before said application can be considered.

NOW THEREFORE, NOTICE IS HEREBY GIVEN THAT a public hearing on said proposed conditional use will be held by and before the Planning Commission of the City of Owatonna in the Council Chambers of the City Administration Building on the **10TH DAY OF JANUARY, 2023 AT 5:30 P.M.**, and any and all persons interested in such changes may be heard at said time and place as provided by the "Owatonna Zoning Ordinance".

Respectfully,



Greg Kruschke, AICP
Community Development Manager
City Administration Building
Owatonna, MN 55060
PHONE: 507-774-7317
EMAIL: greg.kruschke@ci.owatonna.mn.us



CUP-3 Jersey Mike's Drive Thru CUP
1045 Frontage Road West



1:6,000

Date: 12/20/2022

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 3, 2023

STATE OF MINNESOTA)
COUNTY OF STEELE) ss

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on January 3, 2023 with Commissioner's Gnemi, Krueger, Glynn, Brady and Abbe present. Also present were County Treasurer Cathy Piepho, IT Director Dave Purscell, County Assessor Tom Reineke, County Sheriff Lon Thiele, County Administrator Scott Golberg and County Auditor Brenda Blood.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the December 27, 2022 Meeting Minutes. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the December 27, 2022 Work Session Minutes. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to adjourn Sine Die at 5:04 p.m.
Ayes all.

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 3, 2023

STATE OF MINNESOTA)) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:04 p.m. on January 3, 2023 with Commissioner's Gnemi, Krueger, Glynn, Brady and Abbe present. Also present were County Treasurer Cathy Piepho, IT Director Dave Purscell, County Assessor Tom Reineke, County Sheriff Lon Thiele, County Administrator Scott Golberg and County Auditor Brenda Blood.

The Board was called to Order by the County Auditor who called for nominations for Chairman for 2023.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to nominate Commissioner Greg Krueger.

Upon the vote being taken, Commissioner Krueger was unanimously elected Chairman for 2023. Commissioner Krueger then took the Chair.

The Chairman then called for nominations for Vice-Chairman for 2023.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to nominate Commissioner Jim Abbe as Vice Chairman for 2023.

Upon the vote being taken, Commissioner Abbe was unanimously elected Vice Chairman for 2023.

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

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adopt the Rules of Order for 2023 as presented. Ayes all.

Correspondence – appreciation letter from the Steele County Historical Society.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve the following Consent Agenda items. Ayes all.

- A. Approve Bills
- B. Approve 2023 Board Meeting Schedule
- C. Approve the following **Resolution**:

RESOLUTION DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY AND TRANSPORTATION PROJECT BIDS 2023

NOW, THEREFORE, BE IT RESOLVED, that www.steelecountymn.gov will be and hereby is designated the official website to publish the proceedings of the County Board, ordinances, official notices, real estate delinquent tax lists, County Board of Equalization, financial statements, and all other notices to be posted by Steele County.

BE IT FURTHER RESOLVED, that www.steelecountymn.gov will be and hereby is designated as the official website for publication of Steele County transportation projects, as provided for in Minn. Stat. §331A.12.

This resolution shall become effective upon its passage and publication in the official newspaper for Steele County.

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.

- D. Appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2023. Ayes all.
- E. Approve the 2023 AMC Policy Committee Appointments as follows: Commissioner Glynn-Environmental & Natural Resources, Commissioner Abbe-General Government, Commissioner Krueger-Health & Human Services, Commissioner Gnemi-Public Safety and Commissioner Brady-Transportation & Infrastructure.
- F. Approve travel and training for officers and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personnel /Rules and Policies
- G. Approve the expense reimbursement for registration, travel, lodging and meal expense for Commissioners and staff to attend AMC & NACO meetings
- H. Approve the following **Resolution**:

RESOLUTION

Authorizing Auditor & Treasurer to Process Auditor's Warrants

Be it Resolved, that the County Auditor or designee & County Treasurer or designee are hereby authorized to process payments by Auditor's Warrants, for which the precise amount is fixed by law, which include fees, utility bills, salaries, highway department fuel bills, freight, witness expenses, vehicle registration/tabs, telephone, postage and sheriff's paper service to other counties. Necessary expenses include prepayment of expenses for seminars and other county business trips. Further to authorize payment to contractors for work and material in place on the job as certified by the Engineer or Architect except that the final payment on any project be approved by Board action; to authorize payments for bonds and interest payments for the bonded debt fund and for investments; to authorize payments for purchases made by the County Board wherein an amount has been set and entered in the Board minutes; to authorize payment of emergency welfare funds and Social Service funds as an emergency issuance procedure, as prescribed by state and federal law and claims that are due and would incur interest and penalties. A listing of bills paid will be provided to the County Board for their review.

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.

- I. Approve the following **Resolution**:

RESOLUTION

Resolution designating a depository for the County of Steele and persons authorized to sign orders thereon.

BE IT RESOLVED by the Board of Commissioners of Steele County Minnesota, that "UBS Financial Services, LLC.," be and hereby is designated as depository for deposits and safekeeping of said County for such amounts as may be deposited herein.

BE IT FURTHER RESOLVED that orders of the County of Steele drawn on said UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Catherine Piepho, Treasurer of Steele County; and by two if signed by Brenda Blood, Steele County Chief Deputy Auditor, and Madison Melcher, Steele County Financial Specialist.

BE IT FURTHER RESOLVED that orders to purchase, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Catherine Piepho, Steele County Treasurer.

NOW, THEREFORE, BE IT RESOLVED that all transfers of funds or investment securities to and from any Steele County accounts on behalf of Steele County as directed to UBS Financial Services LLC may only be made to another depository or account of Steele County in the name of Steele County.

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.

J. Approve the following **Resolution**:

Resolution to Authorize Personnel to Process EFT Transactions

WHEREAS, Steele County will electronically transfer funds and establish appropriate internal controls to ensure compliance with Minnesota law. Therefore, electronic fund transfers will be made for the following types of transactions: claim for payment from an imprest payroll bank account or investment of excess money; payment of tax or aid anticipation certificates; payment of contributions to a pension or retirement fund; vendor payments; and payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Catherine Piepho, County Treasurer/Finance Director; Madison Melcher, Financial Specialist; Jonathan Walstrom, Financial Analyst; Barb Osmon, Financial Specialist; Karen Winter, Property Tax Specialist; Susan Bendorf, Accounting Technician; and Jordynn Finer, Human Resources Generalist.

BE IT FURTHER RESOLVED, that the Treasurer/Finance Director shall establish internal controls to ensure compliance with Minn. Stat. §471.38, subd. 3 & 3a, to include without limitation, annually providing a certified copy of the delegation of authority to the disbursing bank(s), certifying to the Banks of Steele County the names and signatures of the persons named above and such certifying officer from time to time, hereafter, upon a change in the facts so certified, and immediately certifying to the Banks the names and signatures of the persons then authorized to sign or to act.

BE IT FURTHER RESOLVED, a listing of electronic funds transfers transactions will be submitted to the Board at every Board meeting.

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.

K. Set the date for the Board of Equalization Meeting as June 13, 2023 at 7:00 p.m.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to approve the 2023 Board Committee Appointments. Ayes all.

Commissioner Brady offered the following **Resolution**, seconded by Commissioner Glynn:

Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2023

WHEREAS, Minnesota Stat. §375.47, Subd. 1, allows the County Board of Commissioners to set per diem payments for members of boards or agencies authorized by statute, and members of advisory boards or committee, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members;

NOW, THEREFORE, BE IT RESOLVED that the per diem amount be \$65.00 when members are attending a meeting on behalf of the Steele County Board of Commissioners.

BE IT FURTHER RESOLVED that the members may receive a mileage reimbursement equivalent to that adopted by the Steele County Board of Commissioners.

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

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the Organizational Structure as recommended by the Board in the Strategic Planning Session on December 8, 2022. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to approve the Committee Structure as recommended by the Board in the Strategic Planning Session on December 8, 2022. Ayes all.

Commissioner Glynn offered the following **Resolution**, seconded by Commissioner Brady:

RESOLUTION

Delegation of Duties

WHEREAS, Steele County maintains its payroll system in order to compensate County employees and officials for their services. These payments include the salary and per diem payments approved by the Steele County Board of Commissioners by annual resolution, pursuant to Minn. Stat. §375.055, subd. 1(a); and

WHEREAS, it is advisable and prudent for the Board of Commissioners to delegate the review and approval of Steele County Board of Commissioner salary and per diem payments to the Steele County Auditor and Finance Director or their designee, pursuant to Minn. Stat. §375.18, subd. 1b; and

WHEREAS the Steele County Auditor and Finance Director has the internal accounting and administrative control procedures to ensure the proper disbursement of public funds, including the obligation to issue salary and per diem payments based solely on the annual resolution adopted by the Steele County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes the Steele County Auditor and Finance Director or designee to approve the payment of the County payroll, including approved Commissioner salary and per diem payments made pursuant to Minnesota law and the annual resolution approving certain meetings for per diem payments for the year of 2023.

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

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to award the publication of the Financial Statement for 2022, Commissioner proceedings for 2023, Delinquent Tax List for 2022 and all other legal publications as required to the Owatonna People's Press. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Abbe to award the 2nd Publication of the 2022 Financial Statement to another paper located in the County to the Steele County Times. Ayes all.

Commissioner Reports:

Commissioner Brady – No report.

Commissioner Glynn reported on this attendance at Internal Central Services and Retirement Party for Laura Ihrke.

Commissioner Gnemi reported on his attendance at a Drug Court meeting, Oath of Office and Retirement Party for Laura Ihrke.

Commissioner Abbe reported on his attendance at Retirement Party for Laura Ihrke.

Commissioner Krueger reported on his attendance at Internal Central Services, Criminal Justice meeting and Retirement Party for Laura Ihrke.

LISTING OF BILLS
01/03/2023

Minnesota Counties Computer Coop	7,314.72
10 Payments less than 2,000	<u>4,882.12</u>
Total:	12,196.84

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 5:27 p.m. Ayes all.

ATTEST: _____
AUDITOR

CHAIRMAN

DRAFT

SBENDORF

1/19/23

1:03PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

1/19/23 1:03PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	51300 Metro Sales Inc					
12	10-301-000-0000-6301	92.79	Base usage 1/1 - 03/28/23	INV2191189	Equip/Software Maint	N
	51300 Metro Sales Inc	92.79	1 Transactions			
	65100 Paape Companies Inc					
18	10-301-000-0000-6512	1,315.50	3rd qtr serv contract Jan-Mar	108514	Bldg Repair & Maintenance	N
	65100 Paape Companies Inc	1,315.50	1 Transactions			
	68420 Plunkett's Pest Control, Inc.					
19	10-301-000-0000-6512	105.40	January pest control	7869653	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.	105.40	1 Transactions			
301	DEPT Total:	1,513.69	Administration	3 Vendors	3 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	3738 Arrow Ace Hardware					
1	10-302-000-0000-6534	695.76	Rural mailboxes	270880/2	Supplies - Signing	N
	3738 Arrow Ace Hardware	695.76	1 Transactions			
	5010 Loken Excavating & Drainage					
11	10-302-000-0000-6523	4,913.32	818.90 ton of washed sand	132297	Supplies - Road Salt & Sand	N
	5010 Loken Excavating & Drainage	4,913.32	1 Transactions			
302	DEPT Total:	5,609.08	Road & Bridge Maintenance Expense	2 Vendors	2 Transactions	
304	DEPT		Equipment Maintenance & Shops			
	10150 Carquest Auto Parts					
2	10-304-000-0000-6520	528.66	Battery, unit#2063	450859	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520	120.12	Oil filters-unit#2170 & 2130	450889	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520	55.96	Hydraulic hose, fittings #2131	450983	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	81.00-	Core return, unit#2063	450983	Machinery/Vehicle Parts	N
6	10-304-000-0000-6511	105.45	Washing supplies	451178	Maint Shop Supplies & Materials	N
	10150 Carquest Auto Parts	729.19	5 Transactions			
	16480 Crysteel Truck Equipment Inc					
7	10-304-000-0000-6520	75.48	Turn signal housing	LP213370	Machinery/Vehicle Parts	N

SBENDORF

1/19/23 1:03PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
16480	Crysteel Truck Equipment Inc		75.48	1 Transactions		
8	7843 Goodyear Commercial Tire					
	10-304-000-0000-6520		1,904.72	Tires, unit#2144	1281151729	Machinery/Vehicle Parts N
	7843 Goodyear Commercial Tire		1,904.72	1 Transactions		
9	36550 IFACS					
	10-304-000-0000-6511		293.77	Bolts & nuts	5306310	Maint Shop Supplies & Materials N
10	10-304-000-0000-6511		104.58	Car reamer champion kit	5306455	Maint Shop Supplies & Materials N
	36550 IFACS		398.35	2 Transactions		
13	51630 Mike's Repair					
	10-304-000-0000-6252		189.00	Replace tires, labor-unit#2144	099930	Contracted Services Y
14	10-304-000-0000-6520		210.00	Tires , unit#2144	099930	Machinery/Vehicle Parts Y
	51630 Mike's Repair		399.00	2 Transactions		
15	4097 Nuss Truck & Equipment					
	10-304-000-0000-6520		403.64	Fuel filter, injectors-#2170	1219600P	Machinery/Vehicle Parts N
16	10-304-000-0000-6520		403.64	Fuel filter, injectors - #2130	1219600P	Machinery/Vehicle Parts N
17	10-304-000-0000-6520		187.05	Drain valve, unit#2170	1219609P	Machinery/Vehicle Parts N
	4097 Nuss Truck & Equipment		994.33	3 Transactions		
304	DEPT Total:		4,501.07	Equipment Maintenance & Shops	6 Vendors	14 Transactions
10	Fund Total:		11,623.84	Road & Bridge Fund		19 Transactions
	Final Total:		11,623.84	11 Vendors	19 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	11,623.84	Road & Bridge Fund	
	All Funds	11,623.84	Total	Approved by,
				
				

SBENDORF

1/19/23

1:03PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

1/19/23 1:03PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
61505	Gopher State One-Call					
14	10-301-000-0000-6260	AP	December locate tickets	2121465	Consultants/Admin Fee	N
61505	Gopher State One-Call		1 Transactions			
51300	Metro Sales Inc					
24	10-301-000-0000-6301	AP	Usage chrg 9/29-12/28/2022	INV2191189	Equip/Software Maint	N
25	10-301-000-0000-6301	AP	Base rate chrg 12/29-12/31/22	INV2191189	Equip/Software Maint	N
51300	Metro Sales Inc		2 Transactions			
4247	RT Vision Inc					
35	10-301-000-0000-6301	AP	One Gov permits 10/22-12/2022	INV215	Equip/Software Maint	N
4247	RT Vision Inc		1 Transactions			
77485	Schwaab Inc					
36	10-301-000-0000-6410	AP	Notary stamp - Holman	7822712	Office Supplies	N
77485	Schwaab Inc		1 Transactions			
4879	Shred Right					
39	10-301-000-0000-6410	AP	Qtrly shredding	591260	Office Supplies	Y
4879	Shred Right		1 Transactions			
301	DEPT Total:		Administration	5 Vendors	6 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
3738	Arrow Ace Hardware					
1	10-302-000-0000-6534	AP	Acetone for signs	270804/2	Supplies - Signing	N
3738	Arrow Ace Hardware		1 Transactions			
13000	City Of Blooming Prairie					
2	10-302-000-0000-6321	DTG	2022 Maintenance Agmt	123122	Maintenance Agreements	N
3	10-302-000-0000-6321	DTG	2022 Maintenance Agmt	123122	Maintenance Agreements	N
13000	City Of Blooming Prairie		2 Transactions			
13025	City Of Ellendale					
11	10-302-000-0000-6321	DTG	2022 Maintenance Agmt	123122	Maintenance Agreements	N
12	10-302-000-0000-6321	DTG	2022 Maintenance Agmt	123122	Maintenance Agreements	N
13025	City Of Ellendale		2 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
669	City Of Medford						
22	10-302-000-0000-6321	DTG	5,808.39	2022 Maintenance Agmt	123122	Maintenance Agreements	N
23	10-302-000-0000-6321	DTG	4,895.64	2022 Maintenance Agmt	123122	Maintenance Agreements	N
669	City Of Medford		10,704.03	2 Transactions			
13110	City Of Owatonna						
34	10-302-000-0000-6321	DTG	74,046.35	2022 Maintenance Agmt	123122	Maintenance Agreements	N
33	10-302-000-0000-6534	DTG	10,201.06	2022 Signals	2022-14	Supplies - Signing	N
13110	City Of Owatonna		84,247.41	2 Transactions			
7807	Compass Minerals America						
8	10-302-000-0000-6523	AP	4,468.01	49.54 ton salt/sand	1093254	Supplies - Road Salt & Sand	N
7807	Compass Minerals America		4,468.01	1 Transactions			
46551	Locators & Supplies Inc						
19	10-302-000-0000-6801	AP	19.05	2 pairs waterproof gloves	0304595-IN	Osha/Safety Supplies	N
46551	Locators & Supplies Inc		19.05	1 Transactions			
5010	Loken Excavating & Drainage						
20	10-302-000-0000-6523	AP	5,045.80	840.96 ton washed sand	132296	Supplies - Road Salt & Sand	N
5010	Loken Excavating & Drainage		5,045.80	1 Transactions			
48700	M-R Sign Company, Inc						
21	10-302-000-0000-6534	AP	147.01	Advisory speed sign	218748	Supplies - Signing	N
48700	M-R Sign Company, Inc		147.01	1 Transactions			
9163	Sign Solutions						
40	10-302-000-0000-6534	AP	3,109.25	1,000 ft of telespar	404763	Supplies - Signing	N
41	10-302-000-0000-6534	AP	3,319.25	250 posts	404763	Supplies - Signing	N
42	10-302-000-0000-6534	AP	3,637.25	1,200 ft of telespar	404763	Supplies - Signing	N
9163	Sign Solutions		10,065.75	3 Transactions			
302	DEPT Total:		133,774.27	Road & Bridge Maintenance Expense	10 Vendors	16 Transactions	
304	DEPT			Equipment Maintenance & Shops			
10150	Carquest Auto Parts						
4	10-304-000-0000-6520	AP	80.10	Stone set, flood lt, cleaner	449617	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		80.10	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
11215	Central Farm Services					
5	10-304-000-0000-6540	AP	718.04	48.90 gallons of superlube oil	2647784	Fuel & Lubricants N
6	10-304-000-0000-6540	AP	458.50	183.40 gals of Def antifreeze	700867	Fuel & Lubricants N
7	10-304-000-0000-6540	AP	354.50	140 gallons of Def antifreeze	700877	Fuel & Lubricants N
11215	Central Farm Services		1,531.04	3 Transactions		
6390	CRYSTAL VALLEY COOP					
9	10-304-000-0000-6521	AP	28,247.63	7,699 gallons of diesel	LC101363290	Supplies-Diesel Fuel N
6390	CRYSTAL VALLEY COOP		28,247.63	1 Transactions		
18110	Dean's Westside Towing					
10	10-304-000-0000-6252	AP	1,794.00	Tow, unit#2171	130444	Contracted Services Y
18110	Dean's Westside Towing		1,794.00	1 Transactions		
8459	Freerksen Oil LLC					
13	10-304-000-0000-6540	AP	402.00	60 tubes synthetic grease	1776	Fuel & Lubricants Y
8459	Freerksen Oil LLC		402.00	1 Transactions		
524	Kecks Repair Inc					
17	10-304-000-0000-6520	AP	26.24	Antifreeze, unit#2171	300676	Machinery/Vehicle Parts N
18	10-304-000-0000-6520	AP	249.96	Hydraulic hose, fittings-#2151	300688	Machinery/Vehicle Parts N
524	Kecks Repair Inc		276.20	2 Transactions		
4097	Nuss Truck & Equipment					
26	10-304-000-0000-6520	AP	406.84	Element Assmby, unit#2171	1219184P	Machinery/Vehicle Parts N
27	10-304-000-0000-6520	AP	1,135.23	Fan, wiper mtr, belt - #2171	1219236P	Machinery/Vehicle Parts N
28	10-304-000-0000-6520	AP	66.07	Belt & wiper blades, unit#2171	1219246P	Machinery/Vehicle Parts N
29	10-304-000-0000-6520	AP	21.50	Wiper blades, unit#2170	1219246P	Machinery/Vehicle Parts N
30	10-304-000-0000-6520	AP	21.50	Wiper blades, unit#2151	1219246P	Machinery/Vehicle Parts N
31	10-304-000-0000-6520	AP	21.50	Wiper blades, unit#2130	1219246P	Machinery/Vehicle Parts N
32	10-304-000-0000-6520	AP	146.42	Dipstick, unit#2151	1219298P	Machinery/Vehicle Parts N
4097	Nuss Truck & Equipment		1,819.06	7 Transactions		
85167	Stewart Sanitation					
44	10-304-000-0000-6514	AP	114.61	December garbage service	0000758898	Utility Services N
85167	Stewart Sanitation		114.61	1 Transactions		
99250	Zep Sales & Service					
46	10-304-000-0000-6511	AP	363.72	Blue marvel & TNT concentrate	9008138837	Maint Shop Supplies & Materials N

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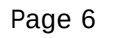
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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
99250	Zep Sales & Service		363.72	1 Transactions			
47	99500 Ziegler, Inc						
	10-304-000-0000-6520	AP	263.50	Element, unit#2150	LN000824149	Machinery/Vehicle Parts	N
99500	Ziegler, Inc		263.50	1 Transactions			
304	DEPT Total:		34,891.86	Equipment Maintenance & Shops	10 Vendors	19 Transactions	
310	DEPT			Capital Construction			
15	8686 Anderson/James Hurd						
	10-310-000-0000-6518	AP	1,103.00	Prof services 074-649-001	230105	State Aid Constr Right Of Way Exp	Y
	8686 Anderson/James Hurd		1,103.00	1 Transactions			
16	39600 Jones Haugh & Smith Inc						
	10-310-000-0000-6262	AP	452.50	Prof services 074-649-001	43753	Sales Tax Consultants	N
	39600 Jones Haugh & Smith Inc		452.50	1 Transactions			
37	77570 Short Elliott Hendrickson Inc						
	10-310-000-0000-6262	AP	746.47	Prof services 074-019-005	438543	Sales Tax Consultants	N
38	10-310-000-0000-6262	AP	1,183.17	Prof services 074-021-004	438546	Sales Tax Consultants	N
	77570 Short Elliott Hendrickson Inc		1,929.64	2 Transactions			
43	1667 SRF Consulting Group Inc						
	10-310-000-0000-6260	AP	968.64	Prof services 074-020-006 - (f	134170019	Consultants/Admin Fee	Y
	1667 SRF Consulting Group Inc		968.64	1 Transactions			
45	4364 WSB & Associates Inc						
	10-310-000-0000-6567	AP	5,893.50	Prof services 074-021-006	1985000010	CRRSAA Construction Projects	Y
	4364 WSB & Associates Inc		5,893.50	1 Transactions			
310	DEPT Total:		10,347.28	Capital Construction	5 Vendors	6 Transactions	
10	Fund Total:		179,605.67	Road & Bridge Fund		47 Transactions	
	Final Total:		179,605.67	30 Vendors	47 Transactions		

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		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

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
	9573	Joe Schmit LLC						
306		01-003-000-0000-6194		120.00	Joe Schmit books - 10 count	Steele County	Personnel Policy	N
	9573	Joe Schmit LLC		120.00	1 Transactions			
	9173	Madden Galanter Hansen LLP						
19		01-003-000-0000-6194	AP	40.00	Rvw email from investigator	Dec 2022	Personnel Policy	Y
	9173	Madden Galanter Hansen LLP		40.00	1 Transactions			
	9590	Southern MN Tourism Association						
122		01-003-000-0000-6813		1,870.30	2023 Partnership fee	SGolberg	Southern Minn Tourism	N
	9590	Southern MN Tourism Association		1,870.30	1 Transactions			
3	DEPT Total:			2,030.30	County Wide	3 Vendors	3 Transactions	
5	DEPT				Board Of Commissioners			
	8241	Gnemi/Rick A						
273		01-005-000-0000-6331		135.56	Reimb mileage	20230108	Mileage Reimbursement	N
	8241	Gnemi/Rick A		135.56	1 Transactions			
	51300	Metro Sales Inc						
22		01-005-000-0000-6410	AP	252.96	Contract base rate	2191245	Office Supplies	N
23		01-005-000-0000-6410		341.91	Contract usage charge	2191245	Office Supplies	N
	51300	Metro Sales Inc		594.87	2 Transactions			
5	DEPT Total:			730.43	Board Of Commissioners	2 Vendors	3 Transactions	
13	DEPT				Law Library			
	70550	Thomson Reuters - West						
316		01-013-000-0000-6501	AP	1,097.50	Westlaw - December	847599249	Books	N
	70550	Thomson Reuters - West		1,097.50	1 Transactions			
13	DEPT Total:			1,097.50	Law Library	1 Vendors	1 Transactions	
31	DEPT				County Administrator			
	51300	Metro Sales Inc						
24		01-031-000-0000-6410	AP	28.56	Contract base rate	2191245	Office Supplies	N
25		01-031-000-0000-6410		38.60	Contract usage charge	2191245	Office Supplies	N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
51300	Metro Sales Inc		67.16	2 Transactions			
4879	Shred Right						
323	01-031-000-0000-6801		20.00	Shred serv order 290092-1/12	591770	General Expense	Y
4879	Shred Right		20.00	1 Transactions			
31	DEPT Total:		87.16	County Administrator	2 Vendors	3 Transactions	
32	DEPT			Human Resources			
3693	Loffler Companies Inc						
80	01-032-000-0000-6410	AP	2.35	HR printers	4230004	Office Supplies	N
3693	Loffler Companies Inc		2.35	1 Transactions			
51300	Metro Sales Inc						
26	01-032-000-0000-6410	AP	126.48	Contract base rate	2191245	Office Supplies	N
27	01-032-000-0000-6410		170.96	Contract usage charge	2191245	Office Supplies	N
51300	Metro Sales Inc		297.44	2 Transactions			
4879	Shred Right						
324	01-032-000-0000-6801		20.00	Shred serv order 290092-1/12	591770	General Expense	Y
4879	Shred Right		20.00	1 Transactions			
9348	Vault Health						
62	01-032-000-0000-6801		59.38	Landfill pre-empl drug screen	FL00554696	General Expense	N
9348	Vault Health		59.38	1 Transactions			
32	DEPT Total:		379.17	Human Resources	4 Vendors	5 Transactions	
41	DEPT			Auditor			
5341	American Solutions for Business						
2	01-041-000-0000-6410		144.37	1099 forms/envelopes	INV06420690	Office Supplies	N
5341	American Solutions for Business		144.37	1 Transactions			
3693	Loffler Companies Inc						
75	01-041-000-0000-6410	AP	77.57	Auditor printers	4230004	Office Supplies	N
3693	Loffler Companies Inc		77.57	1 Transactions			
51300	Metro Sales Inc						

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
280	01-041-000-0000-6410		Copier contract - Qtr 1	INV2195656	Office Supplies	N
281	01-041-000-0000-6410	AP	Copier usage - Qtr 4	INV2195656	Office Supplies	N
51300	Metro Sales Inc		2 Transactions			
77485	Schwaab Inc					
305	01-041-000-0000-6410		Signature stamp - BBlood	7841615	Office Supplies	N
77485	Schwaab Inc		1 Transactions			
41	DEPT Total:		Auditor	4 Vendors	5 Transactions	
42	DEPT		Treasurer			
18305	Dell Marketing LP					
69	01-042-000-0000-6410		Portable monitors - Treasurer	10640335604	Office Supplies	N
18305	Dell Marketing LP		1 Transactions			
3693	Loffler Companies Inc					
83	01-042-000-0000-6410	AP	Treasurer printers	4230004	Office Supplies	N
3693	Loffler Companies Inc		1 Transactions			
51300	Metro Sales Inc					
283	01-042-000-0000-6410	AP	Copier usage - Qtr 4		Office Supplies	N
282	01-042-000-0000-6410		Copier contract - Qtr 1	INV2195656	Office Supplies	N
51300	Metro Sales Inc		2 Transactions			
42	DEPT Total:		Treasurer	3 Vendors	4 Transactions	
61	DEPT		Information Technology			
4319	Association Of Mn Counties					
192	01-061-000-0000-6261		MNCITLA membership dues - DP	MNCITLA2023	Conference & Training	N
4319	Association Of Mn Counties		1 Transactions			
3693	Loffler Companies Inc					
81	01-061-000-0000-6410	AP	IT printers	4230004	Office Supplies	N
3693	Loffler Companies Inc		1 Transactions			
18450	Office of MN IT Services					
291	01-061-000-0000-6212		Monthly internet fees	DV22120393	M-Net Expenses	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
18450	Office of MN IT Services			1 Transactions		
83500	Steele County Highway Dept					
308	01-061-000-0000-6540	DTF	Fuel	2084	Gas & Oil	N
83500	Steele County Highway Dept			1 Transactions		
61	DEPT Total:		Information Technology	4 Vendors	4 Transactions	
62	DEPT		Central Services			
8499	Counties Providing Technology					
12	01-062-000-0000-6301		Gen tech assist/support-Jan	1049	Equip/Software Maint	Y
8499	Counties Providing Technology			1 Transactions		
16282	Crosstown Cartage Inc					
183	01-062-000-0000-6801		Contracted mail services	01/06/23	General Expense	N
184	01-062-000-0000-6802		Additional mail services	01/06/23	Internal Chargeback	N
67	01-062-000-0000-6801	AP	Contracted mail services	12/23/22	General Expense	N
68	01-062-000-0000-6802	AP	Additional mail services	12/23/22	Internal Chargeback	N
16282	Crosstown Cartage Inc			4 Transactions		
18305	Dell Marketing LP					
13	01-062-000-0000-6480	AP	Hinges - SCSO squad laptops	10642973403	Non-Capitalized Inventory	N
18305	Dell Marketing LP			1 Transactions		
4419	Matrix Communications Inc					
97	01-062-000-0000-6210		Monthly phone system mainten	M006341	Telephone	N
4419	Matrix Communications Inc			1 Transactions		
62	DEPT Total:		Central Services	4 Vendors	7 Transactions	
63	DEPT		Auditor Elections			
3032	Star Eagle					
135	01-063-000-0000-6242	AP	Sample general election ballot	2479	Publishing	N
3032	Star Eagle			1 Transactions		
63	DEPT Total:		Auditor Elections	1 Vendors	1 Transactions	
91	DEPT		County Attorney			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC						
15	01-091-000-0000-6410		22.82	Name plate - SHamasoor	4050047	Office Supplies	N
37025	Innovative Office Solutions LLC		22.82	1 Transactions			
3693	Loffler Companies Inc						
74	01-091-000-0000-6410	AP	1.78	Attorney printers	4230004	Office Supplies	N
3693	Loffler Companies Inc		1.78	1 Transactions			
83255	Rice-Steele 911 Center						
37	01-091-000-0000-6410		65.00	Support - LOGIS VPN	2023-JT-2	Office Supplies	N
83255	Rice-Steele 911 Center		65.00	1 Transactions			
17780	Sheriff of Dodge County						
185	01-091-000-0000-6343		75.00	Subpoena service 74-CR22488	2023-11	Service Fees	N
17780	Sheriff of Dodge County		75.00	1 Transactions			
4883	Skala/Diane						
307	01-091-000-0000-6315		322.50	Transcripts - 3 count		County Attorney Forfeiture Expenditu	Y
4883	Skala/Diane		322.50	1 Transactions			
70550	Thomson Reuters - West						
195	01-091-000-0000-6410	AP	1,446.98	Westlaw usage - December	847588519	Office Supplies	N
196	01-091-000-0000-6410		85.89	Library charge - January	847678178	Office Supplies	N
70550	Thomson Reuters - West		1,532.87	2 Transactions			
91	DEPT Total:		2,019.97	County Attorney	6 Vendors	7 Transactions	
92	DEPT			Attorney Contingent Exp			
6309	Berke/Jessica S						
182	01-092-000-0000-6801		46.75	Transcript - Flores	24-CR2275	General Expense	Y
6309	Berke/Jessica S		46.75	1 Transactions			
92	DEPT Total:		46.75	Attorney Contingent Exp	1 Vendors	1 Transactions	
101	DEPT			County Recorder			
8413	Austin Office Products						
4	01-101-000-9305-6410	AP	447.20	Mesh back chair	3104	Office Supplies - Technology Fund	N
5	01-101-000-9305-6410	AP	74.80	Safety casters	3112	Office Supplies - Technology Fund	N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
8413	Austin Office Products		522.00	2 Transactions			
10018	CDW Government Inc						
66	01-101-000-9305-6480	AP	254.59	Headset for Recorder	FS71367	Non-Capitalized Inv-Technology Fun	N
10018	CDW Government Inc		254.59	1 Transactions			
4393	Fidlar Technologies Inc						
186	01-101-000-9305-6480	AP	1,955.10	4th Qtr life cycle services	0708241-IN	Non-Capitalized Inv-Technology Fun	N
4393	Fidlar Technologies Inc		1,955.10	1 Transactions			
3693	Loffler Companies Inc						
82	01-101-000-0000-6401	AP	51.42	Recorder printers	4230004	Copies	N
3693	Loffler Companies Inc		51.42	1 Transactions			
84035	Tri-M Graphics						
59	01-101-000-0000-6410		50.57	Notary stamp - Trihus & Blum	100107	Office Supplies	N
84035	Tri-M Graphics		50.57	1 Transactions			
101	DEPT Total:		2,833.68	County Recorder	5 Vendors	6 Transactions	
103	DEPT			Assessor			
8975	Minnesota Counties Computer Coop						
284	01-103-000-0000-6261		210.00	Legal description training	2301306	Conference & Training	N
8975	Minnesota Counties Computer Coop		210.00	1 Transactions			
84035	Tri-M Graphics						
317	01-103-000-0000-6410		84.41	Business cards - GBahl	100174	Office Supplies	N
84035	Tri-M Graphics		84.41	1 Transactions			
103	DEPT Total:		294.41	Assessor	2 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
6032	APG Media of Southern Minnesota LLC						
3	01-105-000-0000-6242	AP	131.42	Pub Notice-BOA mty-recycle	16082-1222	Publishing	N
6032	APG Media of Southern Minnesota LLC		131.42	1 Transactions			
13000	City Of Blooming Prairie						
9	01-105-000-0000-6805	DTG	167.15	Reimb bldg permit - December		Bl Pr Reimb-Bldg Permit	N

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	13000 City Of Blooming Prairie		167.15	1 Transactions			
	13025 City Of Ellendale						
10	01-105-000-0000-6837	DTG	131.56	Reimb bldg permit - Qtr 4		Ellendale Reimb-Bldg Permit	N
	13025 City Of Ellendale		131.56	1 Transactions			
	669 City Of Medford						
11	01-105-000-0000-6806	DTG	228.99	Reimb bldg permit - Qtr 4		Medford Reimb-Bldg Permit	N
	669 City Of Medford		228.99	1 Transactions			
105	DEPT Total:		659.12	Planning & Zoning	4 Vendors	4 Transactions	
111	DEPT			Buildings & Grounds			
	9075 Access Tonna Lock Service						
181	01-111-049-0000-6300		16.00	Keys	2531	Bldg Repairs & Maintenance	Y
	9075 Access Tonna Lock Service		16.00	1 Transactions			
	2968 Assoc Of Mn Counties						
190	01-111-000-0000-6241		350.00	MCCFMA membership dues-Rysavy	12168	Membership Dues	N
	2968 Assoc Of Mn Counties		350.00	1 Transactions			
	10150 Carquest Auto Parts						
65	01-111-000-0000-6304	AP	64.64	Oil for snow plow	4763-450236	Equipment Maintenance & Repairs	N
	10150 Carquest Auto Parts		64.64	1 Transactions			
	8288 Four Seasons Electric						
70	01-111-040-0000-6300	AP	585.00	Replace breaker pkg lot light	12206	Bldg Repairs & Maintenance	N
	8288 Four Seasons Electric		585.00	1 Transactions			
	3832 I & S Group Inc						
187	01-111-042-0000-6600	AP	1,546.25	Bidding & Construction - Admin	88609	Capital Outlay	Y
	3832 I & S Group Inc		1,546.25	1 Transactions			
	9592 Kubat/Mark						
189	01-111-045-0000-6300	AP	225.00	Replace VCT ardey floor	210921	Bldg Repairs & Maintenance	N
	9592 Kubat/Mark		225.00	1 Transactions			
	3693 Loffler Companies Inc						
76	01-111-000-0000-6410	AP	27.03	Building & Grounds printers	4230004	Office Supplies	N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3693	Loffler Companies Inc		27.03	1 Transactions			
52550	MEI Total Elevator Solutions						
100	01-111-040-0000-6300	AP	189.87	Replace call button	997282	Bldg Repairs & Maintenance	N
99	01-111-040-0000-6300		195.60	Monthly service - January	999312	Bldg Repairs & Maintenance	N
98	01-111-042-0000-6300		182.63	Monthly service - January	999313	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions		568.10	3 Transactions			
9593	P&R Construction LLC						
193	01-111-049-0000-6380		604.84	Snow removal - Alexander St	1805	Grounds Maintenance	N
9593	P&R Construction LLC		604.84	1 Transactions			
791	R R Brink Locking Systems Inc						
194	01-111-044-0000-6300		616.00	Coupler for motors	52510	Bldg Repairs & Maintenance	N
791	R R Brink Locking Systems Inc		616.00	1 Transactions			
9113	RSBS Management Inc						
105	01-111-041-0000-6386	AP	727.70	Snow plowing - Annex	176957	Parking Lot Maintenance	N
106	01-111-044-0000-6386	AP	856.42	Snow plowing - DC	176958	Parking Lot Maintenance	N
104	01-111-040-0000-6386	AP	1,067.80	Snow plowing - Admin	176959	Parking Lot Maintenance	N
107	01-111-042-0000-6386	AP	578.07	Snow plowing - CH	176960	Parking Lot Maintenance	N
109	01-111-047-0000-6386	AP	118.75	Snow plowing - Gymnastics	176963	Parking Lot Maintenance	N
9113	RSBS Management Inc		3,348.74	5 Transactions			
9183	Van Meter Inc						
125	01-111-040-0000-6300	AP	842.86	Bodine dimming inverters	S012498516.001	Bldg Repairs & Maintenance	N
9183	Van Meter Inc		842.86	1 Transactions			
111	DEPT Total:		8,794.46	Buildings & Grounds	12 Vendors	18 Transactions	
121	DEPT			Veteran Service			
6032	APG Media of Southern Minnesota LLC						
126	01-121-000-0000-6242	AP	114.00	Memorial Day flags - December	13476-1222	Publishing	N
6032	APG Media of Southern Minnesota LLC		114.00	1 Transactions			
14420	Culligan Inc						
129	01-121-000-0000-6301	AP	35.20	Water - December	15391516-1231	Repairs/Maintenance	N
14420	Culligan Inc		35.20	1 Transactions			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
72	37025 Innovative Office Solutions LLC						
	01-121-000-0000-6410	AP	136.23	Chair mat, pens, paper, etc	4045287	Office Supplies	N
	37025 Innovative Office Solutions LLC		136.23	1 Transactions			
84	3693 Loffler Companies Inc						
	01-121-000-0000-6410	AP	149.11	Veterans printers	4230004	Office Supplies	N
	3693 Loffler Companies Inc		149.11	1 Transactions			
309	83500 Steele County Highway Dept						
	01-121-000-0000-6540	DTF	238.21	Fuel	2079	Gas & Oil	N
	83500 Steele County Highway Dept		238.21	1 Transactions			
121	DEPT Total:		672.75	Veteran Service	5 Vendors	5 Transactions	
201	DEPT			Sheriff			
64	8458 American Tower Corporation						
	01-201-297-0000-6347		652.38	BP tower lease - January	410199193	T-BI Pr Lease Payments	N
	8458 American Tower Corporation		652.38	1 Transactions			
271	18110 Dean's Westside Towing						
	01-201-000-0000-6806	AP	200.00	7406-winch out squad	132995	Vehicle Towing	Y
270	01-201-000-0000-6806	AP	200.00	7409-winch out squad	132998	Vehicle Towing	Y
	18110 Dean's Westside Towing		400.00	2 Transactions			
73	37025 Innovative Office Solutions LLC						
	01-201-000-0000-6410	AP	34.47	Finger pad, markers, folders	4045291	Office Supplies	N
276	01-201-000-0000-6293		1,186.10	Desk & furniture install	CIN113267	Gun Permit Expenses	N
	37025 Innovative Office Solutions LLC		1,220.57	2 Transactions			
279	5487 LexisNexis Risk Data Management						
	01-201-000-0000-6425	AP	150.00	Searches/reports - December	1035910-202212	Investigation Expense	N
	5487 LexisNexis Risk Data Management		150.00	1 Transactions			
85	3693 Loffler Companies Inc						
	01-201-000-0000-6381	AP	183.61	Sheriff's office printers	4230004	Cpu Usage & Network Support	N
	3693 Loffler Companies Inc		183.61	1 Transactions			
288	52784 MN Sheriffs Assn						
	01-201-000-0000-6241		4,135.18	MSA 2023 Annual sheriff dues	23-0074	Membership Dues	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
287	01-201-000-0000-6304		MSA 2023 Lexipol project dues	23-0161	Contracts	N
286	01-201-000-0000-6304		MSA 2023 ICLD project	23-0248	Contracts	N
52784	MN Sheriffs Assn		3 Transactions			
56125	NAPA Auto Parts					
102	01-201-000-0120-6320	AP	Jump starter	963382	Squad 7402 Maintenance	N
56125	NAPA Auto Parts		1 Transactions			
9332	PITNEY BOWES INC					
36	01-201-000-0000-6293		Postage meter rental 1/20-4/19	1022250166	Gun Permit Expenses	N
9332	PITNEY BOWES INC		1 Transactions			
5544	Porter Lee Corporation					
293	01-201-000-0000-6304		Annual beast software support	27979	Contracts	N
5544	Porter Lee Corporation		1 Transactions			
8859	Quadient Leasing USA Inc					
35	01-201-000-0000-6215		Lease coverage 1/30-4/29	N9735342	Postage	N
8859	Quadient Leasing USA Inc		1 Transactions			
3162	Safelite Fulfillment Inc					
42	01-201-000-0105-6320	AP	Replace rear window	05157-159303	Squad 7408 Maintenance	N
3162	Safelite Fulfillment Inc		1 Transactions			
4139	SE Minn Emergency Comm Brd					
121	01-201-000-0000-6241		2023 annual membership dues	01012023	Membership Dues	N
4139	SE Minn Emergency Comm Brd		1 Transactions			
83500	Steele County Highway Dept					
310	01-201-000-0000-6562	DTF	Squad fuel	2082	Gas & Oil Squads	N
83500	Steele County Highway Dept		1 Transactions			
85300	Streichers Inc					
52	01-201-000-0000-6408	AP	Carrier - CSchlueter	I1607953	Uniforms/Uniform Reimbursement	N
53	01-201-000-0000-6408	AP	Name tag - CSchlueter	I1607953	Uniforms/Uniform Reimbursement	N
54	01-201-000-0000-6408	AP	Name tag - CSchlueter	I1607953	Uniforms/Uniform Reimbursement	N
55	01-201-000-0000-6408	AP	ID patch - CSchlueter	I1607953	Uniforms/Uniform Reimbursement	N
56	01-201-000-0000-6285		Launcher	I1608680	Firearms/Ammo Training	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
85300	Streichers Inc		1,900.97	5 Transactions		
21215	Strohschein Properties LLC					
57	01-201-000-0000-6346		800.00	Rent - January		Eds Rent Account Y
58	01-201-000-0000-6346	AP	36.34	Utilities - December	732571	Eds Rent Account Y
21215	Strohschein Properties LLC		836.34	2 Transactions		
201	DEPT Total:		27,123.19	Sheriff	15 Vendors	24 Transactions
207	DEPT			Sheriff Special Deputies		
8408	Miller/Adam					
191	01-207-000-0001-6801		97.98	Reimb clothing -Special Deputy	Cabelas	General Expense-Special Fund N
8408	Miller/Adam		97.98	1 Transactions		
9594	Urch/Mike					
123	01-207-000-0001-6801	AP	100.00	Reim boots - Special Deputy	Cabelas	General Expense-Special Fund N
9594	Urch/Mike		100.00	1 Transactions		
207	DEPT Total:		197.98	Sheriff Special Deputies	2 Vendors	2 Transactions
208	DEPT			Coroner		
4229	Moore Md/Kellyanna J					
289	01-208-000-0000-6801		3,751.69	Coroner service - January		General Expense Y
4229	Moore Md/Kellyanna J		3,751.69	1 Transactions		
208	DEPT Total:		3,751.69	Coroner	1 Vendors	1 Transactions
220	DEPT			Public Transit		
10200	Cedar Valley Services Inc					
7	01-220-000-2010-5520	AP	105.00	Transit ticket sales Oct - Dec		Fees N
10200	Cedar Valley Services Inc		105.00	1 Transactions		
220	DEPT Total:		105.00	Public Transit	1 Vendors	1 Transactions
251	DEPT			Jail		
4346	Advanced Correctional Healthcare Inc					
262	01-251-000-0000-5824	DTG	43.98-	Scripts credit	123857	Reimb Medical Expense Y
261	01-251-000-0000-6432	DTG	41.93	Scripts - LeSueur Co	124003	Medical Payments Y

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
260	01-251-000-0000-6269		Onsite mental health services	124677	Site Mental Health Services	Y
259	01-251-000-0000-6270		Onsite medical services	124677	Medical Services	Y
263	01-251-000-0000-6270	AP	Reconciliation overages 12/22	124678	Medical Services	Y
4346	Advanced Correctional Healthcare Inc		5 Transactions			
5750	Bob Barker Company Inc					
6	01-251-000-0000-6418		Inmate uniforms	1858598	Lock-Up Supplies	N
266	01-251-000-0000-6418		Inmate t-shirts	1858918	Lock-Up Supplies	N
5750	Bob Barker Company Inc		2 Transactions			
9595	Compicare Occupational Medicine & Urge					
267	01-251-000-0000-6196		Pre-employment exam	4538	Employee Phys And Exams	N
9595	Compicare Occupational Medicine & Urge		1 Transactions			
9291	Le Seuer County Sheriff's Office					
278	01-251-000-0000-6439	DTG	Inmate boarding - December	266	Prisoner Board	N
9291	Le Seuer County Sheriff's Office		1 Transactions			
3693	Loffler Companies Inc					
78	01-251-000-0000-6410	AP	Detention Center printers	4230004	Office Supplies	N
3693	Loffler Companies Inc		1 Transactions			
8422	Mayo Clinic					
20	01-251-000-0000-6196	AP	Pre-employment exam	1/1/2023	Employee Phys And Exams	Y
8422	Mayo Clinic		1 Transactions			
51300	Metro Sales Inc					
28	01-251-000-0000-6304	AP	Contract base rate	2191186	Contract Serv./Bldg Maint	N
51300	Metro Sales Inc		1 Transactions			
18450	Office of MN IT Services					
292	01-251-000-0000-6211		Fiber management fee	DV22120393	Radio - Computers - Cameras	N
18450	Office of MN IT Services		1 Transactions			
78500	Sheriff Of Freeborn Co					
14	01-251-000-0000-6439	DTG	Inmate boarding - 10 days	1/3/23	Prisoner Board	N
78500	Sheriff Of Freeborn Co		1 Transactions			
4377	Skjeveland Enterprises					

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
134	01-251-000-0000-6254		45.00	Recycling - Jan-March	253360	Garbage Disposal	Y
4377	Skjeveland Enterprises		45.00	1 Transactions			
83500	Steele County Highway Dept						
311	01-251-000-0000-6562	DTF	505.44	Fuel	2087	Gas & Oil	N
83500	Steele County Highway Dept		505.44	1 Transactions			
85167	Stewart Sanitation						
136	01-251-000-0000-6254		262.86	Waste pick up - 1/1-1/31	759152	Garbage Disposal	N
85167	Stewart Sanitation		262.86	1 Transactions			
85300	Streichers Inc						
313	01-251-000-0000-6192	AP	569.94	Employee uniform - Carlson	11609435	Uniform Allowance	N
85300	Streichers Inc		569.94	1 Transactions			
8247	Summit Food Services LLC						
137	01-251-000-0000-6441	AP	2,171.80	Inmate meals 12/17 - 12/23	INV2000161912	Prisoner Meals	N
139	01-251-000-0000-6451	AP	73.78	Kitchen supplies	INV2000161912	Operating Supplies	N
138	01-251-000-0000-6441	AP	2,883.44	Inmate meals 12/24 - 12/30	INV2000162448	Prisoner Meals	N
314	01-251-000-0000-6441		3,008.10	Inmate meals 12/31-1/6	INV2000163001	Prisoner Meals	N
315	01-251-000-0000-6451		73.78	Kitchen supplies	INV2000163001	Operating Supplies	N
8247	Summit Food Services LLC		8,210.90	5 Transactions			
618	Turnkey Corrections						
60	01-251-000-0000-6418	AP	21.89	Indigent fees	10040244	Lock-Up Supplies	N
140	01-251-000-0000-6410	AP	48.95	Checks	22850	Office Supplies	N
618	Turnkey Corrections		70.84	2 Transactions			
8070	U N X Inc						
61	01-251-000-0000-6560		665.39	Laundry detergent	2023-01893-00	Janitorial Supplies	N
8070	U N X Inc		665.39	1 Transactions			
251	DEPT Total:		26,657.87	Jail	16 Vendors	26 Transactions	
252	DEPT			Community Corrections			
4064	Alcohol Monitoring System Inc						
1	01-252-000-0000-6274	AP	1,818.86	SCRAM monitoring fee	268542	Scram Monitoring	N
4064	Alcohol Monitoring System Inc		1,818.86	1 Transactions			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
8263	CRK Properties LLC						
127	01-252-000-0000-6341		5,922.00	Rent - February		Office Rent	Y
128	01-252-000-0000-6341	AP	851.89	Utilities	1154	Office Rent	Y
8263	CRK Properties LLC		6,773.89	2 Transactions			
14420	Culligan Inc						
130	01-252-000-0000-6410		314.39	Water cooler	3149683	Office Supplies	N
14420	Culligan Inc		314.39	1 Transactions			
6884	Language Line Services Inc						
131	01-252-000-0000-6284	AP	25.65	Translator services	10711920	Interpreter Services	Y
6884	Language Line Services Inc		25.65	1 Transactions			
3693	Loffler Companies Inc						
77	01-252-000-0000-6381	AP	36.99	Comm Corrections printers	4230004	Cpu Usage	N
3693	Loffler Companies Inc		36.99	1 Transactions			
5830	Midwest Monitoring & Surveillance						
132	01-252-000-0000-6270	AP	68.50	Lab services - December	DT1222145	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance		68.50	1 Transactions			
8975	Minnesota Counties Computer Coop						
133	01-252-000-0000-6262		7,938.38	CSTS enhancement fees & dues	2301161	Purchased And Contractual Services	N
8975	Minnesota Counties Computer Coop		7,938.38	1 Transactions			
252	DEPT Total:		16,976.66	Community Corrections	7 Vendors	8 Transactions	
253	DEPT			Law Enforcement Center			
16860	Custom Communications Inc						
268	01-253-000-0000-6304		67.08	Custom conn monitor 2/1-4/30	539040	Contract Services/Bldg Mtce	N
269	01-253-000-0000-6304		68.79	Fire alarm monitor 2/1-4/30	539040	Contract Services/Bldg Mtce	N
16860	Custom Communications Inc		135.87	2 Transactions			
4753	Godfather's Exterminating Inc						
272	01-253-000-0000-6304		40.00	General pest control	207598	Contract Services/Bldg Mtce	N
4753	Godfather's Exterminating Inc		40.00	1 Transactions			
33550	Hillyard - Hutchinson						
274	01-253-000-0000-6560		2,213.50	Liner,mop,soap,gloves,etc	604992511	Janitorial Supplies	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
33550	Hillyard - Hutchinson		2,213.50	1 Transactions		
3832	I & S Group Inc					
188	01-253-000-0000-6600	AP	840.00	LEC generator upgrade	88714	Capital Outlay Y
3832	I & S Group Inc		840.00	1 Transactions		
37025	Innovative Office Solutions LLC					
277	01-253-000-0000-6410		494.79	Glue, pads, paper, usb, etc	4057295	Office Supplies N
37025	Innovative Office Solutions LLC		494.79	1 Transactions		
52550	MEI Total Elevator Solutions					
21	01-253-000-0000-6304		399.58	Monthly service - January	999105	Contract Services/Bldg Mtce N
52550	MEI Total Elevator Solutions		399.58	1 Transactions		
51300	Metro Sales Inc					
29	01-253-000-0000-6304		90.00	Contract base rate 12/29-3/28	2191187	Contract Services/Bldg Mtce N
30	01-253-000-0000-6304	AP	83.97	Contract usage 9/29-12/28	2191187	Contract Services/Bldg Mtce N
51300	Metro Sales Inc		173.97	2 Transactions		
7771	MN Dept of Labor & Industry					
285	01-253-000-0000-6304		100.00	ELV1003566 elevator annual OPE	ALR0143244X	Contract Services/Bldg Mtce N
7771	MN Dept of Labor & Industry		100.00	1 Transactions		
9104	MSL Landscaping & Fencing					
290	01-253-000-0000-6300	AP	200.00	Repair 2 ally swing gates	1262	Bldg Repairs & Maintenance Y
9104	MSL Landscaping & Fencing		200.00	1 Transactions		
9113	RSBS Management Inc					
111	01-253-000-0000-6304	AP	37.50	Broom & blow sidewalks 12/14	176754	Contract Services/Bldg Mtce N
112	01-253-000-0000-6304	AP	282.00	Loader w/ pusher 12/15	176754	Contract Services/Bldg Mtce N
113	01-253-000-0000-6304	AP	152.00	4x4 w V-plow 12/15	176754	Contract Services/Bldg Mtce N
114	01-253-000-0000-6304	AP	125.00	Yards pure salt 12/15	176754	Contract Services/Bldg Mtce N
115	01-253-000-0000-6304	AP	54.00	Skid loader w/ V-plow 12/16	176754	Contract Services/Bldg Mtce N
116	01-253-000-0000-6304	AP	250.00	Yards pure salt 12/16	176754	Contract Services/Bldg Mtce N
117	01-253-000-0000-6304	AP	324.00	Skid loader w/ V-plow 12/17	176754	Contract Services/Bldg Mtce N
118	01-253-000-0000-6304	AP	250.00	Yard pure salt 12/17	176754	Contract Services/Bldg Mtce N
119	01-253-000-0000-6304	AP	38.00	4x4 w/ V-plow 12/18	176754	Contract Services/Bldg Mtce N
120	01-253-000-0000-6304	AP	75.63-	Early contract discount	176754	Contract Services/Bldg Mtce N
38	01-253-000-0000-6304	AP	141.00	Loader w/ pusher - 12/26	176959	Contract Services/Bldg Mtce N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
39	01-253-000-0000-6304	AP	76.00	4x4 w/ plow - 12/26	176959	Contract Services/Bldg Mtce	N
40	01-253-000-0000-6304	AP	250.00	Yards pure salt 12/26	176959	Contract Services/Bldg Mtce	N
41	01-253-000-0000-6304	AP	250.00	Yards pure salt - 12/29	176959	Contract Services/Bldg Mtce	N
63	01-253-000-0000-6304		35.85-	Early contract discount	176959	Contract Services/Bldg Mtce	N
295	01-253-000-0000-6304		70.50	Loader w/ pusher - 1/3	177023	Contract Services/Bldg Mtce	N
296	01-253-000-0000-6304		114.00	4x4 w V-plow - 1/3	177023	Contract Services/Bldg Mtce	N
297	01-253-000-0000-6304		38.00	4x4 w V-plow - 1/4	177023	Contract Services/Bldg Mtce	N
298	01-253-000-0000-6304		195.00	Loader w/ blade Kage 1/4	177023	Contract Services/Bldg Mtce	N
299	01-253-000-0000-6304		125.00	Yards pure salt 1/4	177023	Contract Services/Bldg Mtce	N
300	01-253-000-0000-6304		114.00	4x4 w/ V-plow 1/5	177023	Contract Services/Bldg Mtce	N
301	01-253-000-0000-6304		141.00	Loader w/ pusher 1/5	177023	Contract Services/Bldg Mtce	N
302	01-253-000-0000-6304		250.00	Yards pure salt 1/5	177023	Contract Services/Bldg Mtce	N
303	01-253-000-0000-6304		125.00	Yards pure salt 1/6	177023	Contract Services/Bldg Mtce	N
304	01-253-000-0000-6304		58.63-	Early contract discount	177023	Contract Services/Bldg Mtce	N
9113	RSBS Management Inc		3,231.89	25 Transactions			
4879	Shred Right						
49	01-253-000-0000-6254	AP	49.08	Paper shredding	590548	Garbage Disposal	Y
4879	Shred Right		49.08	1 Transactions			
3379	South Central Drug Investigation Unit						
45	01-253-000-0000-6304		10,000.00	2023 Cash match - OPD		Contract Services/Bldg Mtce	N
46	01-253-000-0000-6304		1,500.00	2023 TSMF - OPD		Contract Services/Bldg Mtce	N
47	01-253-000-0000-6304		10,000.00	2023 Cash match - SCSO		Contract Services/Bldg Mtce	N
48	01-253-000-0000-6304		1,500.00	2023 TSMF - SCSO		Contract Services/Bldg Mtce	N
3379	South Central Drug Investigation Unit		23,000.00	4 Transactions			
85167	Stewart Sanitation						
50	01-253-000-0000-6254		83.24	Garbage removal	759154	Garbage Disposal	N
85167	Stewart Sanitation		83.24	1 Transactions			
4368	Waste Management Of Southern Mn						
318	01-253-000-0000-6254		82.73	Recycle - January	7278609-0491-9	Garbage Disposal	N
4368	Waste Management Of Southern Mn		82.73	1 Transactions			
99250	Zep Sales & Service						
258	01-253-000-0000-6560		172.31	2 cases Zep 40 cleaner	9008156270	Janitorial Supplies	N
99250	Zep Sales & Service		172.31	1 Transactions			

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No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
253 DEPT Total:		31,216.96	Law Enforcement Center	15 Vendors	44 Transactions
391 DEPT			Environmental Services		
3803 MACPZA					
18 01-391-000-0000-6241		170.00	Membership dues - DOolman		Membership Dues N
3803 MACPZA		170.00	1 Transactions		
892 Semrex					
43 01-391-000-0000-6241		2,465.00	Membership - KBarden		Membership Dues N
892 Semrex		2,465.00	1 Transactions		
391 DEPT Total:		2,635.00	Environmental Services	2 Vendors	2 Transactions
481 DEPT			Public Health Nursing		
115 Aaseth/Amber					
197 01-481-465-6057-6331	AP	6.88	Mileage		Mileage Reimbursement N
115 Aaseth/Amber		6.88	1 Transactions		
3282 Aaseth/Nijole					
198 01-481-460-6009-6331	AP	11.25	Mileage		Mileage Reimbursement N
3282 Aaseth/Nijole		11.25	1 Transactions		
8204 Adams/Penny					
199 01-481-460-6009-6331	AP	62.50	Mileage		Mileage Reimbursement N
8204 Adams/Penny		62.50	1 Transactions		
1650 American Lung Association					
319 01-481-461-6066-6383	AP	2,667.50	Tobacco grant contract fee	05	Contract Services N
1650 American Lung Association		2,667.50	1 Transactions		
2574 Archambault/Kristi					
201 01-481-460-6009-6331	AP	76.88	Mileage		Mileage Reimbursement N
2574 Archambault/Kristi		76.88	1 Transactions		
2968 Assoc Of Mn Counties					
141 01-481-465-6057-6261	AP	2,633.00	2023 Annual dues	63852	Conference & Training N
2968 Assoc Of Mn Counties		2,633.00	1 Transactions		

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8783	Availity LLC					
142	01-481-460-6009-6383	AP	20.00	Medical billing charges	INV00888176	Contract Services N
8783	Availity LLC		20.00	1 Transactions		
7	Bartsch/Christine					
202	01-481-460-6009-6331	AP	87.50	Mileage		Mileage Reimbursement N
7	Bartsch/Christine		87.50	1 Transactions		
8486	Baumgartner/Ann					
203	01-481-460-6009-6331	AP	16.88	Mileage		Mileage Reimbursement N
8486	Baumgartner/Ann		16.88	1 Transactions		
9413	Benson/Robert					
204	01-481-460-6009-6331	AP	153.75	Mileage		Mileage Reimbursement N
9413	Benson/Robert		153.75	1 Transactions		
6267	Brinkman/Stacie Lynn					
207	01-481-461-6025-6331	AP	46.74	Mileage		Mileage Reimbursement N
205	01-481-461-6030-6331	AP	16.13	Mileage		Mileage Reimbursement N
206	01-481-461-6059-6331	AP	5.38	Mileage		Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		68.25	3 Transactions		
12590	Christenson/Yukari					
208	01-481-460-6009-6331	AP	59.38	Mileage		Mileage Reimbursement N
12590	Christenson/Yukari		59.38	1 Transactions		
8789	Dahle/Teya F					
320	01-481-461-6034-6261	AP	75.00	Reflective consultation - Sept	1425	Conference & Training Y
321	01-481-461-6059-6261	AP	75.00	Reflective consultation - Sept	1425	Conference & Training Y
8789	Dahle/Teya F		150.00	2 Transactions		
8389	Healthcare First					
143	01-481-460-6009-6383	AP	104.74	Fees - December 2022	INV5332271	Contract Services N
144	01-481-460-6009-6383		104.74	Fees - January	INV5339019	Contract Services N
8389	Healthcare First		209.48	2 Transactions		
5987	Hoffmann/Christine A					
209	01-481-460-6011-6331	AP	52.50	Mileage		Mileage Reimbursement N
210	01-481-464-6061-6331	AP	4.38	Mileage		Mileage Reimbursement N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5987	Hoffmann/Christine A		56.88	2 Transactions		
5109	Houck Transit Advertising					
145	01-481-460-6011-6243		280.00	Bus ad transit media space	107936	Advertising,Marketing & Promotional N
5109	Houck Transit Advertising		280.00	1 Transactions		
1669	Houser/Jodi					
211	01-481-460-6009-6331	AP	21.88	Mileage		Mileage Reimbursement N
1669	Houser/Jodi		21.88	1 Transactions		
9226	Jones/Ruthie					
200	01-481-460-6009-6331	AP	53.75	Mileage		Mileage Reimbursement N
9226	Jones/Ruthie		53.75	1 Transactions		
9458	Jongbloedt/Beth					
212	01-481-460-6009-6331	AP	132.07	Mileage		Mileage Reimbursement N
213	01-481-465-6057-6331	AP	1.31	Mileage		Mileage Reimbursement N
9458	Jongbloedt/Beth		133.38	2 Transactions		
3256	Kofstad/Melissa					
217	01-481-460-6009-6331	AP	7.50	Mileage		Mileage Reimbursement N
219	01-481-464-6052-6331	AP	29.37	Mileage		Mileage Reimbursement N
218	01-481-465-6057-6331	AP	3.13	Mileage		Mileage Reimbursement N
3256	Kofstad/Melissa		40.00	3 Transactions		
41040	KOWZ-KRUE Radio					
146	01-481-460-6011-6243	AP	180.00	Radio air time - December	7878-12	Advertising,Marketing & Promotional N
41040	KOWZ-KRUE Radio		180.00	1 Transactions		
3693	Loffler Companies Inc					
86	01-481-460-6009-6410	AP	44.52	Printers	4230004	Office Supplies N
87	01-481-460-6011-6410	AP	3.18	Printers	4230004	Office Supplies N
88	01-481-461-6025-6410	AP	6.36	Printers	4230004	Office Supplies N
89	01-481-461-6030-6410	AP	2.12	Printers	4230004	Office Supplies N
90	01-481-461-6032-6410	AP	4.24	Printers	4230004	Office Supplies N
91	01-481-461-6034-6410	AP	2.12	Printers	4230004	Office Supplies N
92	01-481-461-6040-6410	AP	8.48	Printers	4230004	Office Supplies N
93	01-481-461-6059-6410	AP	3.18	Printers	4230004	Office Supplies N
95	01-481-462-6047-6410	AP	1.06	Printers	4230004	Office Supplies N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
94	01-481-464-6061-6410	AP	19.08	Printers	4230004	Office Supplies N
96	01-481-465-6057-6410	AP	11.66	Printers	4230004	Office Supplies N
3693	Loffler Companies Inc		106.00	11 Transactions		
5754	McMann/Katy					
220	01-481-460-6009-6331	AP	172.81	Mileage		Mileage Reimbursement N
5754	McMann/Katy		172.81	1 Transactions		
9246	Meagan Katchmark					
216	01-481-461-6025-6331	AP	11.37	Mileage		Mileage Reimbursement N
215	01-481-461-6030-6331	AP	6.13	Mileage		Mileage Reimbursement N
214	01-481-461-6059-6331	AP	15.38	Mileage		Mileage Reimbursement N
9246	Meagan Katchmark		32.88	3 Transactions		
51300	Metro Sales Inc					
170	01-481-460-6009-6410	AP	564.55	Print usage through 6/29/22	INV2073598	Office Supplies N
171	01-481-461-6025-6410	AP	215.07	Print usage through 6/29/22	INV2073598	Office Supplies N
172	01-481-462-6047-6410	AP	44.81	Print usage through 6/29/22	INV2073598	Office Supplies N
159	01-481-460-6009-6322	AP	49.92	Copier meter contract	INV2191188	Service Agreements N
160	01-481-460-6011-6322	AP	2.88	Copier meter contract	INV2191188	Service Agreements N
161	01-481-461-6025-6322	AP	4.80	Copier meter contract	INV2191188	Service Agreements N
162	01-481-461-6030-6322	AP	2.88	Copier meter contract	INV2191188	Service Agreements N
163	01-481-461-6032-6322	AP	2.88	Copier meter contract	INV2191188	Service Agreements N
164	01-481-461-6034-6322	AP	1.92	Copier meter contract	INV2191188	Service Agreements N
165	01-481-461-6040-6322	AP	8.64	Copier meter contract	INV2191188	Service Agreements N
166	01-481-461-6059-6322	AP	2.88	Copier meter contract	INV2191188	Service Agreements N
167	01-481-462-6047-6322	AP	2.88	Copier meter contract	INV2191188	Service Agreements N
168	01-481-464-6052-6322	AP	0.96	Copier meter contract	INV2191188	Service Agreements N
169	01-481-465-6057-6322	AP	15.36	Copier meter contract	INV2191188	Service Agreements N
51300	Metro Sales Inc		920.43	14 Transactions		
8975	Minnesota Counties Computer Coop					
147	01-481-460-6009-6381		4,984.51	PHDoc software support	2301163	Cpu Usage & Network Support N
148	01-481-460-6011-6381		325.08	PHDoc software support	2301163	Cpu Usage & Network Support N
149	01-481-461-6025-6381		650.15	PHDoc software support	2301163	Cpu Usage & Network Support N
150	01-481-461-6030-6381		216.72	PHDoc software support	2301163	Cpu Usage & Network Support N
151	01-481-461-6032-6381		433.44	PHDoc software support	2301163	Cpu Usage & Network Support N
152	01-481-461-6034-6381		216.72	PHDoc software support	2301163	Cpu Usage & Network Support N
153	01-481-461-6040-6381		975.23	PHDoc software support	2301163	Cpu Usage & Network Support N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
154	01-481-461-6059-6381		PHDoc software support	2301163	Cpu Usage & Network Support	N
155	01-481-462-6047-6381		PHDoc software support	2301163	Cpu Usage & Network Support	N
157	01-481-464-6061-6806		PHDoc software support	2301163	Miscellaneous	N
156	01-481-465-6057-6381		PHDoc software support	2301163	Cpu Usage & Network Support	N
8975	Minnesota Counties Computer Coop		11 Transactions			
52975	Minnesota Valley Testing Labs					
158	01-481-463-6049-6322		Lab water testing charges	1181346	Well Water Service Agreements	N
322	01-481-463-6049-6322		Lab water testing charges	1181968	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs		2 Transactions			
7848	Nelson/Connie					
221	01-481-460-6009-6331	AP	Mileage		Mileage Reimbursement	N
7848	Nelson/Connie		1 Transactions			
5424	Northstar Calibration Inc					
173	01-481-462-6047-6563		Thermometer temp calibration	641793	Maintenance And Repair	N
5424	Northstar Calibration Inc		1 Transactions			
2587	Piepho/Nancy June					
222	01-481-461-6034-6331	AP	Mileage		Mileage Reimbursement	N
2587	Piepho/Nancy June		1 Transactions			
5252	Probst/Angie					
223	01-481-460-6009-6331	AP	Mileage		Mileage Reimbursement	N
5252	Probst/Angie		1 Transactions			
7944	Red Oxygen					
174	01-481-460-6011-6210	AP	Texting services	595364	Telephone	N
175	01-481-461-6040-6210	AP	Texting services	595364	Telephone	N
7944	Red Oxygen		2 Transactions			
4597	Sanofi Pasteur Inc					
177	01-481-462-6047-6466		Flu vaccine fluzone HD QIV	920071569	Flu Vaccine	N
4597	Sanofi Pasteur Inc		1 Transactions			
77316	Schroeder/Greg					
176	01-481-460-6009-6383	AP	Physical therapist - December		Contract Services	Y

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
77316	Schroeder/Greg		865.97	1 Transactions			
4879	Shred Right						
178	01-481-465-6057-6322	AP	40.00	Shredding service	590549	Service Agreements	Y
4879	Shred Right		40.00	1 Transactions			
81597	Spee Dee Delivery Service Inc						
179	01-481-463-6049-6322	AP	115.00	Well water sample	726664	Well Water Service Agreements	N
81597	Spee Dee Delivery Service Inc		115.00	1 Transactions			
7978	Steffensmeier/Carey L						
224	01-481-460-6009-6331	AP	3.75	Mileage - October		Mileage Reimbursement	N
225	01-481-460-6009-6331	AP	3.75	Mileage		Mileage Reimbursement	N
7978	Steffensmeier/Carey L		7.50	2 Transactions			
84035	Tri-M Graphics						
180	01-481-460-6011-6464		557.34	Envelopes - 2000 count	100238	General Supplies & Outreach	N
84035	Tri-M Graphics		557.34	1 Transactions			
74928	Waypa/Lisa A						
226	01-481-462-6047-6331	AP	1.25	Mileage		Mileage Reimbursement	N
230	01-481-462-6047-6331	AP	1.88	Mileage - October		Mileage Reimbursement	N
227	01-481-464-6061-6331	AP	1.25	Mileage		Mileage Reimbursement	N
228	01-481-464-6061-6331	AP	5.00	Mileage - November		Mileage Reimbursement	N
229	01-481-465-6057-6331	AP	2.50	Mileage - November		Mileage Reimbursement	N
74928	Waypa/Lisa A		11.88	5 Transactions			
4100	Wencl/Dianne Marie						
231	01-481-460-6009-6331	AP	25.00	Mileage		Mileage Reimbursement	N
4100	Wencl/Dianne Marie		25.00	1 Transactions			
481	DEPT Total:		22,267.32	Public Health Nursing	40 Vendors	90 Transactions	
521	DEPT			Park And Recreation			
26699	Four Seasons Centre						
71	01-521-000-0000-6831	DTG	7,470.00	Open ice - December	4439-1	Ice Rental Pymts	N
26699	Four Seasons Centre		7,470.00	1 Transactions			
37025	Innovative Office Solutions LLC						

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
16	01-521-000-0000-6410		215.01	Copy paper, misc ofc supplies	4055896	Operating Supplies/Truck Repairs	N
37025	Innovative Office Solutions LLC		215.01	1 Transactions			
521	DEPT Total:		7,685.01	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
1960	Amerigas - Owatonna Mn						
264	01-550-000-0000-6258	AP	666.12	Zamboni propane	805571424	LP Gas	N
1960	Amerigas - Owatonna Mn		666.12	1 Transactions			
3738	Arrow Ace Hardware						
265	01-550-000-0000-6410		17.38	Eye bolts	270906/2	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware		17.38	1 Transactions			
8424	Cintas						
8	01-550-000-0000-6420	AP	196.90	Monthly linens	4142916299	Linen Service	Y
8424	Cintas		196.90	1 Transactions			
33550	Hillyard - Hutchinson						
275	01-550-000-0000-6410		46.89	Scrubber pads	604995925	Operating Supplies - Contracts	N
33550	Hillyard - Hutchinson		46.89	1 Transactions			
3693	Loffler Companies Inc						
79	01-550-000-0000-6410	AP	22.55	Four Seasons printers	4230004	Operating Supplies - Contracts	N
3693	Loffler Companies Inc		22.55	1 Transactions			
52550	MEI Total Elevator Solutions						
101	01-550-000-0000-6410		205.00	Elevator service - Jan-March	1000009	Operating Supplies - Contracts	N
52550	MEI Total Elevator Solutions		205.00	1 Transactions			
48530	Minnesota Ice Arena Managers Assn						
33	01-550-000-0000-6410		250.00	Annual membership-SSchroht	12-1	Operating Supplies - Contracts	N
48530	Minnesota Ice Arena Managers Assn		250.00	1 Transactions			
56125	NAPA Auto Parts						
34	01-550-000-0000-6314		48.89	Oil & filters for zamboni	964418	Zamboni Repairs	N
56125	NAPA Auto Parts		48.89	1 Transactions			
61560	Owatonna Public Utilities						

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
103	01-550-000-0000-6250	DTG	51,462.43	Balance of 2022 utilities	617	Utilities	N
61560	Owatonna Public Utilities		51,462.43	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc						
294	01-550-000-0000-6314	AP	115.00	Zamboni blade sharpening	77864-IN	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc		115.00	1 Transactions			
9113	RSBS Management Inc						
110	01-550-000-0000-6380	AP	118.75	Snow plowing - Fairgrounds	176962	Snow Removal	N
108	01-550-000-0000-6380	AP	118.75	Snow plowing - Four Seasons	176964	Snow Removal	N
9113	RSBS Management Inc		237.50	2 Transactions			
91	Sheriff Of Steele County						
44	01-550-000-0000-6410	DTF	100.00	Special deputy for Ice Jam	22-1438	Operating Supplies - Contracts	N
91	Sheriff Of Steele County		100.00	1 Transactions			
83500	Steele County Highway Dept						
312	01-550-000-0000-6314	DTF	100.03	Repairs to zamboni	2078	Zamboni Repairs	N
83500	Steele County Highway Dept		100.03	1 Transactions			
85167	Stewart Sanitation						
51	01-550-000-0000-6254	AP	171.91	Monthly garbage	759128	Garbage Disposal	N
85167	Stewart Sanitation		171.91	1 Transactions			
9009	United States Ice Rink Association						
124	01-550-000-0000-6410		275.00	2023 Membership - SSchroht	1672	Operating Supplies - Contracts	N
9009	United States Ice Rink Association		275.00	1 Transactions			
550	DEPT Total:		53,915.60	Four Seasons	15 Vendors	16 Transactions	
602	DEPT			Co-Op Extension			
37025	Innovative Office Solutions LLC						
17	01-602-000-0000-6410		26.34	Labels & pencils	4057937	Office Supplies	N
37025	Innovative Office Solutions LLC		26.34	1 Transactions			
51300	Metro Sales Inc						
31	01-602-000-0000-6321		45.00	Contract base rate 12/21-3/20	2188653	Maintenance Agreements	N
32	01-602-000-0000-6410	AP	436.15	Black & white copies	2188653	Office Supplies	N

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Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
51300	Metro Sales Inc		481.15	2 Transactions	
602	DEPT Total:		507.49	Co-Op Extension	2 Vendors 3 Transactions
1	Fund Total:		225,979.37	General Revenue Fund	298 Transactions

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10 Road & Bridge Fund

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
301	DEPT			Administration				
	3693 Loffler Companies Inc							
232	10-301-000-0000-6410	AP	8.02	Public works printers	4230004	Office Supplies		N
	3693 Loffler Companies Inc		8.02	1 Transactions				
301	DEPT Total:		8.02	Administration	1 Vendors	1 Transactions		
10	Fund Total:		8.02	Road & Bridge Fund		1 Transactions		

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38 Capital Outlay Fund

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
251	DEPT			Jail				
	8756 ICS Consulting Inc							
235	38-251-000-0000-6600	AP	1,886.23	Progress billing - 12/31	9281	Capital Outlay - Detention Center		Y
233	38-251-000-0000-6600	AP	524.12	Intergrator upgrade - DC	9306	Capital Outlay - Detention Center		Y
234	38-251-000-0000-6600	AP	1,145.01	Pod separation - DC	9306	Capital Outlay - Detention Center		Y
	8756 ICS Consulting Inc		3,555.36	3 Transactions				
251	DEPT Total:		3,555.36	Jail	1 Vendors	3 Transactions		
38	Fund Total:		3,555.36	Capital Outlay Fund		3 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398 DEPT		Landfill			
9087 7 Rivers Recycling LLC					
236 53-398-000-0000-6304	AP	2,349.54	108 mattresses	8678	Contract Services Y
9087 7 Rivers Recycling LLC		2,349.54	1 Transactions		
5465 B To Z Hardware					
237 53-398-000-0000-6410	AP	28.43	Gloves & trash bags	B343555	Office Supplies N
238 53-398-000-0000-6410	AP	66.54	Trash & leaf bags	B344821	Office Supplies N
5465 B To Z Hardware		94.97	2 Transactions		
11215 Central Farm Services					
243 53-398-000-0000-6541	AP	896.90	472 gals LP - old shop	183966	Heating Fuel N
244 53-398-000-0000-6541	AP	599.32	315 gals LP - shop	183967	Heating Fuel N
245 53-398-000-0000-6541	AP	764.92	402 gals LP - old shop	184185	Heating Fuel N
246 53-398-000-0000-6541	AP	1,510.65	795 gals LP - shop	184186	Heating Fuel N
247 53-398-000-0000-6541	AP	371.06	195 gals LP - office	184187	Heating Fuel N
239 53-398-000-0000-6540	AP	2,274.24	460 gals diesel	24664	Machine Fuel N
240 53-398-000-0000-6540	AP	1,835.25	375 gals diesel	24688	Machine Fuel N
241 53-398-000-0000-6540	AP	1,468.20	300 gals diesel	24715	Machine Fuel N
242 53-398-000-0000-6540	AP	1,598.60	200 gals diesel,200 gal unlead	24740	Machine Fuel N
11215 Central Farm Services		11,319.14	9 Transactions		
38160 J R's Advanced Recyclers Inc					
248 53-398-000-0000-6304	AP	6,340.60	12940 lbs electronics	109188	Contract Services N
38160 J R's Advanced Recyclers Inc		6,340.60	1 Transactions		
524 Kecks Repair Inc					
249 53-398-000-0000-6301	AP	199.29	Oil seal	300699	Equip Repairs N
524 Kecks Repair Inc		199.29	1 Transactions		
3693 Loffler Companies Inc					
250 53-398-000-0000-6410	AP	112.52	Landfill printers	4230004	Office Supplies N
3693 Loffler Companies Inc		112.52	1 Transactions		
52725 Mn Pollution Control Agency					
253 53-398-000-0000-6261		720.00	Cont Ed-Deml,Johnson & Larson	March	Conference & Training N
52725 Mn Pollution Control Agency		720.00	1 Transactions		
73956 Road Machinery & Supplies Co					

SBENDORF

1/19/23 1:03PM

53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 30

Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
251	53-398-000-0000-6301	AP	5,154.80	Repairs to BoMag	W4394801	Equip Repairs		N
73956	Road Machinery & Supplies Co		5,154.80	1 Transactions				
77570	Short Elliott Hendrickson Inc							
254	53-398-000-0000-6542	AP	2,412.50	Landfill services	439866	Testing & Monitoring		N
255	53-398-000-0000-6542		19,579.66	Permitting & expansion	439875	Testing & Monitoring		N
77570	Short Elliott Hendrickson Inc		21,992.16	2 Transactions				
83500	Steele County Highway Dept							
256	53-398-000-0000-6301	DTF	3,086.30	Roll-off truck repairs	2081	Equip Repairs		N
257	53-398-000-0000-6388	DTF	904.74	Labor reimbursement	2081	Labor costs-Highway		N
83500	Steele County Highway Dept		3,991.04	2 Transactions				
398	DEPT Total:		52,274.06	Landfill	10 Vendors	21 Transactions		
53	Fund Total:		52,274.06	Landfill Fund		21 Transactions		

SBENDORF

1/19/23 1:03PM

72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 31

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
866	DEPT			Conceal & Carry Permits			
	9204 BCA MNJIS Biometrics Unit						
252	72-866-000-0000-2100		885.00	BCA fees-permit to carry 1/1	74-000075	Mn State Treasurer-Conceal & Carry	N
	9204 BCA MNJIS Biometrics Unit		885.00	1 Transactions			
866	DEPT Total:		885.00	Conceal & Carry Permits	1 Vendors	1 Transactions	
72	Fund Total:		885.00	State Collections Fund		1 Transactions	
	Final Total:		282,701.81	194 Vendors	324 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	225,979.37	General Revenue Fund	
	10	8.02	Road & Bridge Fund	
	38	3,555.36	Capital Outlay Fund	
	53	52,274.06	Landfill Fund	
	72	885.00	State Collections Fund	
	All Funds	282,701.81	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description MM- NOV 2022 CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/22	906	01-003-000-0000-5710 Interest From Investments	88,085.47	C	Nov Interest From Investments				1
2	11/30/22	906	01-003-000-0000-5710 Interest From Investments	649.72	C	Nov Interest ROI				1
3	11/30/22	906	01-000-000-0000-1001 Cash	89,019.99	D	Nov Investment				1
4	11/30/22	906	01-003-000-0000-6801 General Expense	19.49	C	Nov Investment Adjustment				1
5	11/30/22	906	01-003-000-0000-6801 General Expense	265.31	C	Nov Interest Adjustment				1
6	11/30/22	906	75-000-000-0000-1001 Cash	30.18	D	Nov Missing Heir Interest				1
7	11/30/22	906	75-870-000-0000-5710 Interest	30.18	C	Nov Missing Heir Interest				1
Debit Total				89,050.17		Credit Total	89,050.17	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - OCT 2022 - CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/22	906	01-003-000-0000-5710 Interest From Investments	102,536.92	C	Oct Interest From Investments				1
2	10/31/22	906	01-003-000-0000-5710 Interest From Investments	734.94	C	Oct Interest ROI				1
3	10/31/22	906	01-000-000-0000-1001 Cash	104,709.65	D	Oct Investment				1
4	10/31/22	906	01-003-000-0000-6801 General Expense	0.04	D	Oct Investment Adjustment				1
5	10/31/22	906	01-003-000-0000-6801 General Expense	1,437.83	C	Oct Interest Adjustment				1
6	10/31/22	906	75-000-000-0000-1001 Cash	528.34	D	Oct Missing Heir Interest				1
7	10/31/22	906	75-870-000-0000-5710 Interest	528.34	C	Oct Missing Heir Interest				1
Debit Total				105,238.03		Credit Total	105,238.03	Net:	0.00	

Steele County
JOURNAL ENTRIES



Description MM - 2022 OCT C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/22	907	70-000-000-0000-2163	18,000.00	D	2nd Settle - Prop Tax State MN				1
			Unapportioned Other State Revenue							
2	10/31/22	907	70-000-000-0000-1001	18,000.00	C	2nd Settle - Prop Tax State MN				1
			Cash							
Debit Total				18,000.00		Credit Total	18,000.00	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	901	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	66,149.43	D	State Mortgage Tax				1
2	12/31/22	901	72-000-000-0000-1001 Cash	1,984.48	C	State Mortgage Tax				1
3	12/31/22	901	72-000-000-0000-1001 Cash	64,164.95	C	State Mortgage Tax				1
4	12/31/22	901	01-000-000-0000-1001 Cash	1,984.48	D	State Mortgage Tax				1
5	12/31/22	901	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,984.48	C	State Mortgage Tax				1
6	12/31/22	901	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	49,008.06	D	State Deed Tax				1
7	12/31/22	901	72-000-000-0000-1001 Cash	1,470.24	C	State Deed Tax				1
8	12/31/22	901	72-000-000-0000-1001 Cash	47,537.82	C	State Deed Tax				1
9	12/31/22	901	01-000-000-0000-1001 Cash	1,470.24	D	State Deed Tax				1
10	12/31/22	901	01-003-000-0000-5014 State Deed Tax Revenue	1,470.24	C	State Deed Tax				1
11	12/31/22	901	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	5,156.00	D	Sales Tax				1
12	12/31/22	901	72-000-000-0000-1001 Cash	5,156.00	C	Sales Tax				1
13	12/31/22	901	53-398-000-0000-6540 Machine Fuel	284.00	D	Usage Diesel Tax				1
14	12/31/22	901	53-000-000-0000-1001 Cash	284.00	C	Usage Diesel Tax				1
15	12/31/22	901	53-398-000-0000-6540 Machine Fuel	76.09	D	Diesel Tax				1
16	12/31/22	901	53-000-000-0000-1001 Cash	76.09	C	Diesel Tax				1
17	12/31/22	901	10-304-000-0000-6522 Diesel Fuel Tax	1,401.35	D	Diesel Tax				1
18	12/31/22	901	10-000-000-0000-1001 Cash	1,401.35	C	Diesel Tax				1
19	12/31/22	901	01-003-000-0000-6961 Visa One Card Program	40,153.96	D	BMO One Card Payment				1
20	12/31/22	901	01-000-000-0000-1001 Cash	40,153.96	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/22	901	53-398-000-0000-6801 General Expense	479.17	D	Landfill CC Fees				1
22	12/31/22	901	53-000-000-0000-1001 Cash	479.17	C	Landfill CC Fees				1
23	12/31/22	901	01-281-000-0000-6540 Gas & Oil	52.91	D	WEX Enterprise Payment Dec2022				1
24	12/31/22	901	01-000-000-0000-1001 Cash	52.91	C	WEX Enterprise Payment Dec2022				1
25	12/31/22	901	01-521-000-0000-6540 Gas & Oil	102.37	D	WEX NASPO Payment Dec 2022				1
26	12/31/22	901	01-111-000-0000-6540 Gas & Oil	161.20	D	WEX NASPO Payment Dec 2022				1
27	12/31/22	901	01-000-000-0000-1001 Cash	263.57	C	WEX NASPO Payment Dec 2022				1
28	12/31/22	901	35-800-000-0000-6700 Bond And Interest	325,000.00	D	Bonds Series 2018A Prin				1
29	12/31/22	901	35-000-000-0000-1001 Cash	325,000.00	C	Bonds Series 2018A Prin				1
30	12/31/22	901	35-800-000-0000-6700 Bond And Interest	46,675.00	D	Bonds Series 2018A Int				1
31	12/31/22	901	35-000-000-0000-1001 Cash	46,675.00	C	Bonds Series 2018A Int				1
32	12/31/22	901	01-032-000-0000-6260 Background Checks	100.07	D	Record Background Checks				1
33	12/31/22	901	01-000-000-0000-1001 Cash	100.07	C	Record Background Checks				1
34	12/31/22	901	35-800-000-0000-6700 Bond And Interest	240,000.00	D	Jail Bonds Series 2020A Prin				1
35	12/31/22	901	35-000-000-0000-1001 Cash	240,000.00	C	Jail Bonds Series 2020A Prin				1
36	12/31/22	901	35-800-000-0000-6700 Bond And Interest	52,750.00	D	Jail Bonds Series 2020A Int				1
37	12/31/22	901	35-000-000-0000-1001 Cash	52,750.00	C	Jail Bonds Series 2020A Int				1
38	12/31/22	901	01-003-000-0000-6801 General Expense	495.00	D	Northland Securities Fee 2020A				1
39	12/31/22	901	01-000-000-0000-1001 Cash	495.00	C	Northland Securities Fee 2020A				1
40	12/31/22	901	01-003-000-0000-5831 Miscellaneous Revenue	2,040.00	D	Wire MNP- Out Home Placemt Aid				1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/22	901	01-000-000-0000-1001 Cash	2,040.00	C	Wire MNP- Out Home Placemt Aid				1
42	12/31/22	901	81-230-000-0000-6341 Office Rent	53,295.00	D	2022 Office Rent - Dispatch				1
43	12/31/22	901	81-000-000-0000-1001 Cash	53,295.00	C	2022 Office Rent - Dispatch				1
44	12/31/22	901	01-000-000-0000-1001 Cash	53,295.00	D	2022 Office Rent - Dispatch				1
45	12/31/22	901	01-003-000-0000-5810 Rental Income	53,295.00	C	2022 Office Rent - Dispatch				1
46	12/31/22	901	01-003-000-0000-6830 Library Tax Reimbursement -City Owatonna	20,903.32	D	CPA & Ag MV Library Payment				1
47	12/31/22	901	01-000-000-0000-1001 Cash	20,903.32	C	CPA & Ag MV Library Payment				1
48	12/31/22	901	01-255-000-0000-6253 Contracted Services-MN Prairie SDA	2,789,719.00	D	Levy Payment to MN Prairie				1
49	12/31/22	901	01-000-000-0000-1001 Cash	2,789,719.00	C	Levy Payment to MN Prairie				1
50	12/31/22	901	01-481-464-6061-6383 Contract Services	13.03	D	Optum Invoice P22120100004408				1
51	12/31/22	901	01-000-000-0000-1001 Cash	13.03	C	Optum Invoice P22120100004408				1
52	12/31/22	901	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	196.56	D	Correct Receipt # 221774				1
53	12/31/22	901	70-000-000-0000-1001 Cash	196.56	C	Correct Receipt # 221774				1
54	12/31/22	901	21-000-000-0000-1001 Cash	196.56	D	Correct Receipt # 221774				1
55	12/31/22	901	21-648-000-0000-5052 Pre Payments	196.56	C	Correct Receipt # 221774				1
56	12/31/22	901	01-000-000-0000-1001 Cash	56.00	D	Void Check #177171				1
57	12/31/22	901	01-481-464-6061-5565 COVID-19 Vaccines	56.00	C	Void Check #177171				1
58	12/31/22	901	01-000-000-0000-1001 Cash	837.16	D	Void Check #177450				1
59	12/31/22	901	01-201-000-0000-6346 Eds Rent Account	837.16	C	Void Check #177450				1
60	12/31/22	901	01-111-043-0000-6250 Utilities	107.20	D	OPU Payment Invoice # 718547				1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	12/31/22	901	01-000-000-0000-1001 Cash	107.20	C	OPU Payment Invoice # 718547				1
62	12/31/22	901	01-111-043-0000-6250 Utilities	121.94	D	OPU Payment Invoice # 705296				1
63	12/31/22	901	01-000-000-0000-1001 Cash	121.94	C	OPU Payment Invoice # 705296				1
64	12/31/22	901	01-111-043-0000-6250 Utilities	357.01	D	OPU Payment Invoice # 718546				1
65	12/31/22	901	01-000-000-0000-1001 Cash	357.01	C	OPU Payment Invoice # 718546				1
66	12/31/22	901	01-502-000-0000-6250 Utilities	450.51	D	OPU Payment Invoice # 718550				1
67	12/31/22	901	01-000-000-0000-1001 Cash	450.51	C	OPU Payment Invoice # 718550				1
68	12/31/22	901	10-304-000-0000-6514 Utility Services	156.44	D	OPU Payment Invoice # 718553				1
69	12/31/22	901	10-000-000-0000-1001 Cash	156.44	C	OPU Payment Invoice # 718553				1
70	12/31/22	901	01-111-047-0000-6250 Utilities	59.77	D	OPU Payment Invoice # 716285				1
71	12/31/22	901	01-000-000-0000-1001 Cash	59.77	C	OPU Payment Invoice # 716285				1
72	12/31/22	901	01-111-041-0000-6250 Utilities	2,519.53	D	OPU Payment Invoice # 718556				1
73	12/31/22	901	01-000-000-0000-1001 Cash	2,519.53	C	OPU Payment Invoice # 718556				1
74	12/31/22	901	01-111-042-0000-6250 Utilities	4,108.77	D	OPU Payment Invoice # 718555				1
75	12/31/22	901	01-000-000-0000-1001 Cash	4,108.77	C	OPU Payment Invoice # 718555				1
76	12/31/22	901	01-111-040-0000-6250 Utilities	6,308.24	D	OPU Payment Invoice # 718557				1
77	12/31/22	901	01-000-000-0000-1001 Cash	6,308.24	C	OPU Payment Invoice # 718557				1
78	12/31/22	901	01-111-044-0000-6250 Utilities	15,087.79	D	OPU Payment Invoice # 718563				1
79	12/31/22	901	01-000-000-0000-1001 Cash	15,087.79	C	OPU Payment Invoice # 718563				1
80	12/31/22	901	10-304-000-0000-6514 Utility Services	4,134.21	D	OPU Payment Invoice # 718562				1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	12/31/22	901	10-000-000-0000-1001 Cash	4,134.21	C	OPU Payment Invoice # 718562				1
82	12/31/22	901	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	2,558.00	D	Correct Receipt # 222269				1
83	12/31/22	901	70-000-000-0000-1001 Cash	2,558.00	C	Correct Receipt # 222269				1
84	12/31/22	901	74-000-000-0000-1001 Cash	2,558.00	D	Correct Receipt # 222269				1
85	12/31/22	901	74-610-000-0000-5720 Principal Collections	2,558.00	C	Correct Receipt # 222269				1
86	12/31/22	901	53-000-000-0000-1001 Cash	13,545.03	D	Landfill Fin Interest Income				1
87	12/31/22	901	53-398-000-0000-5710 Interest	13,545.03	C	Landfill Fin Interest Income				1
88	12/31/22	901	01-003-000-0000-5710 Interest From Investments	13,545.03	D	Landfill Fin Interest Income				1
89	12/31/22	901	01-000-000-0000-1001 Cash	13,545.03	C	Landfill Fin Interest Income				1
90	12/31/22	901	53-000-000-0000-2881 Net Worth/Equity	13,545.03	D	Interest to Res for Assurance				1
91	12/31/22	901	53-000-000-0000-2722 Reserve For Capital Imp-Fin Assurance	13,545.03	C	Interest to Res for Assurance				1
Debit Total				3,831,213.46		Credit Total	3,831,213.46	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	903	01-111-000-0000-6320 Fleet Vehicle Maintenance	448.66	D	Enterprise Full Maint Fee				1
2	12/31/22	903	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee				1
3	12/31/22	903	01-000-000-0000-1001 Cash	876.15	C	Admin-DC Enterprise Dec 2022				1
4	12/31/22	903	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	18,328.25	D	Fleet Lease Payments - Dec 22				1
5	12/31/22	903	38-000-000-0000-1001 Cash	18,328.25	C	Fleet Lease Payments - Dec 22				1
6	12/31/22	903	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
7	12/31/22	903	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
8	12/31/22	903	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	12/31/22	903	01-201-000-0104-6320 Squad 7404 Maintenance	61.45	D	Oil Change & Disposal				1
10	12/31/22	903	01-201-000-0104-6320 Squad 7404 Maintenance	46.76	D	Wheel bal, Washer fluid & Cool				1
11	12/31/22	903	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	12/31/22	903	01-201-000-0105-6320 Squad 7408 Maintenance	89.89	D	Oil Change				1
13	12/31/22	903	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	12/31/22	903	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
15	12/31/22	903	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	12/31/22	903	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	12/31/22	903	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	12/31/22	903	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	12/31/22	903	01-201-000-0111-6320 Squad 7422 Maintenance	160.75	D	Adv Driver Assist & Exhaust				1
20	12/31/22	903	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/22	903	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	12/31/22	903	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	12/31/22	903	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM - 22VH55 Retired Squad				1
24	12/31/22	903	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	FVM - 7405 - 25HGVK				1
25	12/31/22	903	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	12/31/22	903	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	12/31/22	903	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
28	12/31/22	903	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	12/31/22	903	01-201-000-0120-6320 Squad 7402 Maintenance	43.45	D	Oil Change				1
30	12/31/22	903	01-201-000-0120-6320 Squad 7402 Maintenance	49.94	D	Tire Rotation & Air filter				1
31	12/31/22	903	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	12/31/22	903	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	FVM - 7403 - 2VH6K				1
33	12/31/22	903	01-201-000-0122-6320 Squad 7409 Maintenance	90.14	D	Key & Tire rotation				1
34	12/31/22	903	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	FVM - 7423 - 25HGW5				1
35	12/31/22	903	01-000-000-0000-1001 Cash	782.58	C	Sheriff Enterprise - Dec 22				1
Debit Total				19,986.98		Credit Total	19,986.98	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	904	01-031-000-0000-6210 Telephone	48.36	D	Phone Charges - Verizon				1
2	12/31/22	904	01-103-000-0000-6210 Telephone	226.80	D	Phone Charges - Verizon				1
3	12/31/22	904	01-091-000-0000-6210 Telephone	121.73	D	Phone Charges - Verizon				1
4	12/31/22	904	01-111-000-0000-6210 Telephone	381.28	D	Phone Charges - Verizon				1
5	12/31/22	904	01-252-000-0000-6210 Telephone	667.04	D	Phone Charges - Verizon				1
6	12/31/22	904	01-251-000-0000-6210 Telephone	178.44	D	Phone Charges - Verizon				1
7	12/31/22	904	01-281-000-0000-6210 Telephone	185.09	D	Phone Charges - Verizon				1
8	12/31/22	904	01-602-000-0000-6210 Telephone	35.01	D	Phone Charges - Verizon				1
9	12/31/22	904	01-032-000-0000-6210 Telephone	91.72	D	Phone Charges - Verizon				1
10	12/31/22	904	01-061-000-0000-6210 Telephone	83.37	D	Phone Charges - Verizon				1
11	12/31/22	904	01-105-000-0000-6210 Telephone	173.44	D	Phone Charges - Verizon				1
12	12/31/22	904	01-042-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
13	12/31/22	904	01-121-000-0000-6210 Telephone	789.68	D	Phone Charges - Verizon				1
14	12/31/22	904	01-253-000-0000-6210 Telephone	43.36	D	Phone Charges - Verizon				1
15	12/31/22	904	01-481-460-6009-6210 Telephone	43.37	D	Phone Charges - QA				1
16	12/31/22	904	01-481-460-6009-6210 Telephone	43.37	D	Phone Charges - QA				1
17	12/31/22	904	01-481-460-6009-6210 Telephone	43.37	D	Phone Charges - QA				1
18	12/31/22	904	01-481-461-6040-6210 Telephone	43.37	D	Phone Charges - WIC				1
19	12/31/22	904	01-481-460-6011-6210 Telephone	21.68	D	Phone Charges - CTC				1
20	12/31/22	904	01-481-462-6047-6210 Telephone	21.69	D	Phone Charges - CID				1

Steele County

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Description MM 2022 DEC - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/22	904	01-481-461-6040-6210 Telephone	43.37	D	Phone Charges - WIC				1
22	12/31/22	904	01-481-460-6009-6210 Telephone	43.37	D	Phone Charges - QA				1
23	12/31/22	904	01-481-461-6059-6210 Telephone	21.69	D	Phone Charges - SEMN				1
24	12/31/22	904	01-481-461-6034-6210 Telephone	21.68	D	Phone Charges - TANF				1
25	12/31/22	904	01-481-461-6059-6210 Telephone	43.37	D	Phone Charges - SEMN				1
26	12/31/22	904	01-481-460-6009-6210 Telephone	43.37	D	Phone Charges - QA				1
27	12/31/22	904	01-481-460-6009-6210 Telephone	43.37	D	Phone Charges - QA				1
28	12/31/22	904	01-481-460-6009-6210 Telephone	43.37	D	Phone Charges - QA				1
29	12/31/22	904	01-481-461-6059-6210 Telephone	21.69	D	Phone Charges - SEMN				1
30	12/31/22	904	01-481-461-6040-6210 Telephone	10.84	D	Phone Charges - WIC				1
31	12/31/22	904	01-481-465-6057-6210 Telephone	0.87	D	Phone Charges - LPHG				1
32	12/31/22	904	01-481-461-6030-6210 Telephone	2.17	D	Phone Charges - MCH				1
33	12/31/22	904	01-481-462-6047-6210 Telephone	7.80	D	Phone Charges - CID				1
34	12/31/22	904	01-481-460-6009-6210 Telephone	43.37	D	Phone Charges - QA				1
35	12/31/22	904	01-481-461-6040-6210 Telephone	43.37	D	Phone Charges - WIC				1
36	12/31/22	904	01-481-460-6009-6210 Telephone	48.37	D	Phone Charges - QA				1
37	12/31/22	904	01-481-465-6057-6210 Telephone	43.37	D	Phone Charges - LPHG				1
38	12/31/22	904	01-481-465-6057-6210 Telephone	35.01	D	Phone Charges - MIFI				1
39	12/31/22	904	01-481-460-6009-6210 Telephone	48.37	D	Phone Charges - QA				1
40	12/31/22	904	01-201-000-0000-6211 Radio-Computers-Cameras	840.23	D	Squad Connections - Verizon				1

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Steele County

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Description MM 2022 DEC - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/22	904	01-201-000-0000-6210 Telephone	1,050.88	D	Phone Charges - Verizon				1
42	12/31/22	904	01-000-000-0000-1001 Cash	5,782.11	C	Verizon Charges December				1
43	12/31/22	904	10-301-000-0000-6210 Telephone	578.64	D	Phone Charges - Verizon				1
44	12/31/22	904	10-000-000-0000-1001 Cash	578.64	C	Phone Charges - Verizon				1
45	12/31/22	904	53-398-000-0000-6210 Telephone	79.28	D	Phone Charges - Verizon				1
46	12/31/22	904	53-000-000-0000-1001 Cash	79.28	C	Phone Charges - Verizon				1
Debit Total				6,440.03		Credit Total	6,440.03	Net:	0.00	

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Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	905	01-000-000-0000-1001 Cash	3,187.48	D	BMO One Card Allocation Dec	BMO One Card Allocation Dec			1
2	12/31/22	905	01-003-000-0000-6961 Visa One Card Program	40,153.96	C	BMO Charges Dec	BMO Charges Dec			1
3	12/31/22	905	01-003-000-0000-6194 Personnel Policy	250.27	D	Recognition Invitations	Visionline Inc			1
4	12/31/22	905	01-031-000-0000-6241 Membership Dues	225.00	D	Civic Club dues	Rotary Club Of Owatonna			1
5	12/31/22	905	01-032-000-0000-6215 Postage	12.05	D	Mail 1095 to IRS as Requested	United States Postal Serv			1
6	12/31/22	905	01-032-000-0000-6330 Travel Expenses	946.74	D	Hotel stay 11/6 - 11/10	Mandalay Corp			1
7	12/31/22	905	01-032-000-0000-6330 Travel Expenses	46.18	D	Breakfast 11/10	Mandalay Corp			1
8	12/31/22	905	01-032-000-0000-6330 Travel Expenses	18.92	D	Uber: hotel to airport 11-10	Uber Technologies, Inc.			1
9	12/31/22	905	01-032-000-0000-6330 Travel Expenses	6.09	D	Water 11/6	Mandalay Corp			1
10	12/31/22	905	01-032-000-0000-6330 Travel Expenses	16.79	D	Supper 11/6	Mandalay Corp			1
11	12/31/22	905	01-032-000-0000-6330 Travel Expenses	35.95	D	Uber: airport to hotel 11-6	Uber Technologies, Inc.			1
12	12/31/22	905	01-032-000-0000-6330 Travel Expenses	44.95	D	Parking 11/6 - 11/10	Park N Fly, Llc			1
13	12/31/22	905	01-042-000-0000-6410 Office Supplies	48.90	D	Pens Calculator Tape	Amazon.Com, Inc.			1
14	12/31/22	905	01-044-000-0000-6330 Travel Expenses	895.71	D	Mandalay Bay Hotel Kronos Conf	Mandalay Corp			1
15	12/31/22	905	01-044-000-0000-6330 Travel Expenses	31.42	D	Meal Receipt @ Kronos Conf	Ramparts Inc			1
16	12/31/22	905	01-044-000-0000-6330 Travel Expenses	140.00	D	Parking @ Airport during Conf	Minneapolis St Paul Metro			1
17	12/31/22	905	01-044-000-0000-6330 Travel Expenses	24.09	D	Taxi to Airport from Kronos Co	Curb Mobility, Llc			1
18	12/31/22	905	01-044-000-0000-6330 Travel Expenses	34.66	D	Dinner Receipt @ Kronos Conf	Ramparts Inc			1
19	12/31/22	905	01-044-000-0000-6330 Travel Expenses	17.07	D	Dinner Receipt @ Kronos Conf	Mandalay Corp			1
20	12/31/22	905	01-044-000-0000-6330 Travel Expenses	24.09	D	Taxi to Mandalay Bay Kronos Co	Curb Mobility, Llc			1

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Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/22	905	01-061-000-0000-6241 Membership Dues	224.28	D	PSA -Ticketing Software	Connectwise, Llc			1
22	12/31/22	905	01-061-000-0000-6241 Membership Dues	189.00	D	IT Document Management	Kaseya US Llc			1
23	12/31/22	905	01-061-000-0000-6241 Membership Dues	424.00	D	Performance Mgmt SW	Brightgauge Software, In			1
24	12/31/22	905	01-061-000-0000-6260 Computer Support	12.00	D	Shipping - UPS Pickup	United Parcel Service, In			1
25	12/31/22	905	01-061-000-0000-6260 Computer Support	35.49	D	UPS Shipping	United Parcel Service, In			1
26	12/31/22	905	01-061-000-0000-6261 Conference & Training	195.00	D	Mental Health First Aid	Minnesota State Colleges			1
27	12/31/22	905	01-061-000-0000-6261 Conference & Training	380.00	D	2022 Gov IT Symposium	Government Training Servi			1
28	12/31/22	905	01-061-000-0000-6304 Misc Contracts	951.00	D	Novec 1230 Inspection	Pye-Barker Fire And Safet			1
29	12/31/22	905	01-061-000-0000-6410 Office Supplies	28.49	D	Staple Cartridge Refill	Cdw Llc			1
30	12/31/22	905	01-061-000-0000-6413 Computer Supplies	15.00	D	Drive Wiping Software	Parted Magic Llc			1
31	12/31/22	905	01-061-000-0000-6413 Computer Supplies	54.37	D	Flash Drives	Amazon.Com, Inc.			1
32	12/31/22	905	01-062-000-0000-6801 General Expense	355.14	D	Replacement TV for CH Lobby	Cdw Llc			1
33	12/31/22	905	01-062-000-0000-6801 General Expense	1,264.57	D	Oct AWS costs	Amazon.Com, Inc.			1
34	12/31/22	905	01-062-000-0000-6801 General Expense	1,360.81	D	Nov AWS costs	Amazon.Com, Inc.			1
35	12/31/22	905	01-063-000-0000-6410 Office Supplies	17.76	D	Election night supplies	Hy-Vee, Inc.			1
36	12/31/22	905	01-063-000-0000-6410 Office Supplies	53.69	D	Election night food	Hy-Vee, Inc.			1
37	12/31/22	905	01-101-000-0000-6215 Postage	27.90	D	Passport postage	United States Postal Serv			1
38	12/31/22	905	01-101-000-0000-6215 Postage	27.90	D	Passport postage.	United States Postal Serv			1
39	12/31/22	905	01-101-000-0000-6215 Postage	27.90	D	Passport postage	United States Postal Serv			1
40	12/31/22	905	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	3,200.58	D	Teams Voice Proof of Concept	Calltower, Inc.			1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/22	905	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	226.78	D	Lodging user meeting, Melissa	Silver Leaf Lodging Group			1
42	12/31/22	905	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	226.78	D	Lodging during user meet Lesa	Silver Leaf Lodging Group			1
43	12/31/22	905	01-103-000-0000-6241 Membership Dues	52.50	D	MIKE'S MAAO MEMBERSHIP	Minnesota Association Of			1
44	12/31/22	905	01-103-000-0000-6241 Membership Dues	105.00	D	BRIAN'S MAAO MEMBERSHIP	Minnesota Association Of			1
45	12/31/22	905	01-103-000-0000-6241 Membership Dues	105.00	D	BENJI'S MAAO MEMBERSHIP	Minnesota Association Of			1
46	12/31/22	905	01-103-000-0000-6241 Membership Dues	105.00	D	TOM'S MAAO MEMBERSHIP	Minnesota Association Of			1
47	12/31/22	905	01-103-000-0000-6241 Membership Dues	3.75	D	MIKE'S LICENSE FEE - TRAINEE	Value Payment Systems Llc			1
48	12/31/22	905	01-103-000-0000-6241 Membership Dues	50.00	D	MIKE'S LICENSE FEE - TRAINEE	Minnesota Dor - State Tax			1
49	12/31/22	905	01-103-000-0000-6410 Office Supplies	236.71	D	AMAZON EQUIPMENT FOR APPRAISER	Amazon.Com, Inc.			1
50	12/31/22	905	01-103-000-0000-6410 Office Supplies	88.00	D	AMAZON EQUIPMENT FOR APPRAISER	Amazon.Com, Inc.			1
51	12/31/22	905	01-103-000-0000-6501 Publications/Manuals	16.25	D	MONTHLY PEOPLE'S PRESS SUB.	Adams Publishing Group LI			1
52	12/31/22	905	01-105-000-0000-6410 Office Supplies	20.55	D	Biosecurity Boot Covers	Krause Feeds & Supplie			1
53	12/31/22	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	255.98	D	Push Handle Glass Filler	Kully Supply Inc			1
54	12/31/22	905	01-111-040-0000-6300 Bldg Repairs & Maintenance	22.58	D	oil filters/johndeere tactors	Wen-Col Inc			1
55	12/31/22	905	01-111-040-0000-6560 Janitorial Supplies	86.40	D	Bowl Cleaner	Hillyard Inc			1
56	12/31/22	905	01-111-040-0000-6560 Janitorial Supplies	1,927.03	D	Cleaners	Hillyard Inc			1
57	12/31/22	905	01-111-040-0000-6560 Janitorial Supplies	34.68	D	Swiffer Wet Jet Solution	Amazon.Com, Inc.			1
58	12/31/22	905	01-111-040-0000-6801 General Expense	11.98	D	Ele Cord For space heater	Lowes Companies, Inc.			1
59	12/31/22	905	01-111-040-0000-6801 General Expense	19.00	D	License Fees	State Of Minnesota			1
60	12/31/22	905	01-111-040-0000-6801 General Expense	19.00	D	License Fees	State Of Minnesota			1

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Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	12/31/22	905	01-111-040-0000-6801 General Expense	100.00	D	License Fees	State Of Minnesota			1
62	12/31/22	905	01-111-040-0000-6801 General Expense	892.50	D	Hand towels	Hillyard Inc			1
63	12/31/22	905	01-111-040-0000-6801 General Expense	750.00	D	monthly fee for Nov	Intuit Payment Solutions,			1
64	12/31/22	905	01-111-040-0000-6801 General Expense	48.35	D	Filters	Kibble Equipment Llc			1
65	12/31/22	905	01-111-040-0000-6801 General Expense	213.24	D	parts for johndeere tactor	Kibble Equipment Llc			1
66	12/31/22	905	01-111-041-0000-6250 Utilities	33.50	D	Equipment rental	Invoice Cloud, Inc.			1
67	12/31/22	905	01-111-041-0000-6300 Bldg Repairs & Maintenance	4.88	D	Brass plug for air handler	Lowes Companies, Inc.			1
68	12/31/22	905	01-111-041-0000-6300 Bldg Repairs & Maintenance	17.32	D	BLK Cable- seals-square- clamp	Lowes Companies, Inc.			1
69	12/31/22	905	01-111-041-0000-6300 Bldg Repairs & Maintenance	1,558.61	D	Heating and Cooling Parts	Minvalco Inc			1
70	12/31/22	905	01-111-041-0000-6300 Bldg Repairs & Maintenance	76.24	D	control for heat and AC	Ww Grainger			1
71	12/31/22	905	01-111-042-0000-6380 Grounds Maintenance	60.47	D	Blubs for court room	Van Meter Inc			1
72	12/31/22	905	01-111-042-0000-6560 Janitorial Supplies	858.07	D	Cleaners and Wipes	Hillyard Inc			1
73	12/31/22	905	01-111-043-0000-6801 General Expense	2.59	D	Ice Scraper	Arrow Hardware, Inc			1
74	12/31/22	905	01-111-044-0000-6300 Bldg Repairs & Maintenance	13.53	D	Floor strippers	Amazon.Com, Inc.			1
75	12/31/22	905	01-111-044-0000-6380 Grounds Maintenance	82.07	D	Pest control	Plunketts Pest Control In			1
76	12/31/22	905	01-111-044-0000-6560 Janitorial Supplies	25.76	D	Rags	Lowes Companies, Inc.			1
77	12/31/22	905	01-111-046-0000-6300 Bldg Repairs & Maintenance	490.00	D	Surface Black Hinged	Knox Company Inc			1
78	12/31/22	905	01-111-047-0000-6250 Utilities	36.12	D	Utilities	Owatonna Public Utilitie			1
79	12/31/22	905	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan	Apple Inc.			1
80	12/31/22	905	01-201-000-0000-6242 Publishing	50.00	D	3/yr subscription/POLICE mag	Bobit Business Media Inc.			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	12/31/22	905	01-201-000-0000-6261 Conference & Training	265.00	D	MSA-Chief Deputy Conf. 2022	Minnesota State Sheriffs			1
82	12/31/22	905	01-201-000-0000-6261 Conference & Training	100.00	D	ASP Instructor Certification	Armament Systems And Proc			1
83	12/31/22	905	01-201-000-0000-6261 Conference & Training	295.00	D	MSA 2022 Winter Conf	Minnesota State Sheriffs			1
84	12/31/22	905	01-201-000-0000-6261 Conference & Training	695.00	D	FBI-LEEDA Training	Fbi-Leeda Inc			1
85	12/31/22	905	01-201-000-0000-6261 Conference & Training	75.00	D	DMT Training	State Of Minnesota			1
86	12/31/22	905	01-201-000-0000-6261 Conference & Training	75.00	D	DMT Recert Training	State Of Minnesota			1
87	12/31/22	905	01-201-000-0000-6287 SWAT Training	355.30	C	Refund/SWAT	Sp Modlite Systems			1
88	12/31/22	905	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
89	12/31/22	905	01-201-000-0000-6330 Travel Expenses	28.00	D	1/Meal - FBI Leeda Trng	Olive Garden			1
90	12/31/22	905	01-201-000-0000-6330 Travel Expenses	19.23	D	1/Meal - FBI Leeda Trng	Texas Roadhouse, Inc.			1
91	12/31/22	905	01-201-000-0000-6330 Travel Expenses	14.66	D	1/Meal - FBI Leeda Trng	On The Rise Vwm Llc			1
92	12/31/22	905	01-201-000-0000-6330 Travel Expenses	11.97	D	1/Meal - FBI Leeda Trng	Culvers Of Des Moines			1
93	12/31/22	905	01-201-000-0000-6330 Travel Expenses	8.56	D	1/Meal - FBI Leeda Trng	Tasty Tacos, Inc			1
94	12/31/22	905	01-201-000-0000-6330 Travel Expenses	21.80	D	1/Meal - FBI Leeda Trng	Red Robin International,			1
95	12/31/22	905	01-201-000-0000-6330 Travel Expenses	27.68	D	1/Meal - FBI Leeda Trng	Toast Inc			1
96	12/31/22	905	01-201-000-0000-6330 Travel Expenses	520.35	D	5/Night stay-FBI Leeda	Sai Hotels Llc			1
97	12/31/22	905	01-201-000-0000-6410 Office Supplies	11.99	D	Stapler for Lisa Risch	Amazon.Com, Inc.			1
98	12/31/22	905	01-201-000-0000-6562 Gas & Oil Squads	38.75	D	Fuel for Trng in IA	Git0n-Go Convenience Str			1
99	12/31/22	905	01-201-000-0000-6801 Misc Expense	8.60	C	Refund for tax on order.	Luxottica Of America Inc			1
100	12/31/22	905	01-201-000-0000-6801 Misc Expense	125.20	D	1/Pair Sunglasses	Luxottica Of America Inc			1

Steele County

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Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	12/31/22	905	01-251-000-0000-6211 Radio - Computers - Cameras	187.96	D	Workstation Webcams	Walmart.Com Usa Llc			1
102	12/31/22	905	01-251-000-0000-6330 Travel Expenses	196.62	D	Lodging for Leah Kent	Regency Midwest Vent Lp			1
103	12/31/22	905	01-251-000-0000-6330 Travel Expenses	386.60	D	Lodging Ratzloff	Duluth Hampton Inn			1
104	12/31/22	905	01-251-000-0000-6330 Travel Expenses	386.60	D	Lodging Prissel	Duluth Hampton Inn			1
105	12/31/22	905	01-251-000-0000-6406 Program Supplies	17.17	D	inmate educ. video	Netflix, Inc.			1
106	12/31/22	905	01-251-000-0000-6407 Training Supplies	12.14	D	Training Materials	Ebay Commerce Inc			1
107	12/31/22	905	01-251-000-0000-6407 Training Supplies	14.72	D	Training Materials	Ebay Commerce Inc			1
108	12/31/22	905	01-251-000-0000-6407 Training Supplies	49.29	D	Training Material	Amazon.Com, Inc.			1
109	12/31/22	905	01-251-000-0000-6407 Training Supplies	12.40	D	Training Materials	Ebay Commerce Inc			1
110	12/31/22	905	01-251-000-0000-6407 Training Supplies	14.63	D	Training Materials	Ebay Commerce Inc			1
111	12/31/22	905	01-251-000-0000-6407 Training Supplies	10.84	D	Training Materials	Ebay Commerce Inc			1
112	12/31/22	905	01-251-000-0000-6407 Training Supplies	5.06	D	Training Materials	Ebay Commerce Inc			1
113	12/31/22	905	01-251-000-0000-6407 Training Supplies	5.33	D	Training Materials	Ebay Commerce Inc			1
114	12/31/22	905	01-251-000-0000-6407 Training Supplies	10.58	D	Training Materials	Ebay Commerce Inc			1
115	12/31/22	905	01-251-000-0000-6432 Medical Payments	70.00	D	Medical - -Billing to LeSeuer Co	Amazon.Com, Inc.			1
116	12/31/22	905	01-251-000-0000-6451 Operating Supplies	392.00	D	Unit TVs	Wal-Mart Stores			1
117	12/31/22	905	01-251-000-0000-6801 Misc Expense	12.84	D	Music Subscription	Sirius Xm Radio Inc.			1
118	12/31/22	905	01-252-000-0000-6261 Conference & Training	41.68	D	Office Tour Lunch Tim/Nicole	Volkers Inc			1
119	12/31/22	905	01-252-000-0000-6261 Conference & Training	38.24	D	Office Tour Lunch Steve/Amber	Volkers Inc			1
120	12/31/22	905	01-252-000-0000-6261 Conference & Training	19.20	D	Office Tour Lunch	Volkers Inc			1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	12/31/22	905	01-252-000-0000-6261 Conference & Training	23.19	D	Office Tour Lunch	Volkers Inc			1
122	12/31/22	905	01-252-000-0000-6410 Office Supplies	11.76	D	Kleenexes&Cups	Walmart Stores Inc			1
123	12/31/22	905	01-252-000-0000-6410 Office Supplies	12.32	D	Large Format Lamination	Visionline Inc			1
124	12/31/22	905	01-252-000-0000-6851 Juvenile/Adult Incentives	25.00	D	Drug Court Incentives	Kwik Trip Inc			1
125	12/31/22	905	01-252-000-0000-6851 Juvenile/Adult Incentives	32.00	D	Drug Court Incentives	Owatonna Theatre Llc			1
126	12/31/22	905	01-252-000-0000-6851 Juvenile/Adult Incentives	20.27	D	Candyincentives-movingon	Target Corporation			1
127	12/31/22	905	01-252-775-0000-6261 Conference & Training - CCA Subsidy	89.00	D	The pressure of being superhum	Paypal			1
128	12/31/22	905	01-252-775-0000-6261 Conference & Training - CCA Subsidy	185.00	D	Co-Occurring Disorders Symposi	Eventbrite Inc.			1
129	12/31/22	905	01-252-775-0000-6261 Conference & Training - CCA Subsidy	185.00	D	Co-Occurring Disorders Symposi	Eventbrite Inc.			1
130	12/31/22	905	01-252-775-0000-6261 Conference & Training - CCA Subsidy	129.00	D	Jekyll&Hydetraining	Justice Clearinghouse			1
131	12/31/22	905	01-252-775-0000-6330 Travel Expenses - CCA	108.12	D	EBP Trainer Appreciation	Suite Ventures Llc			1
132	12/31/22	905	01-252-775-0000-6330 Travel Expenses - CCA	15.94	D	Trainer Appreciation EBP Suppe	Hop Dogs Llc			1
133	12/31/22	905	01-252-775-0000-6330 Travel Expenses - CCA	18.31	D	EBP Trainer Appreciation Suppe	Hop Dogs Llc			1
134	12/31/22	905	01-253-000-0000-6300 Bldg Repairs & Maintenance	10.73	D	Kickdown Stops	Arrow Hardware, Inc			1
135	12/31/22	905	01-253-000-0000-6300 Bldg Repairs & Maintenance	5.85	D	90 degree elbows	Arrow Hardware, Inc			1
136	12/31/22	905	01-253-000-0000-6380 Grounds Maintenance	354.68	D	Cleaning supplies	Hillyard Inc			1
137	12/31/22	905	01-281-000-0000-6199 Safety Program	354.96	D	SafetyStoptheBleedKits	Amazon.Com, Inc.			1
138	12/31/22	905	01-281-000-0000-6199 Safety Program	266.46	D	SafetyOfficeFireExtinguishers	Amazon.Com, Inc.			1
139	12/31/22	905	01-281-000-0000-6199 Safety Program	46.45	D	ActiveShooterTrngFood	Kwik Trip Inc			1
140	12/31/22	905	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monhtly Subscription	Basecamp, Llc			1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	12/31/22	905	01-281-000-0000-6410 Office Supplies	38.09	D	Laminating sheets for maps	Office Depot			1
142	12/31/22	905	01-281-000-0000-6410 Office Supplies	74.95	D	Shelter Kit	Fleet Farm Group, Llc			1
143	12/31/22	905	01-281-000-0000-6806 Skywarn System	6.44	C	shipping & tax refund	Amazon.Com, Inc.			1
144	12/31/22	905	01-281-000-0000-6806 Skywarn System	30.56	D	Shelter Kit Grant	Amazon.Com, Inc.			1
145	12/31/22	905	01-281-000-0000-6806 Skywarn System	24.10	D	Shelter Kit	Harbor Freight Tools Usa			1
146	12/31/22	905	01-281-000-0000-6806 Skywarn System	392.67	D	Shelter Kit Grant	Amazon.Com, Inc.			1
147	12/31/22	905	01-281-000-0000-6806 Skywarn System	59.06	D	Shelter Kit	Walmart Stores Inc			1
148	12/31/22	905	01-281-000-0000-6806 Skywarn System	20.88	D	Shelter Kit	Target Corporation			1
149	12/31/22	905	01-281-000-0000-6806 Skywarn System	56.81	D	Shelter Kits	Amazon.Com, Inc.			1
150	12/31/22	905	01-281-000-0000-6806 Skywarn System	214.59	D	Shelter Kits	Amazon.Com, Inc.			1
151	12/31/22	905	01-281-000-0000-6806 Skywarn System	5.36	D	Shelter Kits	Amazon.Com, Inc.			1
152	12/31/22	905	01-281-000-0000-6806 Skywarn System	561.42	D	Safwety Vests	Summit Safety Llc			1
153	12/31/22	905	01-281-000-0000-6806 Skywarn System	45.96	D	Storage Tub	Fleet Farm Group, Llc			1
154	12/31/22	905	01-281-000-0000-6806 Skywarn System	21.66	D	Shelter Kit Grant	Amazon.Com, Inc.			1
155	12/31/22	905	01-281-000-0000-6806 Skywarn System	193.25	D	Shelter Kits	Amazon.Com, Inc.			1
156	12/31/22	905	01-281-000-0000-6806 Skywarn System	19.29	D	Tooling	Harbor Freight Tools Usa			1
157	12/31/22	905	01-281-000-0000-6806 Skywarn System	98.70	D	Storage Tub	Fleet Farm Group, Llc			1
158	12/31/22	905	01-281-000-0000-6806 Skywarn System	64.98	D	Shelter Kit Grant	Amazon.Com, Inc.			1
159	12/31/22	905	01-281-000-0000-6806 Skywarn System	144.89	D	Storage Tub	The Home Depot Inc			1
160	12/31/22	905	01-281-000-0000-6806 Skywarn System	636.13	D	Shelter Kit Grant	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	12/31/22	905	01-281-000-0000-6806 Skywarn System	95.07	D	Shelter Kit Grant	Amazon.Com, Inc.			1
162	12/31/22	905	01-281-000-0000-6806 Skywarn System	85.81	D	Storage Container	Fleet Farm Group, Llc			1
163	12/31/22	905	01-281-000-0000-6806 Skywarn System	1,090.74	D	Shelter Kit Grant	Amazon.Com, Inc.			1
164	12/31/22	905	01-281-000-0000-6806 Skywarn System	106.87	D	Shelter Kit Grant	Amazon.Com, Inc.			1
165	12/31/22	905	01-281-000-0000-6806 Skywarn System	14.67	C	Shelter Kit Grant Item Refund	Amazon.Com, Inc.			1
166	12/31/22	905	01-281-000-0000-6806 Skywarn System	626.57	D	Shelter Kit Grant	Amazon.Com, Inc.			1
167	12/31/22	905	01-281-000-0000-6806 Skywarn System	2.04	C	Shelter Kit Grant Item Refund	Amazon.Com, Inc.			1
168	12/31/22	905	01-281-000-0000-6806 Skywarn System	87.45	D	Shelter Kit Grant	Amazon.Com, Inc.			1
169	12/31/22	905	01-281-000-0000-6806 Skywarn System	724.60	D	Shelter Kit Grant	Amazon.Com, Inc.			1
170	12/31/22	905	01-281-000-0000-6806 Skywarn System	123.16	D	Shelter Kit Grant	Amazon.Com, Inc.			1
171	12/31/22	905	01-281-000-0000-6806 Skywarn System	1,309.95	D	Shelter Kit Grant	Amazon.Com, Inc.			1
172	12/31/22	905	01-281-000-0000-6806 Skywarn System	323.25	D	Shelter Kit Grant	Amazon.Com, Inc.			1
173	12/31/22	905	01-281-000-0000-6806 Skywarn System	185.51	D	Shelter Kit Grant	Amazon.Com, Inc.			1
174	12/31/22	905	01-281-000-0000-6806 Skywarn System	96.59	D	Shelter Kits	The Home Depot Inc			1
175	12/31/22	905	01-281-000-0000-6806 Skywarn System	140.00	D	Shelter Kits	Artemax Inc			1
176	12/31/22	905	01-281-000-0000-6806 Skywarn System	20.93	D	Shelter Kit Grant	Amazon.Com, Inc.			1
177	12/31/22	905	01-481-460-6009-6410 Office Supplies	25.58	D	Calendars	Amazon.Com, Inc.			1
178	12/31/22	905	01-481-460-6009-6410 Office Supplies	11.96	C	QA: Calendar Return	Amazon.Com, Inc.			1
179	12/31/22	905	01-481-460-6009-6410 Office Supplies	10.00	D	QA: Calendar	Amazon.Com, Inc.			1
180	12/31/22	905	01-481-460-6009-6410 Office Supplies	40.92	D	Calendars	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	12/31/22	905	01-481-460-6009-6464 General Supplies & Outreach	51.45	D	QA: Totes	Target Corporation			1
182	12/31/22	905	01-481-460-6009-6465 Patient Supplies & Services	21.37	D	QA: Client Supplies - Wipes	Amazon.Com, Inc.			1
183	12/31/22	905	01-481-460-6009-6465 Patient Supplies & Services	12.49	D	QA: Client Supplies	Amazon.Com, Inc.			1
184	12/31/22	905	01-481-460-6009-6465 Patient Supplies & Services	3.94	D	QA: Client Supplies	Amazon.Com, Inc.			1
185	12/31/22	905	01-481-460-6009-6465 Patient Supplies & Services	3.94	D	QA: Client Supplies	Amazon.Com, Inc.			1
186	12/31/22	905	01-481-461-6034-6410 Office Supplies	12.79	D	Calendars	Amazon.Com, Inc.			1
187	12/31/22	905	01-481-461-6040-6410 Office Supplies	9.98	D	Calendars	Amazon.Com, Inc.			1
188	12/31/22	905	01-481-461-6066-6341 Office Rent	265.00	D	Rent fo rstudent space	Einhaus Mattison Carver			1
189	12/31/22	905	01-481-461-6067-6464 General Supplies & Outreach	29.99	D	Kitchen Tip prizes - wellness	Amazon.Com, Inc.			1
190	12/31/22	905	01-481-464-6061-6480 Non-Capitalized Inventory	161.99	D	In/Out Board Software for PHN	Simply Made Apps, Inc.			1
191	12/31/22	905	01-481-465-6057-6410 Office Supplies	14.99	D	LPHG: Calendar	Amazon.Com, Inc.			1
192	12/31/22	905	01-481-465-6057-6410 Office Supplies	12.79	D	Calendars	Amazon.Com, Inc.			1
193	12/31/22	905	01-481-465-6057-6410 Office Supplies	12.99	C	LPHG: Calendar Return	Amazon.Com, Inc.			1
194	12/31/22	905	01-481-465-6057-6410 Office Supplies	29.76	D	Calendars	Amazon.Com, Inc.			1
195	12/31/22	905	01-481-465-6057-6410 Office Supplies	45.93	D	LPHG: Calendars/Batteries	Amazon.Com, Inc.			1
196	12/31/22	905	01-481-465-6057-6480 Non-Capitalized Inventory	162.00	D	In/Out Board Software for PHN	Simpleinout.Com			1
197	12/31/22	905	01-481-465-6064-6261 Conferences & Training	5.90	C	Wellness retreat day - credit	Block, Inc.			1
198	12/31/22	905	01-521-000-0000-6823 Beaver Lake	782.54	D	Wood Planks for Picnic tables	Lowes Companies, Inc.			1
199	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	176.30	D	First Aid kit Supplies	Amazon.Com, Inc.			1
200	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	34.70	D	First Aid kit Supplies	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	22.26	D	First Aid kit Supplies	Amazon.Com, Inc.			1
202	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	32.08	D	Chicago Faucet Aerator	Amazon.Com, Inc.			1
203	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	226.86	D	Handicap Door Access Switches	Amazon.Com, Inc.			1
204	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	17.99	D	Chicago Faucet Aerator	Amazon.Com, Inc.			1
205	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	104.73	D	Maintenance/Cleaning Door Sign	Pay Pal Inc			1
206	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	99.98	D	Brooms	Amazon.Com, Inc.			1
207	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	76.38	D	Handicap Door Access Switch	Amazon.Com, Inc.			1
208	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	236.76	D	Drinking Fountain Filters	Amazon.Com, Inc.			1
209	12/31/22	905	01-550-000-0000-6410 Operating Supplies - Contracts	169.99	D	Dehumidifier for Basement	Amazon.Com, Inc.			1
210	12/31/22	905	10-000-000-0000-1001 Cash	2,729.29	C	BMO Charges Dec	BMO Charges Dec			1
211	12/31/22	905	10-301-000-0000-6330 Travel Expenses	494.92	D	Lodging - Ilkka	Cragun Corp			1
212	12/31/22	905	10-302-000-0000-6801 Osha/Safety Supplies	350.00	D	Chainsaw boots	Shopify Payments (Usa) In			1
213	12/31/22	905	10-303-000-0000-6241 Membership Dues	120.00	D	Grieman - Notary Commission	State Of Minnesota			1
214	12/31/22	905	10-303-000-0000-6261 Conference & Training	155.00	D	SWPPP recert - Spoonholz	Regents Of Univ Of Minn			1
215	12/31/22	905	10-303-000-0000-6330 Travel Expenses	494.92	D	Lodging - Spoonholz	Cragun Corp			1
216	12/31/22	905	10-304-000-0000-6511 Maint Shop Supplies & Materials	79.97	D	Clamps for shop	Fleet Farm Group, Llc			1
217	12/31/22	905	10-304-000-0000-6513 Tools	536.33	D	3/4" Drive Air impact wrench	Amazon.Com, Inc.			1
218	12/31/22	905	10-304-000-0000-6520 Machinery/Vehicle Parts	265.85	D	Parts, unit#2131	Amazon.Com, Inc.			1
219	12/31/22	905	10-304-000-0000-6520 Machinery/Vehicle Parts	33.27	D	Coupling & pin, unit#2200	Fleet Farm Group, Llc			1
220	12/31/22	905	10-304-000-0000-6520 Machinery/Vehicle Parts	32.18	D	HVD 2 ga & Tire marking yellow	Fleet Farm Group, Llc			1

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	12/31/22	905	10-304-000-0000-6520 Machinery/Vehicle Parts	26.44	D	Recoil & plugs, unit#2193	Lowes Companies, Inc.			1
222	12/31/22	905	10-304-000-0000-6540 Fuel & Lubricants	40.40	D	Fuel, unit#2111	Kwik Trip Inc			1
223	12/31/22	905	10-304-000-0000-6540 Fuel & Lubricants	100.01	D	Fuel, unit#2225	Kwik Trip Inc			1
224	12/31/22	905	38-000-000-0000-1001 Cash	407.88	C	BMO Charges Dec	BMO Charges Dec			1
225	12/31/22	905	38-251-000-0000-6600 Capital Outlay - Detention Center	407.88	D	Network Cables for SCDC	Infinite Cables Inc.			1
226	12/31/22	905	53-000-000-0000-1001 Cash	50.31	C	BMO Charges Dec	BMO Charges Dec			1
227	12/31/22	905	53-398-000-0000-6410 Office Supplies	35.32	D	Antenna Wall Mount	Streakwave Wireless, Inc.			1
228	12/31/22	905	53-398-000-0000-6410 Office Supplies	14.99	D	Test paper for tickets	Amazon.Com, Inc.			1
Debit Total				43,759.34		Credit Total	43,759.34	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	906	01-031-000-0000-6215 Postage	12.54	D	Postage - Admin				1
2	12/31/22	906	01-103-000-0000-6215 Postage	192.33	D	Postage - Assessor				1
3	12/31/22	906	01-041-000-0000-6215 Postage	236.07	D	Postage - Auditor				1
4	12/31/22	906	01-063-000-0000-6215 Postage	22.14	D	Postage - Auditor Elections				1
5	12/31/22	906	01-251-000-0000-6215 Postage	9.69	D	Postage - Detention Center				1
6	12/31/22	906	01-602-000-0000-6215 Postage	36.99	D	Postage - Extension				1
7	12/31/22	906	01-391-000-0000-6215 Postage	2.28	D	Postage - Environmental Serv				1
8	12/31/22	906	01-550-000-0000-6215 Postage	4.56	D	Postage - Four Seasons				1
9	12/31/22	906	01-032-000-0000-6215 Postage	3.99	D	Postage - Human Resources				1
10	12/31/22	906	01-062-000-0000-6802 Internal Chargeback	60.60	D	Postage - Court Admin				1
11	12/31/22	906	01-062-000-0000-6802 Internal Chargeback	30.63	D	Postage - MRCI				1
12	12/31/22	906	01-105-000-0000-6215 Postage	134.49	D	Postage - Planning and Zoning				1
13	12/31/22	906	01-252-000-0000-6215 Postage	139.26	D	Postage - CCA				1
14	12/31/22	906	01-101-000-0000-6215 Postage	405.33	D	Postage - Recorder				1
15	12/31/22	906	01-042-000-0000-6215 Postage	218.34	D	Postage - Treasurer				1
16	12/31/22	906	01-121-000-0000-6215 Postage	23.10	D	Postage - Veterans				1
17	12/31/22	906	01-481-460-6009-6215 Postage	69.00	D	Postage - QA				1
18	12/31/22	906	01-481-460-6011-6215 Postage	413.01	D	Postage - CTC				1
19	12/31/22	906	01-481-461-6030-6215 Postage	21.00	D	Postage - MCH				1
20	12/31/22	906	01-481-461-6025-6215 Postage	24.51	D	Postage - FAP/HCB/FC				1

Steele County

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Description MM 2022 DEC - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/22	906	01-481-462-6047-6215 Postage	2.85	D	Postage - CID				1
22	12/31/22	906	01-481-461-6059-6215 Postage	7.77	D	Postage - SEMN				1
23	12/31/22	906	01-481-464-6061-6215 Postage	20.73	D	Postage - COVID				1
24	12/31/22	906	01-481-461-6040-6215 Postage	8.19	D	Postage - WIC				1
25	12/31/22	906	01-481-461-6067-6464 General Supplies & Outreach	0.57	D	Postage - Wellness				1
26	12/31/22	906	01-062-000-0000-6215 Postage	2,099.97	C	GF Postage Allocation				1
27	12/31/22	906	10-301-000-0000-6215 Postage	23.79	D	Highway Postage				1
28	12/31/22	906	10-000-000-0000-1001 Cash	23.79	C	Highway Postage				1
29	12/31/22	906	01-000-000-0000-1001 Cash	23.79	D	Highway Postage				1
30	12/31/22	906	01-062-000-0000-5831 Miscellaneous	23.79	C	Highway Postage				1
31	12/31/22	906	53-398-000-0000-6215 Postage	18.90	D	Landfill Postage				1
32	12/31/22	906	53-000-000-0000-1001 Cash	18.90	C	Landfill Postage				1
33	12/31/22	906	01-000-000-0000-1001 Cash	18.90	D	Landfill Postage				1
34	12/31/22	906	01-062-000-0000-5831 Miscellaneous	18.90	C	Landfill Postage				1
Debit Total				2,185.35		Credit Total	2,185.35	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM 2022 DEC - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	907	01-003-000-0000-5710 Interest From Investments	123,862.40	C	Dec Interest From Investments				1
2	12/31/22	907	01-003-000-0000-5710 Interest From Investments	741.43	C	Dec Interest ROI				1
3	12/31/22	907	01-000-000-0000-1001 Cash	98,657.06	D	Dec Investment				1
4	12/31/22	907	01-003-000-0000-5712 Premiums/Discounts on Investments	29,235.56	D	Dec Premiums/Discounts Invest				1
5	12/31/22	907	01-003-000-0000-6801 General Expense	3,288.79	C	Dec Interest Adjustment				1
6	12/31/22	907	75-000-000-0000-1001 Cash	415.08	D	Dec Missing Heir Interest				1
7	12/31/22	907	75-870-000-0000-5710 Interest	415.08	C	Dec Missing Heir Interest				1
8	12/31/22	907	01-254-000-0000-6801 Misc. Expense	220,042.18	D	Steele Co Qtr 4th Payment				1
9	12/31/22	907	01-000-000-0000-1001 Cash	220,042.18	C	Steele Co Qtr 4th Payment				1
10	12/31/22	907	81-000-000-0000-1001 Cash	220,042.18	D	Steele Co Qtr 4th Payment				1
11	12/31/22	907	81-230-000-0000-5251 Revenue From Other Counties	220,042.18	C	Steele Co Qtr 4th Payment				1
Debit Total				568,392.06		Credit Total	568,392.06	Net:	0.00	

Description MM - NOV 2022 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/22	904	01-111-000-0000-6320 Fleet Vehicle Maintenance	448.66	D	Enterprise Full Maint Fee				1
2	11/30/22	904	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee				1
3	11/30/22	904	01-000-000-0000-1001 Cash	876.15	C	Admin-DC Enterprise Nov 2022				1
4	11/30/22	904	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	18,328.25	D	Fleet Lease Payments - Nov 22				1
5	11/30/22	904	38-000-000-0000-1001 Cash	18,328.25	C	Fleet Lease Payments - Nov 22				1
6	11/30/22	904	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
7	11/30/22	904	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
8	11/30/22	904	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	11/30/22	904	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	11/30/22	904	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	11/30/22	904	01-201-000-0106-6320 Squad 7424 Maintenance	55.90	D	Oil Change				1
12	11/30/22	904	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
13	11/30/22	904	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	11/30/22	904	01-201-000-0108-6320 Squad 7418 Maintenance	2,037.20	D	Repair Timing Cover Gasket				1
15	11/30/22	904	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	11/30/22	904	01-201-000-0109-6320 Squad 7416 Maintenance	63.27	D	Oil Change & Tire Rotation				1
17	11/30/22	904	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	11/30/22	904	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	11/30/22	904	01-201-000-0111-6320 Squad 7422 Maintenance	72.64	D	Oil Change				1
20	11/30/22	904	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description MM - NOV 2022 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/22	904	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	11/30/22	904	01-201-000-0113-6320 Squad 7411 Maintenance	44.43	D	Oil Change				1
23	11/30/22	904	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	11/30/22	904	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM - 22VH55 Retired Squad				1
25	11/30/22	904	01-201-000-0115-6320 Squad 7405 Maintenance	44.43	D	Oil Change				1
26	11/30/22	904	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
27	11/30/22	904	01-201-000-0116-6320 Squad 116 Maintenance	26.00	D	DMV Fee				1
28	11/30/22	904	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	11/30/22	904	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	11/30/22	904	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	11/30/22	904	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	11/30/22	904	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	FleetVehicleMaint - 7403/22VH6K				1
33	11/30/22	904	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	11/30/22	904	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle maintenance				1
35	11/30/22	904	01-000-000-0000-1001 Cash	2,584.07	C	Sheriff Enterprise - Nov 22				1
Debit Total				21,788.47		Credit Total	21,788.47	Net:	0.00	

Description MM - NOV 2022 C5 JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/22	905	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	109,502.59	D	State Mortgage Tax				1
2	11/30/22	905	72-000-000-0000-1001 Cash	3,285.08	C	State Mortgage Tax				1
3	11/30/22	905	72-000-000-0000-1001 Cash	106,217.51	C	State Mortgage Tax				1
4	11/30/22	905	01-000-000-0000-1001 Cash	3,285.08	D	State Mortgage Tax				1
5	11/30/22	905	01-003-000-0000-5013 Mortgage Registry Tax Revenue	3,285.08	C	State Mortgage Tax				1
6	11/30/22	905	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	53,364.30	D	State Deed Tax				1
7	11/30/22	905	72-000-000-0000-1001 Cash	1,600.93	C	State Deed Tax				1
8	11/30/22	905	72-000-000-0000-1001 Cash	51,763.37	C	State Deed Tax				1
9	11/30/22	905	01-000-000-0000-1001 Cash	1,600.93	D	State Deed Tax				1
10	11/30/22	905	01-003-000-0000-5014 State Deed Tax Revenue	1,600.93	C	State Deed Tax				1
11	11/30/22	905	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	5,612.00	D	Sales Tax				1
12	11/30/22	905	72-000-000-0000-1001 Cash	5,612.00	C	Sales Tax				1
13	11/30/22	905	53-398-000-0000-6540 Machine Fuel	336.00	D	Usage Diesel Tax				1
14	11/30/22	905	53-000-000-0000-1001 Cash	336.00	C	Usage Diesel Tax				1
15	11/30/22	905	53-398-000-0000-6540 Machine Fuel	121.98	D	Diesel Tax				1
16	11/30/22	905	53-000-000-0000-1001 Cash	121.98	C	Diesel Tax				1
17	11/30/22	905	10-304-000-0000-6522 Diesel Fuel Tax	324.33	D	Diesel Tax				1
18	11/30/22	905	10-000-000-0000-1001 Cash	324.33	C	Diesel Tax				1
19	11/30/22	905	01-003-000-0000-6961 Visa One Card Program	46,099.69	D	BMO One Card Payment				1
20	11/30/22	905	01-000-000-0000-1001 Cash	46,099.69	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description MM - NOV 2022 C5 JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/22	905	53-398-000-0000-6801 General Expense	601.81	D	Landfill CC Fees				1
22	11/30/22	905	53-000-000-0000-1001 Cash	601.81	C	Landfill CC Fees				1
23	11/30/22	905	01-251-000-0000-6562 Gas & Oil	63.02	D	WEX Enterprise Payment Nov2022				1
24	11/30/22	905	01-042-000-0000-6540 Gas & Oil	61.62	D	WEX Enterprise Payment Nov2022				1
25	11/30/22	905	01-000-000-0000-1001 Cash	124.64	C	WEX Enterprise Payment Nov2022				1
26	11/30/22	905	01-521-000-0000-6540 Gas & Oil	101.80	D	WEX NASPO Payment Nov 2022				1
27	11/30/22	905	01-111-000-0000-6540 Gas & Oil	11.65	D	WEX NASPO Payment Nov 2022				1
28	11/30/22	905	01-000-000-0000-1001 Cash	113.45	C	WEX NASPO Payment Nov 2022				1
29	11/30/22	905	70-000-000-0000-2460 School District 2168	87,000.00	D	2nd Ad 2nd Settlement ISD 2168				1
30	11/30/22	905	70-000-000-0000-1001 Cash	87,000.00	C	2nd Ad 2nd Settlement ISD 2168				1
31	11/30/22	905	70-000-000-0000-2163 Unapportioned Other State Revenue	853,000.00	D	2nd Settle - Prop Tax State MN				1
32	11/30/22	905	70-000-000-0000-1001 Cash	853,000.00	C	2nd Settle - Prop Tax State MN				1
33	11/30/22	905	01-032-000-0000-6260 Background Checks	102.81	D	Record Background Checks				1
34	11/30/22	905	01-000-000-0000-1001 Cash	102.81	C	Record Background Checks				1
35	11/30/22	905	70-000-000-0000-2417 City Of Owatonna	8,719,626.05	D	2nd Settle - City of Owatonna				1
36	11/30/22	905	70-000-000-0000-1001 Cash	8,719,626.05	C	2nd Settle - City of Owatonna				1
37	11/30/22	905	70-000-000-0000-2460 School District 2168	77,531.64	D	Final Ad 2nd Settle - ISD 2168				1
38	11/30/22	905	70-000-000-0000-1001 Cash	77,531.64	C	Final Ad 2nd Settle - ISD 2168				1
39	11/30/22	905	35-800-000-0000-6701 Bond Principal Disb	1,000,000.00	D	Bond Principal, 2015A				1
40	11/30/22	905	35-000-000-0000-1001 Cash	1,000,000.00	C	Bond Principal, 2015A				1

Description MM - NOV 2022 C5 JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/22	905	35-800-000-0000-6700 Bond And Interest	29,268.75	D	Bond Interest, 2015A				1
42	11/30/22	905	35-000-000-0000-1001 Cash	29,268.75	C	Bond Interest, 2015A				1
43	11/30/22	905	01-003-000-0000-6801 General Expense	495.00	D	Northland Secur Fee - 2015A				1
44	11/30/22	905	01-000-000-0000-1001 Cash	495.00	C	Northland Secur Fee - 2015A				1
45	11/30/22	905	81-230-000-0000-6191 Retiree Sick Leave Conversion	19,294.37	D	HCSP Payment - J Bondhus				1
46	11/30/22	905	81-000-000-0000-1001 Cash	19,294.37	C	HCSP Payment - J Bondhus				1
47	11/30/22	905	01-062-000-0000-6215 Postage	10,000.00	D	Wire for Postage Meter				1
48	11/30/22	905	01-000-000-0000-1001 Cash	10,000.00	C	Wire for Postage Meter				1
49	11/30/22	905	10-000-000-0000-1001 Cash	300.00	D	Highway Permits for November				1
50	11/30/22	905	10-301-000-0000-5140 Permit Revenue	300.00	C	Highway Permits for November				1
51	11/30/22	905	38-011-000-0000-6600 Capital Outlay - District Court	625.00	D	Correct Warrant # 92412				1
52	11/30/22	905	38-000-000-0000-1001 Cash	625.00	C	Correct Warrant # 92412				1
53	11/30/22	905	01-000-000-0000-1001 Cash	625.00	D	Correct Warrant # 92412				1
54	11/30/22	905	01-502-000-0000-6300 Bldg Repairs & Maintenance	625.00	C	Correct Warrant # 92412				1
55	11/30/22	905	70-000-000-0000-2101 Unapportioned Current Tax	3,494.50	D	Returned Check #1204				1
56	11/30/22	905	70-000-000-0000-1001 Cash	3,494.50	C	Returned Check #1204				1
57	11/30/22	905	70-000-000-0000-2101 Unapportioned Current Tax	1,230.00	D	Returned Check #2171				1
58	11/30/22	905	70-000-000-0000-1001 Cash	1,230.00	C	Returned Check #2171				1
59	11/30/22	905	70-000-000-0000-2101 Unapportioned Current Tax	1,801.00	D	Returned Check #1002				1
60	11/30/22	905	70-000-000-0000-1001 Cash	1,801.00	C	Returned Check #1002				1

Steele County

JOURNAL ENTRIES



Description MM - NOV 2022 C5 JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	11/30/22	905	70-000-000-0000-2101 Unapportioned Current Tax	1,435.00	D	Returned Check #1823				1
62	11/30/22	905	70-000-000-0000-1001 Cash	1,435.00	C	Returned Check #1823				1
63	11/30/22	905	01-251-000-0000-5511 Charges For Services	29.14	D	Returned Check #4128				1
64	11/30/22	905	01-000-000-0000-1001 Cash	29.14	C	Returned Check #4128				1
65	11/30/22	905	01-481-460-6007-5563 Private Pay	100.00	D	Returned Check #1096				1
66	11/30/22	905	01-000-000-0000-1001 Cash	100.00	C	Returned Check #1096				1
67	11/30/22	905	01-111-044-0000-6250 Utilities	14,569.33	D	Utilities - DC				1
68	11/30/22	905	01-111-040-0000-6250 Utilities	7,135.07	D	Utilities - Admin				1
69	11/30/22	905	01-111-041-0000-6250 Utilities	1,553.64	D	Utilities - Annex				1
70	11/30/22	905	01-111-042-0000-6250 Utilities	1,980.14	D	Utilities - CH				1
71	11/30/22	905	01-000-000-0000-1001 Cash	25,238.18	C	OPU Payment Nov 2022				1
Debit Total				11,052,283.24		Credit Total	11,052,283.24	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - DEC 2022 JE C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	902	70-000-000-0000-2101 Unapportioned Current Tax	3,877.50	D	Returned Check #104				1
2	12/31/22	902	70-000-000-0000-1001 Cash	3,877.50	C	Returned Check #104				1
3	12/31/22	902	70-000-000-0000-2101 Unapportioned Current Tax	3,724.73	D	Returned Check #1142				1
4	12/31/22	902	70-000-000-0000-2151 Unapportioned Pen & Int Current	17.27	D	Returned Check #1142				1
5	12/31/22	902	70-000-000-0000-1001 Cash	3,742.00	C	Returned Check #1142				1
6	12/31/22	902	70-000-000-0000-2101 Unapportioned Current Tax	2,747.00	D	Returned Check #300				1
7	12/31/22	902	70-000-000-0000-1001 Cash	2,747.00	C	Returned Check #300				1
Debit Total				10,366.50		Credit Total	10,366.50	Net:	0.00	

PERSONNEL REPORT
January 24, 2023 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>
Sheilan Hamasoor	Asst. Cty. Attorney I/Attorney's Office	C43/5	01/03/23
Brian Rinehart (promotion)	Corporal/Detention Center	B25/5	01/28/23
Douglas Jensen	Landfill Operator	B22/4	02/21/23

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Heather Fast	Public Health Nurse	Public Health	01/13/23
Matthew Summer	Correctional Officer	Detention Center	01/25/23

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Registered Nurse/Public Health Nurse	Public Health	Backfill Fast
Correctional Officer	Detention Center	Backfill Summer

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 for all 4
Assistant County Attorney I or II	County Attorney's Office	Interviewing
Health Educator	Public Health	Interviewing
Road Deputy (2)	Sheriff's Office	Interviewing
Health Services Asst/LPN (.5 FTE)	Det. Center/Sheriff's Office	On-Hold

Open Positions – In Committee:

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



Steele County Agenda Item

Subject: 2023 Mileage Rate

Department: Auditor's Office

Committee Meeting Date: N/A

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve 2023 Mileage Rate at 65.5 cents per the IRS guidelines beginning January 1, 2023

Background (*Including Budget Impact*):

The Board sets the rate for mileage reimbursement on an annual basis and per the IRS Standard rate. For 2023 the mileage rate is 65.5 cents.

Attachments:



Steele County Agenda Item

Subject: Employee Blood Drive

Department: Public Health

Committee Meeting Date: January 11, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving the March Employee Blood drive

Recommendation:

Staff recommends allowing employees up to one hour of paid time to donate blood contingent upon department schedules and maintaining of uninterrupted service.

Background (*Including Budget Impact*):

The Public Health Department would like to sponsor a Steele County employee blood drive on Wednesday March 8th, 2023. This event would be held at the Community Center provided through the American Red Cross. The entire process for giving blood takes approximately 35-40 minutes. To encourage as much participation as possible, we'd like to discuss allowing employees to attend the blood drive during their paid work time. This event would also be supported through our Wellness Team.

Attachments:

N/A



Steele County Agenda Item

Subject: Resolution - County State Aid Highway 49 Revocation

Department: Highway

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve resolution to revoke County State Aid Highway 49 (from CSAH 45 to NW 81st St)

Background (*Including Budget Impact*):

County State Aid Highways are designated under the provisions of the Minnesota Statutes Section 162.02 and funding is provided from the state based on the total mileage of County State Aid Highways that the county has designated.

The planned reconstruction of CSAH 49 will be on a new alignment, requiring changes to the designated mileage.

The existing intersection of CSAH 49 with CSAH 45 will be closed and the existing southern segment of approximately 0.5 miles of CSAH 49 will become a cul de sac. Therefore, it is appropriate to revoke this segment as a County State Aid Highway to the County Road system. A Turnback Agreement will be brought to the Board at a future meeting to turn this segment back to Medford Township.

CSAH 49 will be realigned on an existing private road known as NW 81st Ave. A new intersection of CSAH 49 will be constructed with CSAH 45 and this approximately 0.15 mile segment will be designated as County State Aid Highway by a separate County Board action.

The remaining 0.35 miles will be reallocated to other highways that should be designated as County State Aid Highways.

Attachments:

Resolution – County State Aid Highway Revocation - CSAH 49 (from CSAH 45 to NW 81st St.)
Map of proposed change

RESOLUTION
COUNTY STATE AID HIGHWAY REVOCATION
CSAH 49 (from CSAH 45 to NW 81ST ST)

WHEREAS, the County Board of the County of Steele has determined the segment of County State Aid Highway 49 from County State Aid Highway 45 to NW 81st St. should be revoked to the County Road System.

NOW THEREFORE, BE IT RESOLVED: That pursuant to Minnesota Statutes 162.02, Subd. 10, the County Board of Commissioners of Steele County, Minnesota, do hereby revoke the following County State Aid Highway segment to the County Road system:

CSAH 49, from the existing intersection of CSAH 45 northeasterly approximately 0.5 miles to NW 81st Street.

Subject to the approval of the Commissioner of Transportation.

STEELE COUNTY
BOARD OF COMMISSIONERS

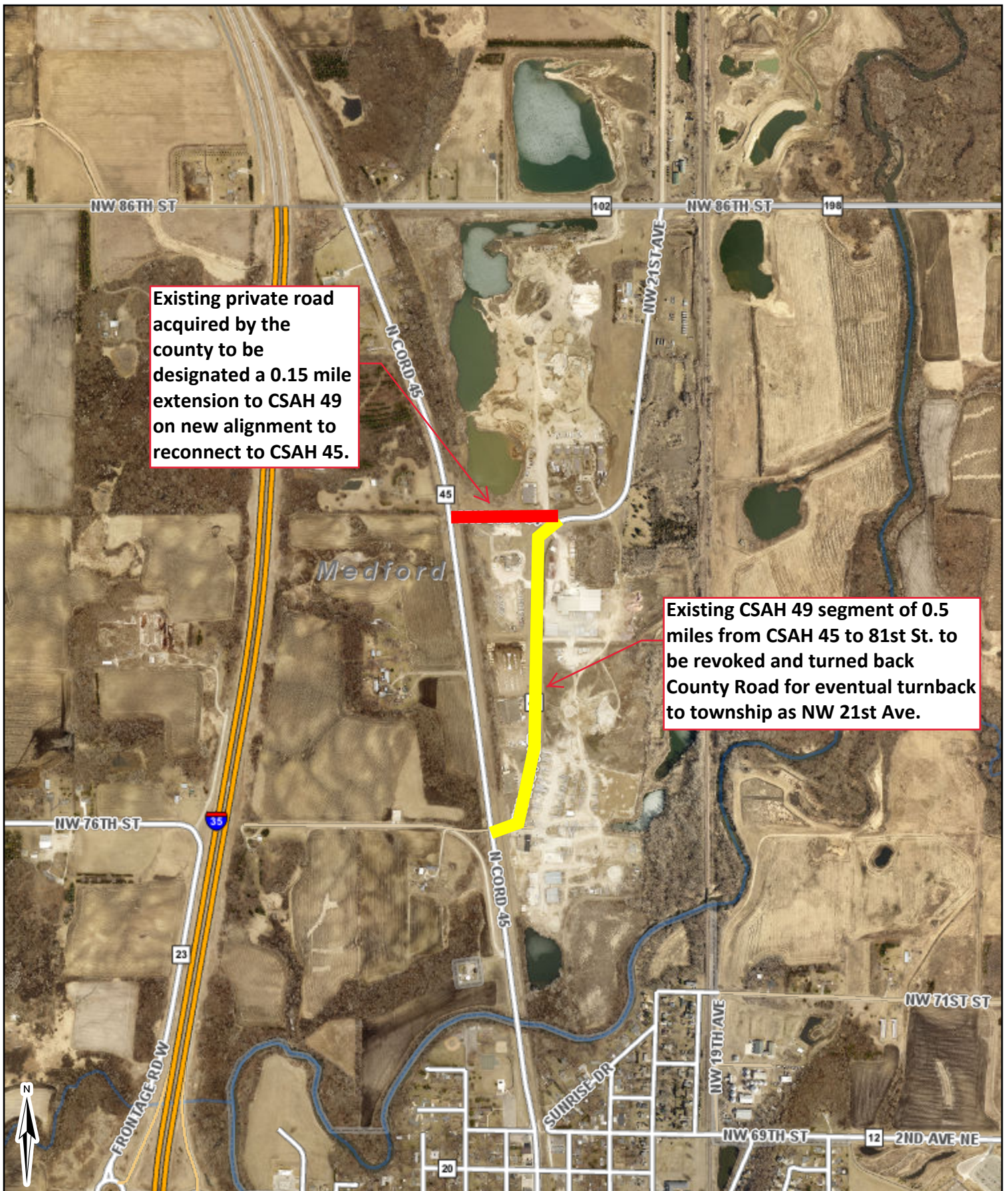
Greg Krueger, Chair

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 24th day of January, 2023, as shown by the minutes of said meeting in my possession.

Steele County Auditor



Existing private road acquired by the county to be designated a 0.15 mile extension to CSAH 49 on new alignment to reconnect to CSAH 45.

Existing CSAH 49 segment of 0.5 miles from CSAH 45 to 81st St. to be revoked and turned back County Road for eventual turnback to township as NW 21st Ave.

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.

CSAH 49 Designation and Revocation

0 0.070.15 0.3
mi

January 06, 2023





Steele County Agenda Item

Subject: Resolution - County State Aid Highway 49 Designation

Department: Highway

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve resolution to designate County State Aid Highway 49 (from CSAH 45 to NW 21st Ave)

Background (*Including Budget Impact*):

County State Aid Highways are designated under the provisions of the Minnesota Statutes Section 162.02 and funding is provided from the state based on the total mileage of County State Aid Highways that the county has designated.

The planned reconstruction of CSAH 49 will be on a new alignment, requiring changes to the designated mileage.

CSAH 49 will be realigned on an existing private road known as NW 81st Street. A new intersection of CSAH 49 will be constructed with CSAH 45 and this approximately 0.15 mile segment needs to be designated a County State Aid Highway.

The existing intersection of CSAH 49 with CSAH 45 will be closed and the existing southern segment of approximately 0.5 miles of CSAH 49 will become a cul de sac. By separate County Board action, this segment will be revoked as a County State Aid Highway to the County Road system. A Turnback Agreement will be brought to the Board at a future meeting to turn this segment back to Medford Township.

The leftover 0.35 miles will be reallocated to other highways that should be designated as County State Aid Highways.

Attachments:

Resolution – County State Aid Highway Designation - CSAH 49 (from CSAH 45 to NW 21st AVE)
Map of proposed changes

RESOLUTION
COUNTY STATE AID HIGHWAY DESIGNATION
CSAH 49 (from CSAH 45 to NW 21st AVE)

WHEREAS, The Steele County Board of Commissioners has revoked County State Aid Highways to the Steele County Road System under the provisions of the Minnesota Statutes Section 162.02, Subd. 10; and

WHEREAS, Under the provisions of the Minnesota Statutes Section 162.02, subd. 7, the Steele County Board of Commissioners desires to use that revoked mileage to designate County State Aid Highway on the following alignments:

NW 81st Street from the junction of CSAH 49 and NW 21st Avenue westerly approximately 0.15 miles to CSAH 45.

NOW THEREFORE BE IT RESOLVED, BY THE Board of Commissioners, Steele County Minnesota, that NW 81st Street from the junction of CSAH 49 and NW 21st Avenue westerly approximately 0.15 miles to CSAH 45 be designated County State Aid Highway and added to the County State Aid Highway system subject to the approval of the Commissioner of Transportation.

STEELE COUNTY
BOARD OF COMMISSIONERS

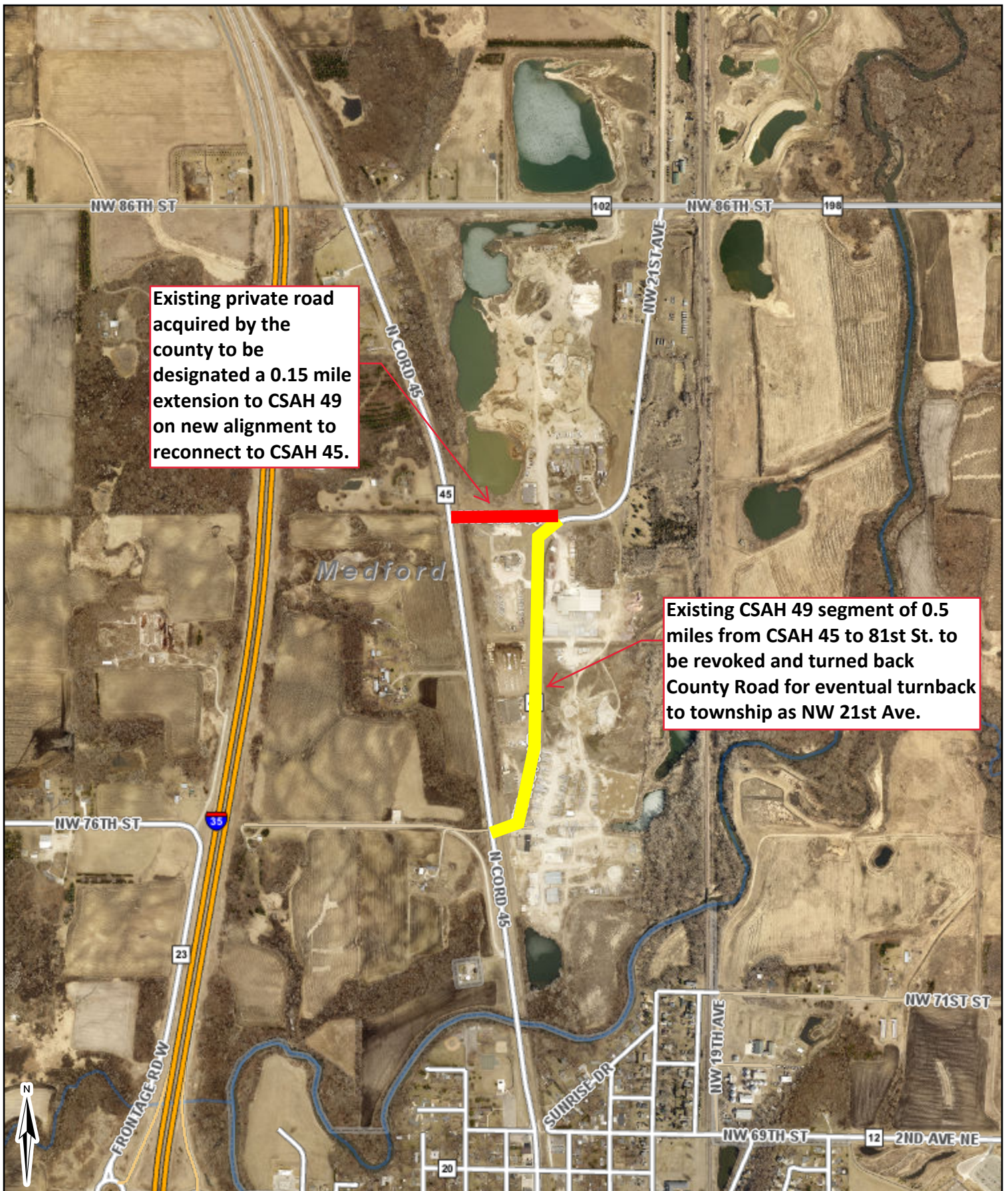
Greg Krueger, Chair

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 24th day of January, 2023, as shown by the minutes of said meeting in my possession.

Steele County Auditor



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.

CSAH 49 Designation and Revocation

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January 06, 2023

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Steele County Agenda Item

Subject: CSAH 49 (NW 21st Ave) Readdressing

Department: GIS

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving address changes

Recommendation:

Approve changing the addressing street name of NW 21st Ave to Cabot Ave, effective upon the completion of the CSAH 49 reconstruction/realignment.

Background (*Including Budget Impact*):

Due to the reconstruction/realignment of CSAH 49, there is a need to assign a new address street name for the north half of the project. The following has been agreed upon by Public Works, GIS, and Dispatch staff:

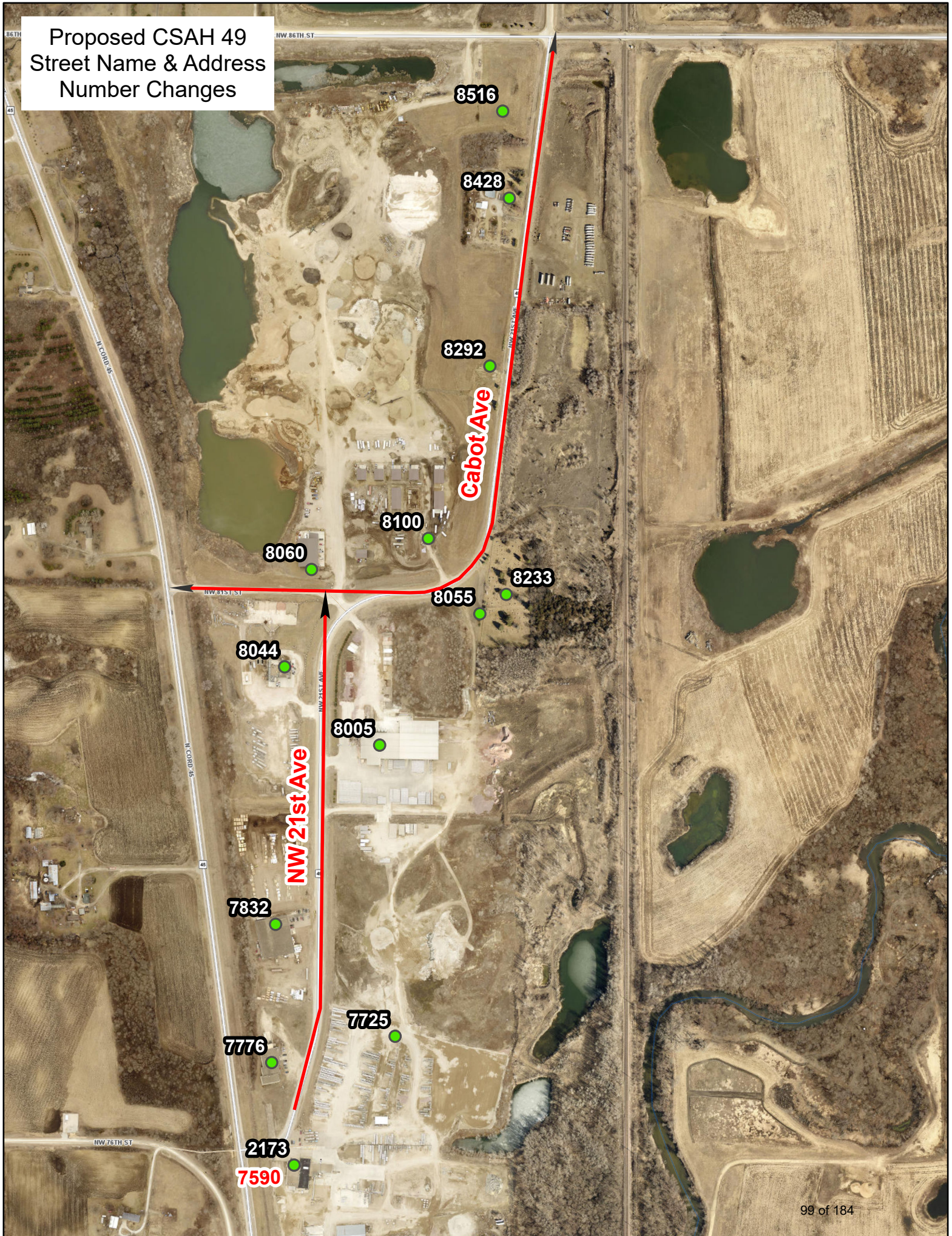
1. Rename the entire new CSAH 49 alignment to Cabot Avenue (matching Cabot Ave on CSAH 21 in Rice County)
 - a. All existing 21st Ave address numbers will stay the same, with only the address street name being changing on the north end. This will affect 7 existing addresses, 3 of which are building sites.
 - b. This also allows for NW 21st Ave to be expanded to the north with future development.
2. There are no addresses on 81st Street, so that name will simply change to Cabot Avenue, eliminating confusion of a street name change on the curve.
3. The south half of the project will stay as NW 21st Avenue
 - a. All the existing address numbers on the south half of the project will remain unchanged, with no address street name changes.
4. Cemstone's address, currently 2173 NW 76th Street will become 7590 NW 21st Avenue, due to the cul de sac on the south end of the project.

Signage costs have been included in the total project cost.

Attachments:

CSAH 49 Address Map

Proposed CSAH 49
Street Name & Address
Number Changes





Steele County Agenda Item

Subject: Resolution – Revoking a Segment of County State Aid Highway 11

Department: Highway

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve resolution to revoke a segment of County State Aid Highway 11

Background (*Including Budget Impact*):

County State Aid Highways are designated under Minnesota Statutes 162.02 and funding is provided from the state based on the total mileage of County State Aid Highways that the county has designated.

During a reconciliation of records of designations of County State Aid Highways, staff discovered there was an overlap of County State Aid Highway mileage. CSAH 23 from CR 111 to CSAH 11 was also designated CSAH 11, a segment of highway about 0.25 miles.

This mileage will be reallocated to other highways that should be designated as County State Aid Highways.

Attachments:

Resolution

Map of proposed change

RESOLUTION
REVOKING A SEGMENT OF COUNTY STATE AID HIGHWAY 11

WHEREAS, The Commissioner of Transportation designated an extension of County State Aid Highway 23 from County State Aid Highway 18 to County State Aid Highway 11 in Commissioners Order No. 90369, dated September 25, 2008; and

WHEREAS, The Commissioner of Transportation revoked a portion of County State Aid Highway 11 from County State Aid Highway 12 to County State Aid Highway 23 in Commissioners Order No. 90369, dated September 25, 2008 and revoking it to the County Road system, hence renumbered as County Road 111; and

WHEREAS, the County Board of the County of Steele has determined that a segment of County State Aid Highway 11 (as listed below) overlaps a segment of County State Aid Highway 23, and

WHEREAS, it is now necessary to revoke the mileage of a portion of CSAH 11 from the County State Aid Highway system.

NOW THEREFORE, BE IT RESOLVED: That pursuant to Minnesota Statutes 162.02, Subd. 10, the County Board of Commissioners of Steele County, Minnesota, do hereby revoke the following County State Aid Highway segment:

CSAH 11, from the intersection of CR 111 and CSAH 23 easterly approximately 0.25 miles to the intersection of CSAH 11 and CSAH 23

Subject to the approval of the Commissioner of Transportation.

STEELE COUNTY
BOARD OF COMMISSIONERS

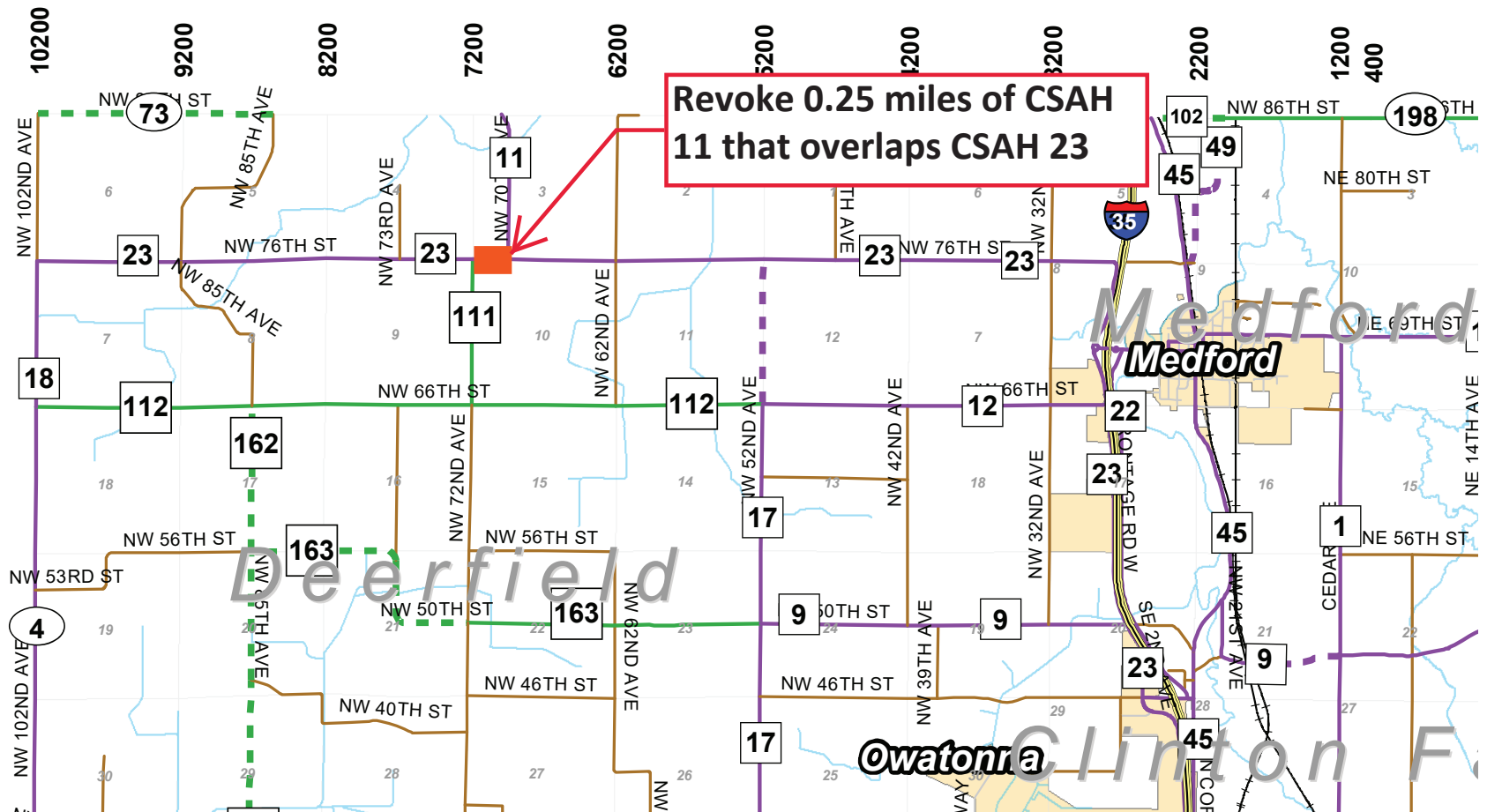
Greg Krueger, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

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Steele County Auditor





Steele County Agenda Item

Subject: Resolution - County State Aid Highway Renumbering – CSAH 34 (from CSAH 8 to CSAH 9)

Department: Highway

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve resolution to renumber CSAH 34 (from CSAH 8 to CSAH 9) as CSAH 77

Background (*Including Budget Impact*):

The county has future plans to construct an extension of CSAH 34 from CSAH 8 to CSAH 43. The Minnesota Commissioner of Transportation has already designated that unconstructed extension as CSAH 34. With that extension, the existing numbering of the northerly leg of CSAH 34 from CSAH 8 to CSAH 9 would conflict with the numbering of the extension.

The Steele County Transportation Plan (2005-2025) proposed a comprehensive county highway numbering plan consistent with other highway agency numbering conventions, then recommended renumbering CSAH 34 from CSAH 8 to CSAH 9 as CSAH 77 to address the future plans.

CR 177 from CSAH 9 to CSAH 12 already follows this convention. As a county road, it has a three digit number, but should it ever be redesignated a CSAH, it would lose the first digit and be a continuation of CSAH 77.

This northerly leg of CSAH 34 is also named NW 24th Avenue. Mailing addresses on this route use the street name, so the renumbering of the highway will not affect mailing addresses.

Attachments:

Resolution

Map of proposed change

RESOLUTION – COUNTY STATE AID HIGHWAY RENUMBERING
CSAH 34 (from CSAH 8 to CSAH 9)

WHEREAS, the following segment of highway is designated a County State Aid Highway under the provisions of the Minnesota Statutes Section 162.02; and

WHEREAS, the county has future plans to construct an extension of County State Aid Highway 34 easterly from County State Aid Highway 8 to County State Aid Highway 43; and

WHEREAS, the Commissioner of Transportation has already designated the future extension of County State Aid Highway 34 from County State Aid Highway 8 to County State Aid Highway 43 in Commissioners Order No. 90369, dated September 25, 2008, and

WHEREAS, the Steele County Transportation Plan (2005-2025) proposed a comprehensive county highway numbering plan consistent with other highway agency numbering conventions; and

WHEREAS, with the future extension, the northerly leg of County State Aid Highway 34 from County State Aid Highway 8 to County State Aid Highway 9 would not follow that convention; and

WHEREAS, the Steele County Transportation Plan (2005-2025) recommended County State Aid Highway 34 from County State Aid Highway 8 to County State Aid Highway 9 be renumbered as County State Aid Highway 77 to accommodate those plans.

NOW THEREFORE, BE IT RESOLVED: the County Board of the County of Steele has determined County State Aid Highway 34, from County State Aid Highway 8 northeasterly and northerly approximately 2.6 miles to County State Aid Highway 9 should be renumbered as County State Aid Highway 77.

Subject to the approval of the Commissioner of Transportation.

STEELE COUNTY
BOARD OF COMMISSIONERS

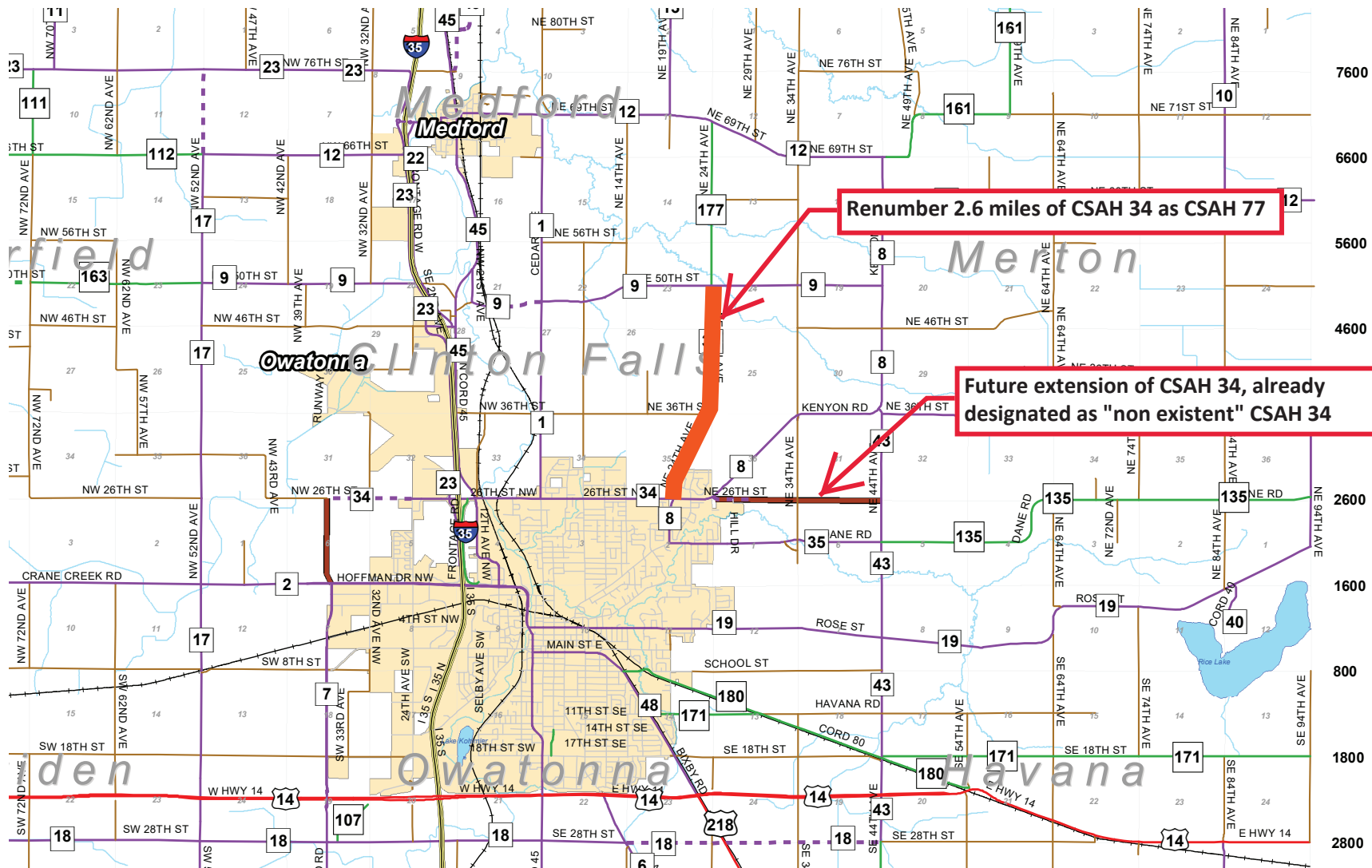
Greg Krueger, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

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Steele County Auditor





Steele County Agenda Item

Subject: Renew Lease of Farmland Adjacent to the Public Works Facility.

Department: Highway

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval

Recommendation:

Renew the lease of 18.5 acres of farmland adjacent to the Public Works facility to Mr. David Janke in the amount of \$317 per acre, for a total of \$5,864.50.

Background (*Including Budget Impact*):

In 2022 the Highway Department advertised for the lease of 18.5 acres of farmland and received two bids. The bids received were at \$317 and \$260 per acre. Long term lessor David Janke was the high bidder. The lease contained a clause to allow renewal up to one term upon mutual agreement. The Janke's have agreed to renewal of the lease in 2023 at the \$317 per acre rate.

2022 lease rate was \$317 per acre for 18.5 acres

2021 lease rate was \$303 per acre for 18.5 acres

2020 lease rate was \$303 per acre for 18.5 acres

2019 lease rate was \$317 per acre for 18.5 acres

2018 lease rate was \$317 per acre for 18.5 acres

2017 lease rate was \$317 per acre for 18.5 acres

2016 lease rate was \$317 per acre for 18.5 acres

2015 lease rate was \$431 per acre for 45 acres

Attachments:

Lease Agreement



Farmland Lease

This agreement, made this 24th day of January 2023 by and between Steele County (Lessor), and David Janke of the County of Steele and State of Minnesota, (Lessee).

Witnesseth, That Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the Lessee, and Lessee does hereby hire and take from Lessor, the following described premises situated in the City of Owatonna, County of Steele, and State of Minnesota,

In section number 5, Township Number 107N, Range Number 20W, containing 18.5 acres be the same, more or less, of which described premises Lessee hereby agrees to plow and put in crops not less than 18.5 acres during this lease. The specific acreage will be staked by the Lessor upon execution of this lease document and request.

To Have and to Hold, the above rented premises unto Lessee, heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the time period from and after the 24th day of January 2023, the term of this Lease ending the 15th day of November 2023 or fifteen days after the crop is harvested, whichever is earlier.

And Lessee agrees to and with the Lessor to pay as rent for the above-mentioned premises, for and during the full term of this Lease, the sum of \$5,864.50 dollars per year payable upon execution of this lease document and no later than April 1st.

And it is Further Agreed, by and between the parties as follows: That should Lessee fail to make the above-mentioned payment as herein specified, or fail to fulfill any of the covenants herein contained, then and in that case Lessor may re-enter and take possession of the above rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by Lessee for the full term of this lease. That if Lessor sells said premises during the life of this lease and before the crop is in ground, and desires to give possession to the purchaser, that Lessee will forthwith surrender possession of said leased premises upon the payment to him of \$240 per acre for each acre of said premises newly plowed by Lessee at the time said possession is demanded if sold after the crop is in, then Lessee shall have the rights to remove such crop when ready to be harvested. That if Lessor sells said premises during the term of lease, the purchaser may at any time enter upon the leased premises for the purpose of plowing, breaking more land, summer-fallowing, cultivating or otherwise improving any part of said premises not in actual cultivation by said Lessee and without such entry working any forfeiture of the rents herein agreed to be paid. That if Lessee remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be renewal of this lease, but to be tenancy at the will of the Lessor, which may be terminated upon ten days' notice, given by the said Lessor in writing, either delivered to Lessee or sent to him in a sealed envelope, duly stamped and directed to him at 4677 Crane



Creek Road, Owatonna, MN 55060 which is hereby declared by Lessee to be his usual Post Office address.

And the Lessee also covenants and agrees to and with Lessor, not to assign this lease or underlet the above rented premises or any part thereof, without first obtaining the written consent of the Lessor and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the Lessor, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Lessee also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to maintain and keep up any fences so as to protect all crops from injury and waste, and to protect any shade trees thereon and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done.

Lessee is also to destroy noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And, Lessor or his agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

And Lessor covenants that Lessee, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said remised premises for the term aforesaid. In the event of any rents due hereon being collected by suit, the Lessee further agrees to pay all expenses which may be incurred thereby.

Lessee agrees that it will save and hold harmless Lessor from any and all claims, causes of action or liability whatever arising out of the use of said premises, including but not limited to property sublet by Lessee.

IN TESTIMONY WHEREOF, both parties have hereunto set their hands the day and year hereinbefore written.

County of Steele

By _____
Lessor – County Board Chair

By _____
Lessee – David Janke



Steele County Agenda Item

Subject: Resolution – Approve MnDOT Agreement No. 1052101 and authorize the Chair and Administrator to execute the agreement.

Department: Highway

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent

Recommendation:

Adopt Resolution - Approve MnDOT Agreement No. 1052101 and authorize the Chair and Administrator to execute the agreement.

Background (*Including Budget Impact*):

MnDOT Agreement No. 1052101 is a delegated contracting process agreement between Steele County and MnDOT which allows for MnDOT to act as the County's agent in accepting federal aid. This agreement is intended to cover all federally funded projects that the County is awarded funds for until revisions are needed to the agreement. This agreement supersedes a previous agreement for the same purposes executed in 2018.

Attachments:

Resolution for Agency Agreement
MnDOT Agreement No. 1052101

RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Steele County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Chairman and the Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1052101“, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

STEELE COUNTY
BOARD OF COMMISSIONERS

Greg Krueger, 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 24th day of January 2023, as shown by the minutes of said meeting in my possession.

Steele County Auditor



STATE OF MINNESOTA

AGENCY AGREEMENT

for

FEDERAL PARTICIPATION IN CONSTRUCTION

This Agreement is entered into by and between Steele County ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent in accepting federal funds on the Local Government's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds, hereinafter referred to as the "Project(s)"; and
2. This Agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
 - 2.1. The Assistance Listing Number (ALN) is 20.205, 20.224, 20.933 or another Department of Transportation ALN as listed on SAM.gov and
 - 2.2. This project is for construction, not research and development.
 - 2.3. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement; Prior Agreement

- 1.1. **Effective Date.** This Agreement will be effective on the date that MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. This Agreement will remain effective until it is superseded or terminated pursuant to section 14.
- 1.2. **Prior Agreement.** This Agreement supersedes the prior agreement between the parties, MnDOT Contract Number 1030074.

2. Local Government's Duties

- 2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds on its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website.
- 2.2. **Staffing.**
 - 2.2.1. The Local Government will furnish and assign a publicly employed and licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative, where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This

written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.

- 2.2.2. During the progress of the work on the Project(s), the Local Government authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the Local Government will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).

- 2.3. **Pre-letting.** The Local Government will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.

- 2.3.1. The Local Government will solicit bids after obtaining written notification from MnDOT that the FHWA has authorized the Project(s). Any Project(s) advertised prior to authorization **without permission** will not be eligible for federal reimbursement.

- 2.3.2. The Local Government will prepare the Proposal for Highway Construction for the construction contract, which will include all federal-aid provisions supplied by MnDOT.

- 2.3.3. The Local Government will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The Local Government will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders and where the Local Government will receive the sealed bids.

- 2.3.4. The Local Government may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s). All work included in a federal contract is subject to the same federal requirements as the federal project.

- 2.3.5. The Local Government will prepare and sell the plan and proposal packages and prepare and distribute any addenda, if needed.

- 2.3.6. The Local Government will receive and open bids.

- 2.3.7. After the bids are opened, the Local Government will consider the bids and will award the bid to the lowest responsible bidder or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises (DBEs), the Local Government will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Office of Civil Rights.

- 2.3.8. The Local Government must disclose in writing any potential conflict of interest to the Federal awarding agency or MnDOT in accordance with applicable FHWA policy.

- 2.4. **Contract Administration.**

- 2.4.1. The Local Government will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction when the contract is awarded and all amendments thereto. All contracts between the Local Government and third parties or subcontractors must contain all applicable provisions of this Agreement, including the applicable

federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as identified in Section 18 of this Agreement.

- 2.4.2. The Project(s) will be constructed in accordance with the plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this Agreement by reference as though fully set forth herein.
- 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
- 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that are in effect at the time the work was performed.
- 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector, as required by the Independent Assurance Schedule.
- 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
- 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
- 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
- 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

2.5. **Limitations.**

- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
- 2.5.2. **Nondiscrimination.** It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate

for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the Local Government to carry out the above requirements.

2.5.3. **Utilities.** The Local Government will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities", which is incorporated herein by reference.

2.6. **Maintenance.** The Local Government assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

3. MnDOT's Duties

3.1. **Acceptance.** MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds and will act in accordance herewith.

3.2. Project Activities.

3.2.1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s) and for reimbursement of eligible costs pursuant to the terms of this Agreement.

3.2.2. MnDOT will provide to the Local Government copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.

3.2.3. MnDOT will review and certify the DBE participation and notify the Local Government when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then Local Government must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the Project becoming ineligible for federal assistance, and the Local Government must make up any shortfall.

3.2.4. MnDOT will provide the required labor postings.

3.3. **Authority.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.

3.4. **Inspection.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this Agreement. The Local Government will make all books, records, and documents pertaining to the work hereunder available for a minimum of six years following the closing of the construction contract.

4. Time

4.1. The Local Government must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT at least twenty-four months prior to the **end date**.

5. Payment

- 5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
- 5.2. **Indirect Cost Rate Proposal/Cost Allocation Plan.** If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a Project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
 - 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
 - 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds.
 - 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this Agreement must comply with 2 CFR 200.306.
- 5.5. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for failure to comply with any federal requirements including, but not limited to, 2 CFR Part 200. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further

agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.

- 5.6. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement for each Project and submit all financial, performance, and other reports as required by the terms of this Agreement and the Federal award at least twenty-four months prior to the **end date** of the period of performance for each Project. MnDOT will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with funds will continue following project closeout.
6. **Conditions of Payment.** All services provided by Local Government under this Agreement must be performed to MnDOT's satisfaction, as determined at the sole discretion of MnDOT's Authorized Representative, and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive payment for work found by MnDOT to be unsatisfactory or performed in violation of federal, state, or local law.
7. **Authorized Representatives**
 - 7.1. MnDOT's Authorized Representative is:

Name: Kristine Elwood, or her successor.

Title: State Aid Engineer

Phone: 651-366-4831

Email: Kristine.elwood@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.
 - 7.2. The Local Government's Authorized Representative is:

Name: Greg Ilkka or their successor.

Title: Steele County Engineer

Phone: 507-444-7671

Email: gregory.ilkka@co.steele.mn.us

If the Local Government's Authorized Representative changes at any time during this Agreement, the Local Government will immediately notify MnDOT.
8. **Assignment Amendments, Waiver, and Agreement Complete**
 - 8.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
 - 8.2. **Amendments.** Any amendment 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.
 - 8.3. **Waiver.** If MnDOT fails to enforce any provision of this Agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
 - 8.4. **Agreement Complete.** This Agreement contains all negotiations and agreements between MnDOT and the

Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

- 8.5. **Severability.** If any provision of this Agreement, or the application thereof, is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 8.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 8.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

9. Liability and Claims

- 9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 9.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

10. Audits

- 10.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of 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. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

- 11. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

- 12. **Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will

not be considered MnDOT 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 MnDOT's obligation or responsibility.

- 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. Termination; Suspension

- 14.1. Termination by MnDOT.** MnDOT may terminate this Agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. Termination for Cause.** MnDOT may immediately terminate this Agreement if MnDOT finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and/or requiring the return of all or part of the funds already disbursed.
- 14.3. Termination for Insufficient Funding.** MnDOT may immediately terminate this Agreement if:
- 14.3.1. It does not obtain funding from the Minnesota Legislature; or
 - 14.3.2. If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.
- 14.4. Suspension.** MnDOT may immediately suspend this Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
- 15. Data Disclosure.** Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
- 16. Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.

- 17. Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

18. Federal Contract Clauses

- 18.1. Appendix II 2 CFR Part 200.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third-party contractors, as applicable. In addition, the Local Government shall have the same meaning as “Contractor” in the federal requirements listed below.
- 18.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
 - 18.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
 - 18.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
 - 18.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision

- for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 18.1.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 18.1.6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 18.1.7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 18.1.8. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 18.1.9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

18.1.10. Local Government will comply with 2 CFR § 200.323.

18.1.11. Local Government will comply with 2 CFR § 200.216.

18.1.12. Local Government will comply with 2 CFR § 200.322.

18.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.

18.3. **Title VI/Non-discrimination Assurances.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

18.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies.

18.5. **Federal Funding Accountability and Transparency Act (FFATA)**

18.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
- 18.5.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 18.5.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this Agreement is awarded.
- 18.5.4. The Local Government will obtain a Unique Entity Identifier number and maintain this number for the term of this Agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each Project.
- 18.5.5. The Local Government's failure to comply with the above requirements is a material breach of this Agreement for which the MnDOT may terminate this Agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

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Steele County

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____



Steele County Agenda Item

Subject: Approve Purchase of Landfill Equipment

Department: Landfill

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve the purchase through a Sourcewell contract of a Caterpillar D6 Dozer in the amount of \$612,099.86, and a Caterpillar 963 Tracked Loader in the amount of \$442,590.65.

Background (*Including Budget Impact*):

The equipment is proposed to be purchased through Cat on a Sourcewell contract. Sourcewell is a cooperative purchasing organization based in Minnesota serving the public sector.

Quotes from Caterpillar on the Sourcewell contract are attached. The Cat dealer indicates about a 12-month lead time on these machines.

The 2023 Landfill Capital Equipment Budget includes \$900,000 for the replacement of this equipment. Due to inflationary pressures since the estimates for the equipment were put together the purchase exceeds the budget, however, there is a healthy balance in the Landfill fund that can absorb these price increases. As of July 2022, the Landfill Fund had a balance of more than \$8 million, up from about \$4.7 million at the end of 2017.

Attachments:

Caterpillar Quote D6 Dozer

Caterpillar Quote 963 Track Loader

Ziegler Inc.



195560-01

Dec 05, 2022

STEELE COUNTY SANITARY LDFL

9420 64TH AVE SE
BLOOMING PRAIRIE, MN 55917-5863

Dear Josh Johnson,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: D6 Track Type Tractors

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Chad Adams
Territory Manager

Caterpillar Model: D6 Track Type Tractors

MACHINE SPECIFICATIONS

REF #	DESCRIPTION	LIST PRICE
464-5712	D6 LGP VPAT TRACTOR CFG6	\$0.00
460-4580	OIL CHANGE SYSTEM, HIGH SPEED	\$1,204.50
471-0420	FAN, REVERSING, VPAT	\$0.00
464-5464	HYDRAULICS, VPAT	\$0.00
464-5174	ALTERNATOR, 150 AMP	\$0.00
560-9088	SEAT, HEATED & VENTILATED	\$2,299.00
522-7680	FUEL TANK, BASIC	\$0.00
471-6558	GUARD, BOTTOM, HD, VPAT	\$2,849.00
471-0418	ENCLOSURE, ENGINE, VPAT	\$0.00
471-7300	DRAWBAR	\$1,969.00
505-6966	GRAB HANDLES, STANDARD, VPAT	\$0.00
472-5602	WATER JACKET HEATER, 110V	\$366.30
555-5500	FILM, WARNING, ANSI	\$0.00
589-3554	LIGHT, WARNING	\$1,265.00
583-9463	CAB, PREMIUM	\$4,152.50
543-1114	FLOOR, CAB, PREMIUM	\$325.60
577-8623	REAR CAMERA	\$676.50
579-5779	PREMIUM CORP RADIO (12V)	\$742.50
587-7162	ARO W/ASSIST	\$11,121.00
577-7697	PROD LINK, PLE643/PLE743 RADIO	\$0.00
589-3552	RADIO, CB (READY)	\$1,248.50
535-7648	HYDRAULICS, WINCH READY LINES	\$374.00
464-5460	CONTROL, RIPPER/WINCH	\$1,358.50
577-7228	LIGHT, REAR WORK	\$399.30
538-1329	VPAT DOZER PACKAGE	\$42,999.00
538-1335	BLADE, LGP VPAT	\$26,114.00
464-5592	WASTE HANDLING ARR, VPAT	\$26,202.00
464-5190	FINAL DRIVE, 94" (2388MM), GRD	\$24,420.00
464-5557	PRECLEANER, WITH SCREEN	\$1,886.50
545-3982	TRACK, 36" ES TRAP HDXL	\$9,053.00
624-6412	CONFIG ARR 20B, LUC, VPAT	\$594,858.00
464-5202	ENGINE, LUC, THERMAL SHIELD	\$14,971.00
464-5423	UNDERCARRIAGE, HDXL, WASTE	\$6,633.00
522-7670	GUARD, FUEL TANK	\$4,081.00
564-8431	SEALS, REAR	\$638.00
	TOTAL LIST PRICE	\$782,206.70
	TOTAL SOURCEWELL DISCOUNT (23% OF LIST)	(\$179,907.54)
	TOTAL CONFIGURED PRICE	\$602,299.16
566-5515	FLUIDS, STD OIL, -58F	\$370.70
	TOTAL NET ITEMS	\$370.70
	FREIGHT/PREP	\$4,000.00
	FREIGHT - DELIVERY	\$750.00
	4 YEAR / 4,000 HOUR EXTENDED POWERTRAIN & HYDRAULIC + TECH	\$4,680.00
	TOTAL POST FACTORY ITEMS	\$9,430.00
	TOTAL MACHINE SELL PRICE	\$612,099.86

SELL PRICE	\$612,099.86
EXT WARRANTY	Included
NET BALANCE DUE	\$612,099.86
BALANCE	\$612,099.86

WARRANTY

Standard Warranty:	Standard manufacturers warranty
Extended Warranty:	4 YEAR / 4,000 HOUR EXTENDED POWERTRAIN & HYDRAULIC + TECH

F.O.B/TERMS: STEELE CTY LANDFILL – BLOOMING PRAIRIE, MN

OPTIONS:			
Components	Ref No.	Qty	Sell
CAT Components (Attachments)			
STRIKER BOX	513-6215	1	\$14,974.96

Ziegler Inc.



198224-01

Dec 05, 2022

STEELE COUNTY SANITARY LDFL

9420 64TH AVE SE
BLOOMING PRAIRIE, MN 55917-5863

Dear Josh Johnson,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: 963 Track Loaders

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Chad Adams
Territory Manager

Caterpillar Model: 963 Track Loaders

MACHINE SPECIFICATIONS

REF #	DESCRIPTION	LIST PRICE
561-4700	963 TRACK LOADER	\$0.00
587-0518	LIGHTS, ADDITIONAL	\$593.60
574-5821	CAB, DELUXE	\$4,006.80
578-7640	SEAT, DELUXE	\$916.90
590-3290	PREMIUM CORP RADIO (24V)	\$704.90
574-7872	KIT, VISIBILITY, SINGLE CAMERA	\$0.00
576-3200	TRANSMISSION CONTROL, V-LEVER	\$0.00
572-6399	HYDRAULIC 2V,GP JOYSTICK, PACK	\$0.00
575-0729	PRODUCT LINK, CELLULAR PLE643	\$0.00
589-6993	COLD WEATHER, 120V	\$322.24
348-5135	OIL CHANGE SYSTEM, HIGH SPEED	\$416.58
568-0997	WASTE PACKAGE 12A, HD	\$474,360.60
566-0323	PRECLEANER, TURBINE, W/SCREEN	\$2,718.90
603-3117	TRACK 22" DG, HDXL, CTR-HOLE	\$5,469.60
593-4672	BEACON, LED FLASHING	\$715.50
276-0160	GUARD, TILT CYLINDER	\$3,259.50
276-0159	GUARD, TOP/BOTTOM, FINAL DRIVE	\$4,558.00
337-3082	STRIKER BARS, REAR	\$3,869.00
599-6937	BKTA GPW ST 102.7" 4.10YD3 PO	\$31,503.20
605-0919	GUARD FULL LENGTH, TRACK, HDXL	\$5,199.30
3W-8578	GUARD, IDLER	\$1,409.80
577-4087	AIR PRECLEANER, CAB	\$2,877.90
507-9474	WINDSHIELD PROTECTION	\$3,540.40
573-8266	FAN, DEMAND, REVERSING	\$2,443.30
454-9489	SERVICE PACKAGE, EXTENDED	\$2,321.40
	TOTAL LIST PRICE	\$551,207.42
	TOTAL SOURCEWELL DISCOUNT (22% OF LIST)	(\$121,265.63)
	TOTAL CONFIGURED PRICE	\$429,941.79
0G-9236	COMPLETE STORAGE PROTECTION	\$311.64
0G-6009	ANTIFREEZE, -50C (-58F)	\$357.22
	TOTAL NET ITEMS	\$668.86
	FREIGHT - DELIVERY	\$750.00
	FREIGHT/PREP	\$3,500.00
	48 MO/4000 HR POWERTRAIN + HYDRAULICS + TECH	\$7,730.00
	TOTAL POST FACTORY ITEMS	\$11,980.00
	TOTAL MACHINE SELL PRICE	\$442,590.65

SELL PRICE	\$442,590.65
EXT WARRANTY	Included
NET BALANCE DUE	\$442,590.65
BALANCE	\$442,590.65

WARRANTY

Standard Warranty:	Standard manufacturers warranty
Extended Warranty:	48 MO/4000 HR POWERTRAIN + HYDRAULICS + TECH

F.O.B/TERMS: STEELE COUNTY LANDFILL – BLOOMING PRAIRIE, MN



Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 223011; SAP 074-030-011

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 223011; SAP 074-030-011 to River City Electric Co. in the amount of \$3,904.28.

Background (*Including Budget Impact*):

This project completed signal system maintenance and revisions. The final contract amount was \$307,466.12.

Attachments:

Resolution – Certificate of Final Acceptance

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

Contract Number: 223011
Contractor: River City Electric Co
Date Certified: January 9, 2023
Final Pay Request Number: 6

Whereas; Contract No. 223011 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

State of Minnesota
County of Steele

Dated this _____ day of _____, 20__

At _____

Signed by _____
County Auditor
(SEAL)



Steele County Agenda Item

Subject: Commercial Lease Agreement

Department: Sheriff's Office

Committee Meeting Date: January 17, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving Lease Agreement

Recommendation:

Include staff recommendation (or list as "Discussion Only" or "Information Only").

Background (*Including Budget Impact*):

The SCSO has been renting sheltered parking space from Strohschein Properties for over twenty years. With the Counties purchase of the Alexander Building the need for Strohschein's property will not be needed. The SCSO will enter into a 12 month contract with Strohschein's properties beginning January 1st of 2023 and concluding on december 31st 2023.

Attachments:

Commercial Lease Agreement

COMMERCIAL LEASE

This lease is made between Strohschein Properties, LLC herein the called Lessor, and **Steele County, by and through its Steele County Sheriff's Office**, herein called the Lessee.

Lessee hereby offers to lease from Lessor the premises situated in the City of Owatonna, County of Steele, and State of Minnesota, located on 1750 State Ave NW, Owatonna, MN 55060.

Terms and Conditions

Term and Rent.

Lessee agrees to lease the above premises for a term of **one** year, commencing on January 1st, 2023 and terminating on December 31st 2023, or sooner as provided herein at the annual rental rate of Nine Thousand Nine Hundred Dollars (\$9900.00) payable in equal monthly installments of Eight Hundred Twenty-five Dollars (\$825.00) in advance on the first day of each month for that month's rental, during the term of this lease. All rental payments shall be made to Lessor, at the address specified.

Use

Lessee shall use and occupy the premise for the purpose: Storage of vehicles & equipment the premises shall be used for no other purpose. Lessor represents that the premises may lawfully be used for such purpose.

Care and Maintenance of Premises

Lessee acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the premises, and shall surrender the same at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, structural foundations, and: _____.

Alterations.

Lessees shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements, in, to or about the premises.

Ordinances and Statutes

Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee.

Assignment and Subletting

Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of the Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

Utilities

All applications and connections for necessary utility services on the demised premises shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services.

Entry and Inspection

Lessee shall permit Lessor or Lessor's agents to enter upon the premises at reasonable times and upon reasonable notice, for the purposes of inspecting the same, and will permit Lessor at any time within sixty (60) days prior to the expiration of this lease, to place upon the premises any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the same to inspect the premises thereafter.

Possession

If Lessor is unable to deliver possession of the premises at the commencement hereof, Lessor shall not be liable for any rent until possession is delivered. Lessee may terminate this lease if possession is not delivered within days of the commencement of the term hereof.

Indemnification of Lessor

Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof, and Lessee agrees to hold Lessor harmless from any claim for damages, no matter how caused.

Insurance

Lessee, at his expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with minimum coverage as follows; Lessee shall keep in force and effect for so long as this lease remains in effect, liability coverage with respect to the premises, naming Lessee as a covered party with limits of \$500,000 per claimant, \$1,500,000 per occurrence for bodily injury and property damage. Lessee further covenants and agrees to indemnify and hold Lessor harmless for any loss or damage, including reasonable attorney's fees, suffered by Lessor caused by any act or omission by lessee, Lessee's employees. Lessee shall provide certificates of coverage to Lessor for all coverage required by this section.

Lessor shall maintain casualty insurance on the building containing the leased premises covering all risk of physical loss in an amount equal to the full insurable value of Lessor's property. Lessee shall maintain property coverage on Lessee's personal property located in the premises covering all risk of physical loss in an amount equal to the full insurable value of such property.

Eminent Domain

If the premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the premise, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date, and any rent paid for and period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but Lessee may file a claim for any taking of fixtures and improvements owned by Lessee, and for moving expenses.

Destruction of Premises

In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which making the repairs cannot be made within sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement cost, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

Lessor's Remedies on Default

If Lessee defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the other covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within 30 days, after the giving of such notice (or if such other default is of such nature that it cannot be completely cured within such period, if Lessee does not commence such curing within such 30 days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than 60 days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, but Lessee shall remain liable as hereinafter provided. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

Default by Lessor

Lessor shall not be in default unless Lessor fails to perform the obligations required of it within a reasonable time, but in no event later than thirty (30) days after written notice by the Lessee to the Lessor, specifying the manner in which Lessor failed to perform such obligations. If such notice is given, Lessor shall be in default only if it fails to perform the obligations of it during such thirty (30) day period, or, if the nature of the obligation is such that more than thirty (30) days are required for performance, then Lessor shall not be in default if Lessor commences performance within thirty (30) days and thereafter diligently prosecutes the same to completion.

Tax Increase

In the event there is any increase during any year of the term of this lease in the City, County or State real estate taxes over and above the amount of such taxes assessed for the tax year during which the term of this lease commences, whether because of increased rate or valuation, Lessee shall pay to Lessor upon presentation of paid tax bills an amount equal to 0% of the increase in taxes upon the land and building in which the leased premises are situated. In the event that such taxes are assessed for a tax year extending beyond the term of the lease, the obligation of Lessee shall be proportionate to the portion of the lease term included in such year.

Attorney's Fees.

In case suit should be brought for recovery of the premises or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including reasonable attorney's fee.

Notices

Any notice which whether party may, or is required to give, shall be given mailing same, postage prepaid, to Lessee at the premises, or Lessor at the address shown below, or at such other places as may be designated by the parties from time to time.

Heirs, Assigns, Successors

This lease is binding upon and inures to the benefit of the heirs, successors in interest to the parties.

Option to renew

Provided that Lessee is not in default in the performance of this lease, Lessee shall have the option to renew the lease for an additional term of 12 months commencing at the expiration of the initial lease term. All of the terms and conditions of the lease shall apply during the renewal term except that the monthly rent shall be the sum of \$825.00 The option shall be exercised by written notice given to Lessor not less than 60 days prior to the expiration of the initial lease term. If notice is not given in the manner provided herein within the time specified, this option shall expire.

Subordination

This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

Entire Agreement

The foregoing constitutes the entire agreement between the parties and may be modified only in a writing signed by both parties. The following Exhibits, if any, have been made a part of this lease before the parties' execution hereof:

Lessor: _____

Date: _____

David Strohschein
Strohschein Properties LLC
1750 State Ave NW
Owatonna, MN 55060

Lessee: _____

Date: _____

Steele County Board of Commissioners
Steele County
630 Florence Ave.
Owatonna, Mn 55060



Steele County Agenda Item

Subject: Olmsted Co. Materials Recovery Facilities

Department: Planning & Zoning

Committee Meeting Date: January 17, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving letter of support for Olmsted Co. Materials Recovery Facilities and Authorizes the Chair to sign.

Background (*Including Budget Impact*):

Olmsted County is seeking to build a Materials Recovery Facility (MRF) adjoining its Waste to Energy Facility in Rochester. MRF's separate and prepare single stream recycling materials to be sold to end buyers and currently there are none located in SE Minnesota. To construct the MRF, Olmsted County is seeking funding from the State of MN thru the bonding bill and from the Federal Government thru a Solid Waste Infrastructure for Recycling (SWIFR) US EPA grant. Steele County, who along with Olmsted County is a member of the Southeastern Minnesota Recycling Exchange (SEMREX) approved a similar letter of support in for bonding funding in 2021 but no agreement was reached at the State on that bonding bill.

Attachments:

MRF Bonding Support Letter

MRF SWIFER Support Letter

STEELE COUNTY

Board of Commissioners

Administration Center
630 Florence Ave.
P.O. Box 890
Owatonna, MN 55060
507-444-7400

James Brady - 1st District • John Glynn - 2nd District • Rick Gnemi - 3rd District
Jim Abbe - 4th District • Greg Krueger - 5th District

January 24, 2023

Honorable Representative Fue Lee, Chair
House Capital Investment Committee
485 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Honorable Senator Pappas, Chair
Senate Committee on Capital Investment
Capitol, Room 328
75 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Re: Support for Olmsted County Materials Recovery Facility Bonding Request

Dear Chair Pappas, Chair Lee, and Capital Investment Committee Members:

On behalf of Steele County, I am sending this letter in support of the Olmsted County bonding request for the development of a regional materials recovery facility.

We believe that a regional materials recovery facility in southeastern Minnesota would:

- Provide local businesses and facilities convenient access to sorting capacity for recyclable materials
- Increase recycling efforts and recover additional value from waste
- Assist southeastern Minnesota counties in meeting their sustainability goals
- Decrease greenhouse gas emissions
- Enhance current solid waste management programs for the lowest impact on the environment

We appreciate the options this investment would provide for southeastern Minnesota.

Sincerely,

Greg Krueger, Chair
Steele County Board of Commissioner

STEELE COUNTY

Board of Commissioners

Administration Center
630 Florence Ave.
P.O. Box 890
Owatonna, MN 55060
507-444-7400

James Brady - 1st District • John Glynn - 2nd District • Rick Gnemi - 3rd District
Jim Abbe - 4th District • Greg Krueger - 5th District

Environmental Protection Agency
Office of Resource Conservation and Recovery
1200 Pennsylvania Ave., NW (5304T)
Washington DC 20460

Re: Support for Olmsted County Materials Recovery Facility SWIFR Grant Proposal

Dear Environmental Protection Agency:

On behalf of Steele County, I am sending this letter in support of the Olmsted County Solid Waste Infrastructure for Recycling (SWIFR) US EPA grant proposal for the development of a regional materials recovery facility. Steele County has a long-standing relationship of working with Olmsted County through the Southeastern Minnesota Recyclers Exchange (SEMREX) Joint Powers Board. It is our intention to support Olmsted County by providing waste and recyclable materials to be processed and disposed by the county's regional materials recovery facility and integrated waste management system.

We believe that a regional materials recovery facility in southeastern Minnesota would:

- Provide local businesses and facilities convenient access to sorting capacity for recyclable materials in southeast Minnesota
- Enhance existing solid waste management programs
- Assist in meeting state and local solid waste objectives through economies of scale
- Enhance current solid waste management programs for the lowest impact on the environment

We appreciate the options this grant would provide for southeastern Minnesota.

Sincerely,

Greg Krueger, Chair
Steele County Board of Commissioner



Steele County Agenda Item

Subject: Fred Pryor Learning Renewal

Department: Recorder's Office

Committee Meeting Date: January 17, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☐ Yes ☒ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving Renewal of online learning contract for Fred Pryor Learning Seminars

Recommendation:

Land use and Records Policy Committee recommends spending no more than \$3,980.00 for up to 20 employees of unlimited Fred Pryor Training Courses with funds provided by the Compliance Fund.

Background (*Including Budget Impact*):

In the past we offered Fred Pryor online training to the Land Use Records Offices, it was well attended and was recommended by employees to offer this again.

The cost per employee will be \$199 for unlimited access to their library including the following:

- Over 5,000 online courses & over 3,000 micro classes that are 10 minutes or less.

These classes will be provided to enhance employee skills and knowledge including Excel, Word, PowerPoint, Outlook and Access.

The training sessions and courses will be online, require no additional travel or travel expenses and will require prior approval by the department head/ supervisor.

Last year 15 employees signed up with 692 classes taken.

Attachments:

Attached cost basis for up to 20 people is \$3,980.00



ADMINISTRATIVE ASSISTANT & FRONT DESK

- 50 Training Activities for Administrative, Secretarial, and Support Staff
- Assertiveness Skills for the Receptionist
- Effective Telephone Communication Skills for Receptionists
- Managing the Front Desk
- Professional Telephone Skills
- Safety and Security Begins at the Front Desk

BUSINESS SKILLS

- Ethics: An Employee's Perspective

BUSINESS WRITING & GRAMMAR

- Bad Email Habits: What Message Are You Sending?
- Business Writing and Editing for Professionals
- Write Effective and Appropriate Emails

COMMUNICATION

- Confronting Workplace Conflict
- How to Manage Emotions in the Workplace
- How to Overcome Disruptive Workstyle Differences
- Presentation Skills: Creating Slides
- The Secret to Effective Communication

COMPUTER SOFTWARE

- 60 Minutes of Adobe® Acrobat® Secrets
- 60 Minutes of Microsoft® Access® Secrets
- 60 Minutes of Microsoft® Excel® Secrets
- 60 Minutes of Microsoft® Excel® Secrets 2013
- 60 Minutes of Microsoft® Outlook® Secrets
- 60 Minutes of Microsoft® PowerPoint® Secrets
- Adjust Row Height and Column Width in Microsoft® Excel® 2013
- Advanced Tips and Techniques for Microsoft® Word Users
- Customize Your Environment in Microsoft® Excel® 2013
- Microsoft® Access® 2013 Basic
- Microsoft® Excel® 2013 Basic
- Microsoft® Excel® 2013 Intermediate
- Microsoft® Excel® 2013 Shortcuts, Tips, and Tricks
- Microsoft® Excel® Charts and Graphs Made Easy
- Microsoft® Excel® Formulas Made Easy
- Microsoft® Excel® Macros for Finance Professionals
- Microsoft® Outlook® 2013 Reading and Writing Email
- Microsoft® Project Tips and Tricks

CUSTOMER SERVICE

- A Customer Complains: Now What?
- Creating Great Customer Conversations
- Customer Service Basics
- Effective Techniques for Dealing with Difficult Customers
- How to Resolve Customer Complaints on the Spot
- Quality Customer Service: Four Basic Elements
- Quality Customer Service: Phone Calls
- Turning Around an Angry Customer
- What NOT to Say to Your Customers

FINANCE & ACCOUNTING

- 365 Ways to Live Cheap
- Bookkeeping Basics
- Effective Inventory Management
- How to Read and Understand Financial Statements
- QuickBooks® 2012
- QuickBooks®: A 60 Minute Crash Course

HUMAN RESOURCES

- An Introduction to HIPAA
- Conduct Effective Interviews and Hire the Right People
- Dos & Don'ts of Records Retention and Destruction
- Eliminate the Confusion of FMLA
- HIPAA Privacy and Security Basics
- HIPAA: What Health and Human Services Requires
- How to Succeed as a One Person HR Department
- How to Write Comprehensive Policies and Procedures
- Legally Terminate Employees: 10 Critical Things You Must Know
- The Minimum Requirements for HIPAA Compliance
- Understanding Sexual Harassment

INDUSTRY SPECIFIC

- Basics of Accounting
- Before School Starts: Things To Do
- Dealing with Difficult Patients
- Government Project Management
- Handling Complaints in the Medical Profession
- HIPAA Privacy and Security Basics for Employees in the Healthcare Sector
- How to Reduce Missed Medical Appointments
- Introduction to Bookkeeping and Accounting
- Leadership in Government Agencies
- Moving to a Paperless Office
- Plain Language for Government

IT

- Effective Network Security
- Protecting Your PC

MANAGEMENT & LEADERSHIP

- Assertive Communication Skills for Managers
- Budget Management
- Coaching Skills: Beyond Basic Supervision
- Creative Ways to Reward and Motivate Employees
- Criticism & Discipline Skills for Managers and Supervisors
- Effective Delegation Skills
- How to Avoid the Most Common Mistakes New Managers Make
- How to Deal with Employee Complaints and Concerns
- How to Supervise Bad Attitudes & Negative Behaviors
- How to Understand and Administer a Budget
- Organizational Behavior
- The Secret to Employee Motivation
- Transitioning from Staff to Supervisor

MARKETING

- 49 Marketing Secrets (that Work) to Grow Sales
- Easy E-Newsletters
- Great Layout & Design: Tips, Tricks and the Latest Trends
- Social Networking: Facebook®

OSHA & WORKPLACE SAFETY

- A Manager's Guide to Safety in the Workplace
- Indoor Air Quality: Carbon Dioxide
- Medical OSHA Compliance
- OSHA and Workplace Safety for HR Professionals
- OSHA Record-Keeping Compliance
- Safety First: Fire Extinguisher Use

PERSONAL DEVELOPMENT

- Control the Chaos and Clear Out the Clutter
- Improve Your Memory, Improve Your Productivity
- Stress Management - Managing Stress

PROJECT MANAGEMENT

- 10 Steps to Successful Project Management
- Fundamentals of Project Management
- Improve Your Project Management
- PMP® Certification: Project Management Basics
- Project Management
- Project Management Essentials
- Project Management: Advanced, 2nd Edition
- Project Management: Basic, 2nd Edition
- Project Management: Intermediate, 2nd Edition
- Stress-Free Event Planning

SALES

- Building GREAT Sales Relationships
- Conquering Sales Objections
- Selling Value Over Price
- Upsell With Confidence

TIME MANAGEMENT

- How to Manage Your Time Effectively
- The Secrets of Successful Time Management

Topics are continually added and updated. For your current local schedule visit us at pryor.com and enter your zip code. For your continuing education requirements, most of our courses offer CEUs. Additionally, many courses are pre-approved for CPE, HRCI, PDC and PDU credits.

Full Pryor+ Deliverables:

- Interactive, Live-Virtual classes are free (over 50 different classes and hundreds to sessions to attend).
 - Over 5000 online courses.
 - Over 3000 micro classes that are 10 minutes or less.
 - Free Key Administration Feature to assign training with due dates and track training with a purchase of 20 or more (just think, compliance records at the click of a button!).
 - Over 2000 courses that contain a quiz to show knowledge transfer.
 - Content includes Leadership, Communication, Customer Service, Conflict Resolution, OSHA, Sexual Harassment, Workplace Violence, Excel, and more.
 - Free updates to content.
-
- 1-9: \$299 per person
 - 10-49: \$199 per person
 - 50-99: \$189 per person
 - 100-166 \$179 per person



Dana Mazeitis

Sr. Training Consultant, Workforce Training Solutions
913.967.8519
5700 Broadmoor Street, Suite 300
Mission, KS 66202



Steele County Agenda Item

Subject: U.S. Hwy 14 Partnership

Department: Administrator's Office

Committee Meeting Date: January 3, 2023

Board Meeting Date: January 24, 2023

Recommendation:

Committee recommends continuing the HWY 14 partnership membership in the amount of \$250 for 2023

Background (*Including Budget Impact*):

As we have seen success in funding segments of the Highway 14 project, the Partnership has been able to adjust its workload and the commitment needed from our members. For the third year in a row, thanks to the progress that has been made, the Highway 14 Partnership has reduced dues assessments for 2023 from \$1,000 to \$250 for Steele County.

While the completion of the Highway 14 project is in sight, there is still important work to do and the leadership is asking counties/cities to continue to aid that work by renewing memberships in the U.S. Highway 14 Partnership for 2023.

Attachments:

Letter and Dues Request form



U.S. Hwy 14 Partnership



December 22, 2022

Highway 14 Partnership Member:

I write to you as President of the U.S. Highway 14 Partnership to inform you of the Partnership's status and next steps. Thanks to the work and advocacy of members like you, along with our partners at the legislature and in both the state and federal government, we are in an incredible position. With construction on the Nicollet to New Ulm project proceeding according to plan, MnDOT projects they will be able to open that 12-mile, four-lane stretch of Highway 14 in the Fall of 2023. This is an incredible, long-awaited accomplishment that will no doubt save lives in the years to come.

As we have seen success in funding segments of the Highway 14 project, the Partnership has been able to adjust its workload and the commitment needed from our members. For the third year in a row, thanks to the progress that has been made, the Highway 14 Partnership has reduced dues assessments for 2023.

Highway 14 Partnership members and leadership met last week in Nicollet to discuss the organization's direction and next steps. There is still work to do to support safety and improvement projects along the Highway 14 corridor, but our decades-long primary objective of achieving four-lanes all the way from New Ulm to Rochester is in sight. We intend to push forward as a Partnership to support local advocacy on safety projects and be a resource for members until we can drive all the way from New Ulm to Rochester on four lanes.

The fact is that our recent success has reduced the level of resources needed for our organization to be effective at the Capitol. On the enclosed form, you will see that dues assessments for members have been reduced to just a fraction of what they were in our most active years. For our affiliate members, the group has eliminated the multi-tiered dues structure of the past and implemented a reduced dues structure that includes two membership options—one for organizations/businesses and one for individuals.

While the completion of the Highway 14 project is in sight, there is still important work to do. I ask you to continue to aid that work by renewing your membership in the U.S. Highway 14 Partnership for 2023.

With any questions, please feel free to contact me at kevin.raney@ci.owatonna.mn.us or (507) 456-3116, or be in touch with the Partnership's lead lobbyist Shane Zahrt of Flaherty & Hood P.A. at SAZahrt@flaherty-hood.com or (651) 295-1123.

Sincerely,

Kevin Raney
Owatonna City Council Member
President, U.S. Highway 14 Partnership



2023 Local Government Membership Registration

Local Units of Government Dues:

Large Cities (15,000 and up)	☐	\$750
Medium Cities (7,500 to 14,999)	☐	\$500
Small Cities (under 7,500)	☐	\$250
Large Counties (50,000 and up)	☐	\$750
Small Counties (under 50,000)	☐	\$250
Townships	☐	\$200

City/County/Township Name _____

Contact Name _____

Title _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Checks may be made to "U.S. Highway 14 Partnership"

Please remit payment and membership form to:

U.S. Highway 14 Partnership
c/o Shane Zahrt
Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103

If possible, please remit payment by February 28, 2023

Thank You!

STEELE COUNTY PERSONNEL AGENDA ITEM

January 24, 2023 at 5:00 pm

JANUARY EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Julia Forbes	Sr. Attorney – Cty. Attorney's Office	01/02/23	10
Adriana Gonzales	Records Specialist – Sheriff's Office	01/04/23	1
Linda Skala	Corporal – Det. Ctr.	01/05/23	8
Kaiya Martin	Probation Officer II – Comm. Corrections	01/07/23	4
Madison Melcher	Financial Specialist – Finance/Treasurers	01/11/23	2
Andrew Seifert	Licensed Sergeant – Sheriff's Office	01/12/23	8
Matt Borash	Investigator – Sheriff's Office	01/14/23	2
Brian Rinehart	Correctional Officer – Det. Ctr.	01/17/23	6
Josh Johnson	Landfill Supervisor – Public Works	01/17/23	5
Susan Bendorf	Accounting Technician – Auditor	01/18/23	1
Brenda Blood	Chief Deputy Auditor – Auditor	01/20/23	25
Dale Oolman	Planning & Zoning Director – P & Z Dept.	01/22/23	22
Gabe Kasper	Mechanic – Highway	01/22/23	5
Greg Born	Maintenance Technician – Highway	01/22/23	5
Julie Johnson	Human Resources Director – HR Dept.	01/23/23	9
Stacie Brinkman	Public Health Nurse – Public Health Dept.	01/24/23	1
Steven Gjerald	Correctional Officer – Det. Ctr.	01/31/23	18



Steele County Agenda Item

Subject: 2023 Health Insurance Renewal Rates

Department: HUMAN Resources

Committee Meeting Date:

Board Meeting Date: January 24, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Recommend approval of 2023 health insurance renewal rates.

Background (*Including Budget Impact*):

The County received communication from the SE Service Cooperative that our health insurance rates for 2023 are increasing 5% in the aggregate. The 5% increase represents the maximum rate guarantee we agreed upon previously. Had the County not locked in our rates for 2023, our actual increase would have been 18.65% based on our claims experience and the other rate setting factors and criteria they use.

The renewal rates and contribution amounts are included on the attachment.

Budget/Fiscal Impact:

The approved budget includes the 5% aggregate increase.

Attachment:

2023 Health Insurance Renewal Rates and Contribution Amounts

2023 Health Insurance Information and Recommendations

Recommendation: Approve 2023 Health Insurance Renewal Rates and Contribution Amounts, With No Plan Changes

Background: These renewal rates reflect an aggregate increase of 5.0% over calendar year 2022. This reflects a monthly increase in the premium costs of:

- \$40.75 for single coverage
- \$101.41 for employee +1 coverage and family coverage

Union contracts are still being negotiated for 2023 and beyond.

2023 High Deductible/HSA & VEBA Plan Costs

	Annual Deductible	Annual County HSA/VEBA Contribution	Total Monthly Premium	Monthly County Contribution	Monthly Employee Contribution
Single	\$4,000.00	\$1,700.16	\$855.70	\$817.25	\$42.98
Employee +1	\$8,000.00	\$3,500.16	\$2,129.56	\$1811.25	\$329.58
Family	\$8,000.00	\$3,500.16	\$2,129.56	\$1736.25	\$404.58

BCBS Plan (HSA or VEBA)	Single Coverage	Emp + 1 Coverage	Family Coverage
2022 Total Monthly Premium	\$ 814.95	\$2028.15	\$2028.15
2023 Total Monthly Premium	\$ 855.70	\$2129.56	\$2129.56
Difference (Monthly)	\$40.75	\$101.41	\$101.41



Steele County Agenda Item

Subject: 2023 Pay Equity Report Submission

Department: HUman Resources

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

Board Meeting Date: January 24, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Recommend approval of the 2023 Pay Equity Report submission

Background (*Including Budget Impact*):

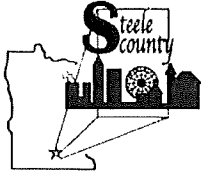
Every 3 years, Steele County is required to submit a Pay Equity Report to the State of Minnesota, Management & Budget Division, by January 31st as required by the Local Government Pay Equity Act, MN Statutes 471.991 to 471.999. The purpose of the legislation is to eliminate gender wage disparities through the elimination of any discrimination in female wages and benefits who are employed in positions of a comparable level of expertise and responsibility as males employed in positions rated the same.

Steele County pay equity reporting data has been entered into the Office of Pay Equity with the State of Minnesota Management & Budget Division and preliminary results indicated that we are in compliance.

Recommend approval of submission of the county's 2023 Pay Equity Report.

Attachments:

N/A



Steele County Agenda Item

Subject: Recycling Collection Contract

Department: Planning & Zoning

Committee Meeting Date: January 17, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Staff Recommendation:

Background (*Including Budget Impact*):

We have received bids from two companies for the collection of recyclables from curbside containers and drop off sites. The Board will need to determine which company to enter into a contract with.

Attachments:

Bid Analysis

BID SHEET - Curbside and Dropsite Collection					
CONTRACTOR	Waste Management	Thompson Sanitation (no revenue sharing)	Thompson Sanitation (with revenue sharing)		
Contact	Jay Nieson	Jeremy Waters	Jeremy Waters		
Address	25237 755th Ave., Clarks Grove, MN 56016	PO Box 108 Clarks Grove, MN 56016	PO Box 108 Clarks Grove, MN 56016		
Phone	507-344-2257 office 612-430-4780 mb	507 256-4370 office 507 473-0069 mb.	507 256-4370 office 507 473-0069 mb.		
email	jnieson@wm.com	jwaters@thompsonsanitation.com	jwaters@thompsonsanitation.com		
		frank@thompsonsanitation.com	frank@thompsonsanitation.com		
Monthly Curbside Collection Cost	\$69,480 / month	\$67,737.98	\$53,113.73		
Processing Fee	none		\$85 / ton		
Revenue Sharing %	none		100% after processing fee		
Other Price Adjustments	5% increase / year	2% per year	2% per year		
		Fuel Adjustments above \$5.50 / gallon	Fuel Adjustments above \$5.50 / gallon		
Operation of Recycling Center Cost	\$6,480 / month	\$6,500 / month	\$6,500 / month		
Recycling Center Hours	Mon - Fri 9:00 to 5:00 Sat 8:00 to 12:00	Mon - Fri (10:00 am to 4:00) Sat. 8:00 to 12:00	Mon - Fri (10:00 am to 4:00) Sat. 8:00 to 12:00		
Additional Items Collected at Center	Same as current	Same as current	Same as current		
Experience	Existing Vendor	Commercial Recycling Collection	Commercial Recycling Collection		
Equipment	Existing	Garbage Collection	Garbage Collection		
Staff	Existing Staff	Dedicate 2 trucks for routes Front end dumps	Dedicate 2 trucks for routes Front end dumps		
MRF	WM MRF in Minneapolis	Dedicate 2 staff for routes CDL driver at recycling center	Dedicate 2 staff for routes CDL driver at recycling center		
References		Recycle Minnesota, Lakeville	Recycle Minnesota, Lakeville		
	Dale Oolman, Steele County	Tammie Bramer, Waseca County	Tammie Bramer, Waseca County		
	Andy Geiger, Jackson County	Josh Otto, Ellendale	Josh Otto, Ellendale		
	Dustin Hauschild, Lincoln County	Jeremy Reyerson, Alden	Jeremy Reyerson, Alden		



Steele County Agenda Item

Subject: 2022-2023 Infrastructure Grant Cooperative Agreement

Department: Public Health

Committee Meeting Date: January 11, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approval

Recommendation:

Approval of our 2022-2023 Infrastructure Grant Cooperative Agreement

Background (*Including Budget Impact*):

The infrastructure grant goal is to increase data capacity in the Southeast Minnesota Region by piloting different data projects. Each Participating County will be paid \$3,000.00 upon signing this Agreement and then an additional per project amount upon completion of the infrastructure project. The per project amount will be determined jointly between MDH and Olmsted County based on the number of data projects completed and the number of Participating Counties who took part in each data project.

Attachments:

**COOPERATIVE AGREEMENT
MINNESOTA DEPARTMENT OF HEALTH (MDH) INFRASTRUCTURE GRANT
2022-2023**

**COOPERATIVE AGREEMENT
MINNESOTA DEPARTMENT OF HEALTH (MDH) INFRASTRUCTURE GRANT
2022-2023**

WHEREAS, Dodge County, Fillmore County, Freeborn County, Goodhue County, Houston County, Mower County, Olmsted County, Rice County, Steele County, Wabasha County, and Winona County ("Participating Counties") have agreed to participate in the MDH Infrastructure grant to increase data capacity; and

NOW THEREFORE, in consideration of the mutual promises and consideration contained herein among Participating Counties agree as follows:

1. The purpose of this Agreement is to jointly agree that Participating Counties will participate in the MDH infrastructure grant from July 1, 2022 through June 30, 2023.
2. The infrastructure grant goal is to increase data capacity in the Southeast Minnesota Region by piloting different data projects. Each Participating County will be paid \$3,000.00 upon signing this Agreement and then an additional per project amount upon completion of the infrastructure project. The per project amount will be determined jointly between MDH and Olmsted County based on the number of data projects completed and the number of Participating Counties who took part in each data project.
3. Participating Parties agree to attend quarterly infrastructure grant meetings to determine the data projects.
4. Participating Parties agree to participate in evaluation activities after each data project.
5. As fiscal host, Olmsted County has applied for and received the infrastructure grant funds.
6. Olmsted County, as fiscal host for these funds shall:
 - a. Establish an account to ensure proper record keeping of all the receipts and expenditures.
 - b. Perform all accounting and fiscal reporting duties, including:
 - 1) Review of documentation of expenses to ensure that the expense is allowable, including but not limited to both the type of expense and timing of the expense within the fund period.
 - 2) Ensure that Participating Counties cooperate with Olmsted County regarding monitoring, assessment and fiscal reconciliation of the infrastructure project.
 - 3) Ensure that Participating Counties are completing all required data reporting.
7. Each Participating County who receives funds passed through Olmsted County agrees to indemnify and hold harmless Olmsted County for any determinations by any authority that funds used by or received by the Participating County were not used and/or must be repaid to the State or Federal government. The affected Participating County agrees to pay any necessary amounts, including any penalties, interest, or fees of any kind, on the time schedule determined by the State or Federal government to the payee determined by the State or Federal government. If Olmsted County, solely in its own discretion, agrees to be an intermediary in

any repayments for the affected Participating County, that County agrees to cooperate fully with Olmsted County and to not delay any necessary payments. The affected Participating County agrees to reimburse Olmsted County for any reasonable costs incurred by Olmsted County related to assisting the affected Participating County or caused by complying with requests of the granting authority related to funds received by that Participating County.

8. Olmsted County will make reasonable efforts to disburse budgeted funds to each Participating County as soon as practicable through Olmsted County's normal accounts payable processes.
9. Participating Counties may audit records related to services provided under this Agreement. Participating Counties agree to cooperate with any records disclosure request made by any Participating County or the State Auditor related to an audit of this program.
10. Parties agree to be bound by the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Participating Counties under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated under this Agreement. To the extent that a function or activity of this Agreement involves the use of "protected health information" (45 CFR 164.501), including, but not limited to: providing health care services; health care claims processing or administration; data analysis, processing or administration; utilization review; quality assurance; billing; benefit management; practice management; re- pricing; or otherwise as provided by 45 CFR § 160.103, Participating Counties are a business associate of Olmsted County for purposes of the Health Insurance Portability and Accountability Act of 1996.
11. Participating Counties shall save and hold harmless all other Participating Counties and its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Participating Counties or its subcontractors, agents, or employees under this Agreement.
12. The failure of any Participating County to enforce any provisions of this Agreement shall not constitute a waiver by such County of that or any other provision.
13. The Participating Counties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
14. The term of this Agreement shall be from July 1, 2022 through June 30, 2023 and/or shall remain in effect until one of the following occurs: 1) a new Agreement is signed by all Participating Counties 2) the term of this Agreement is extended via an Addendum or 3) the Participating Counties choose to terminate the Agreement in accordance with section 15 below.

15. The Participating Counties may also terminate this Agreement effective upon mailing of 90 days of written notice to other affected parties, under any of the following conditions:
- a. If funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The Agreement may at the parties' discretion be modified to accommodate a reduction in funds.
 - b. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement.
 - c. If any Participating County chooses to opt out of the infrastructure project, it will provide written notice to the other Participating Counties at least 90 days prior to the proposed termination date. In this event, the remaining Participating Counties shall jointly determine whether to terminate this Agreement or redistribute the funds amongst the remaining Participating Counties.

Any such termination of the Agreement shall not reduce or negate any obligations or liabilities of any party already accrued prior to such termination.

16. Participating Counties shall individually sign and return this Agreement by the due date specified by Contract Management to: Olmsted County Health, Housing, and Human Services – Contracting Division, 2117 Campus Drive S.E., Rochester, MN 55904. Funds cannot be disbursed to the Participating County until the signed agreement has been received by Contract Management
17. Upon request, Olmsted County shall provide each Participating County with a copy of the fully signed Cooperative Agreements.
18. This Agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This Agreement supersedes all prior negotiations, understanding, agreements, and representations. There are no oral or written understandings, agreements or representations not specified herein. Furthermore, no waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

COUNTY OF _____

By: _____
Title: Chairperson of the County Board

Dated: _____

ATTESTED TO:

By: _____
Title: Clerk/County Administrator

Dated: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
Title: County Attorney

Dated: _____



Steele County Agenda Item

Subject: CSWG RESOLUTION

Department: Community Corrections

Committee Meeting Date: January 11, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Background (*Including Budget Impact*):

AMC is asking for the support of all 87 counties to support the efforts of the Community Supervision Workgroup to create a more effective probation system in Minnesota. A resolution by all 87 counties is a message to legislators that they can no longer ignore this critical aspect of Minnesota's public safety system and must do their job in 2023 by passing a new formula and accompanying funding.

Attachments:

CSWG RESOLUTION

Association of Minnesota Counties "Probation in Minnesota"

What is Probation?

Probation is one form of community supervision, which is an umbrella term that includes probation, supervised release, and pre-trial services. Many people use the term probation and community supervision interchangeably. Throughout this document, probation is used to refer to all parts of the community supervision system which are defined below.

Pre-Trial Supervision

Pretrial supervision is community supervision of person that has not yet been convicted of a crime. Agents ensure clients show up to court, comply with conditions of release, and connect them with voluntary services like substance use disorder and mental health treatment.

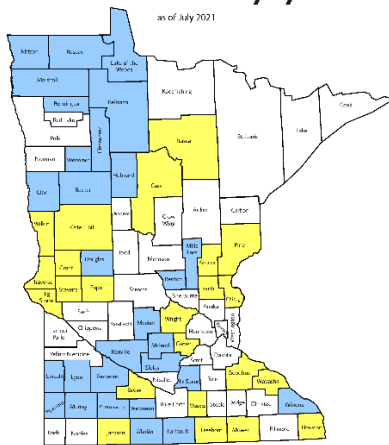
Supervised Release

Community supervision for those who committed felony offenses are released from prison on their court-ordered release date. In Minnesota, state law requires most people serve two-thirds of their sentence in prison and one-third in the community under supervision. Some people who require greater supervision are placed on intensive supervised release.

Probation

A community supervision sanction imposed on a person by the court as an alternative to or in conjunction with confinement or intermediate sanctions. They may be convicted of felony, gross misdemeanor, or misdemeanor offenses

Correctional Delivery Systems



There are three probation delivery systems in Minnesota that use a combination of state and county provided services. **Counties provide about 80% of the probation and supervised release services in the state and the Department of Corrections (DOC) provides the other 20%.**

DOC

State Corrections Department provides all supervision services.

DOC/CPO

State Corrections Department provides services for adult felons; county provides services for juveniles/adult non-felons.

CCA

Community Corrections Act provides all supervision services.

How is Probation Funded in Minnesota?

Every probation delivery system has its own method of funding.

- The DOC receives a direct agency appropriation from the Legislature and is included in the Governor's budget request to the Legislature. The Legislative funding is the main source of funding for the DOC. For DOC contract counties, the DOC provides all supervision services and bills the county for juvenile and adult non-felony cases. The county is eligible for a 50% reimbursement of costs just like the CPO Counties described in the next paragraph.
- CPO counties provide and pay for probation services for juveniles and adult non-felons, which is reimbursable up to 50% from the DOC. If the Legislature does not appropriate enough money to the DOC to reimburse the entire 50% of costs, the DOC pro-rates the reimbursements. CPO counties have not received the complete reimbursement amount since the 1990's.
- CCA counties receive a subsidy from the Legislature after it passes through the DOC budget. The subsidy is distributed to the CCA counties through a complicated formula considering population, case filings, criminal defendants that are not sent to prison, and adjusted net tax capacity. In most counties, the state subsidy does not cover more than 1/3 of costs for probation that is provided by the county on behalf of the DOC – well below the intended 50% cost-share by the state.

The Problem – Confusion and Underfunding

The three different funding mechanisms used to fund Minnesota's probation systems are not only difficult to understand but also create inequalities in service and outcomes. Every year, the three delivery systems approach the Legislature separately for funding to provide an essential public safety service. Counties are at a disadvantage because they are not at the table as a state agency therefore, they must rely on the DOC to include county funding in the governor's proposed budget. If that does not happen, counties must bring an independent bill to ask for funding. When choosing between the state budget and county subsidies and reimbursements, legislators often cut the county funding proposals, which means that counties – who deliver more than 80% of the State's probation services – are consistently underfunded. Even when the DOC field services budget gets an increase, it has not been enough to hire additional field agents.

Minnesota is last in the nation when it comes to general fund spending on corrections. The impact is felt severely by smaller counties with fewer resources. Without proper resources, probation staff cannot do their job effectively which impacts public safety in every county regardless of delivery system.

The Solution – More Funding and a New Formula Created by Counties

AMC has gone to the Legislature year after year for funding to support better outcomes but has been unsuccessful in obtaining any meaningful changes. Until the outdated formula and funding structure are amended, counties will be required to make up the difference between what the state provides and what public safety necessitates through increased property tax levies. Counties have the solution and are unified in their proposal to fix the probation funding formula.

The AMC Community Supervision Workgroup is creating a better probation funding formula to apply one method of funding for all counties. All three probation delivery systems are retained in this proposal, preserving county choice. The simplified formula will be based on data from a workload study that is currently underway and will be used to calculate the actual cost for probation. The workload study is tracking the work of agents throughout the state to determine how many staff are required to provide evidence-based practices throughout the state. Once the required staffing is determined, the Workgroup determine the daily cost of probation for each case which will be the basis for legislative appropriations. This will ensure that counties are part of the same funding stream as the DOC, so the entire system is funded as part of the state budget. **There will be a substantial appropriation request in addition to the proposed formula to ensure that all counties can maintain a base level of probation** and evidence-based practices that are proven to reduce the rate of reoffense.

The Resolution

AMC is asking for the support of all 87 counties to support the efforts of the Community Supervision Workgroup to create a more effective probation system in Minnesota. A resolution by all 87 counties is a message to legislators that they can no longer ignore this critical aspect of Minnesota's public safety system and must do their job in 2023 by passing a new formula and accompanying funding.

If you have questions or would like more information, please contact Carli Stark, AMC Public Safety Policy Analyst and MACCAC Director, at 651-789-4335 or cstark@mncounties.org.

December 2022

CSWG RESOLUTION

CSWG RESOLUTION ENDORSING THE EFFORTS OF THE COMMUNITY SUPERVISION WORK GROUP AND URGING THE LEGISLATURE TO PASS A NEW FUNDING FORMULA AND SIGNIFICANT APPROPRIATION DURING THE 2023 LEGISLATIVE SESSION

WHEREAS community supervision is a fundamental part of the criminal justice system in Minnesota and funding sufficient to ensure effective services is vital to public safety in all communities across the state, and

WHEREAS Minnesota's counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401, and

WHEREAS, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for operation of local programs, and

WHEREAS, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision, and

WHEREAS the Legislature's failure to adequately fund community supervision has increased local property taxes on residents and businesses, and

WHEREAS a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services regardless of local capacity to pay, and

WHEREAS the Association of Minnesota Counties assembled the Community Supervision Workgroup including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers, and

WHEREAS, the Board of Directors of the Association of Minnesota Counties represents the diverse interests of Minnesota's 87 counties, voted to support a new funding formula that provide counties with the resources needed to keep communities safe.

NOW, THEREFORE, BE IT RESOLVED the Steele County Board of Commissioners endorses the efforts of the Community Supervision Workgroup and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

Steele County Board of Commissioners

Greg Krueger, 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 24th day of January 2023.



Steele County Agenda Item

Subject: Request for Variance – CSAH 45: Block 300 Owatonna, LLC Accesses

Department: Highway

Committee Meeting Date: January 12, 2023

Board Meeting Date: January 24, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board

Recommendation:

Approve variance to allow two accesses from the 300 Block of Oak Ave (CSAH 45) with a condition applied to the permit.

Background (*Including Budget Impact*):

Block 300 Owatonna, LLC is planning to redevelop the 300 block of Oak Avenue (CSAH 45). They are proposing removing up to four existing accesses (three driveways and a street) and are requesting two access points to CSAH 45. CSAH 45 (Oak Avenue) is designated as a minor arterial highway. County Access Control Policy does not allow private access to minor arterial highways if other options are available, so the development is requesting a variance.

Given the consolidation of access points on this segment of CSAH 45, which is an improvement over the existing condition, and the difficulty of providing access from Vine St., Highway staff can support an access variance for the two private driveways to the site. However, as shown in the application, the northern most access must be relocated southerly to align with W. Pearl St. Sightlines for exiting vehicles are not sufficient in the location depicted in the attached site plan. Moving the access to align with W. Pearl St. increases the sightlines and thus the safety of the traveling public.

Staff has reviewed this application and recommends approval due to the consolidation of access points and with one condition to provide acceptable sight distance. This variance should be approved with the condition that the northern access must be aligned with W. Pearl St.

Attachments:

Application for Access onto County Highways – Block 300 Owatonna, LLC

Permit # PR23-001
Permit Fee \$250.00
Paid ✓

Form 2020-12

Insurance

NON-REFUNDABLE

Steele County Highway Department
3000 Hoffman Drive NW
PO Box 890
Owatonna, MN 55060-0890
Phone (507) 444-7670

APPLICATION FOR ACCESS ONTO COUNTY HIGHWAYS

Access Requested to County Hwy. No. 45

Applicant: <u>Block 300 Owatonna LLC</u>		
Address: <u>11401 SW 72nd Ave</u>		
City: <u>Ellendale</u>	State: <u>MN</u>	Zip Code: <u>55026</u>
Contact Person: <u>Scott Mohs</u>	Phone: <u>507-446-0023</u>	
Email: <u>smohs@mohscontracting.com</u>	Cell: <u>507-456-7019</u>	
Contractor: <u>Mohs Contracting</u>		
Address: <u>1330 State Ave NW</u>		
City: <u>Owatonna</u>	State: <u>MN</u>	Zip Code: <u>55060</u>
Contact Person: <u>Steve Glynn</u>	Phone: <u>507-446-0023</u>	
Email: <u>sglynn@mohscontracting.com</u>	Cell: <u>507-676-7268</u>	

Type of Access Requested: Residential ☐ Field Access ☐ Commercial ☒ other ☐ specify: ☐

Site Address: 216 Oak Ave N City: Owatonna State: MN Zip: 55060

Nearest Intersection: Pearl St

If Existing access, specify current use: Residential ☐ Field Access ☐ Commercial ☒ Other ☐

Number of Present Accesses Serving the Property: 2 Proposed Location Marked/Staked: N

Aerial photo or plan of proposed work attached (required) ☒ yes ☐ no

Planned Start Date: April 2023 Planned Completion Date: April 2024

Any Additional Information or significant details:

See "Steele County Access Permit" plan by
Jones Haugh & Smith

The Undersigned Certifies:

- That: I/We will satisfy that a drainage outlet has been secured, if this involves drainage of any kind.
- That: I/We will furnish the Steele County Engineer a certificate of insurance as required by Steele County prior to starting work.
- That: I/We will have all utilities within the work area located and furthermore I/We will comply with all utility company regulations.
- That: I/We agree to furnish, place, and maintain warning and/or construction signs in the work area per the MN MUTCD requirements. <http://www.dot.state.mn.us/trafficeng/publ/mutcd/index.html>
- That: I/We agree to furnish and place all necessary erosion control devices to minimize erosion in the work area and contain all sedimentation in the work area and also to establish permanent vegetation in the work area (example: seed or sod) and to apply mulch or blankets to the work area (IE. straw, hay, or wood chips). I/We understand that we are responsible for any washouts or erosion issues until turf has established to 90% of the work area.

- I/We the undersigned, hereby accept all the terms and conditions of the regulations of Steele County and agree to fully comply therewith to the satisfaction of the Steele County Board of Commissioners.
- I/We understand this permit is only good for one year from the approval date.

Furthermore, except for the negligent acts of the county, its agents and employees, the applicant, his agents or contractor, shall assume all liability for, and hold Steele County, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing usage, construction, maintenance and use of said access under this application and permit for construction.

12-22-22
Date _____ Signature of Applicant/Property Owner _____

12/22/2022
Date _____ Signature of Contractor _____

Following Information to be completed by Steele County:

Distance Between Nearest Existing Access and the Proposed _____ feet.

Any Additional Information: _____

Depth of Road Ditch _____ feet Required Culvert Length _____ feet Diameter _____ inches.

STEELE COUNTY ACCESS CONTROL POLICY

-Design and Location Guidelines-

- 1) The policy guidelines will be administered by the Steele County Highway Department, in cooperation with the Steele County Planning and Zoning Department.
- 2) Access design and location will be regulated under the guidelines set forth in the Steele County Access Control Policy.
- 3) Residential access shall be 18' to 24' wide.
Field accesses shall be 20' to 36' wide.
Commercial accesses shall be 30' to 36' wide.
Unless other access designs standards are recommended by the Steele County Engineer.
- 4) All area disturbed with in the right of way; shall have erosion control and/or turf establishment in place; within 7 days.

AUTHORIZATION OF PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER.

In consideration of applicant's agreement to comply in all respects with the regulations of Steele County governing such operations, permission is hereby granted for the work to be done as described in the above application; said work shall be done in accordance with the attached special provisions.

It is expressly understood that this permit is conditioned upon replacement and restoration of this county right-of-way to its original or a satisfactory condition. It is further understood that this permit is issued subject to the approval of state, local, city or township authorities having joint supervision over said street or highway and subject to the applicant's compliance with the rules and regulations of any other governmental agencies.

All permits are granted subject to the ownership rights the county may have in the property involved and to the extent that state laws, rules and regulations allow and said permit is subject to all such laws and rules.

Permission is hereby granted for the construction of the access as described in the above application, said access to be constructed in accordance with Highway standards.



**STEELE COUNTY
DEPARTMENT OF HIGHWAYS
ACCESS ONTO COUNTY HIGHWAYS**

Permit #: _____

Project _____
CSAH _____
CR _____

In accordance with the application herein, a permit allowing work in Steele County highway right-of-way is granted to _____ for the work, as described in said application, within the right-of-way of County Highway No. _____, as shown on the sketch which is a part of said application, or in such locations as may be specified by the Department of Highways in the Special Provisions hereof.

SPECIAL PROVISIONS:

- **Notify** the Steele County Highway Dept (507) 444-7671 a minimum of 48 hrs **before** start of work.
- **After** work is completed notify the Steele County Highway Dept for final inspection and acceptance.
- **Finish shaping and turf establishment shall begin immediately after completion of project permitted with in this permit.** Finish shaping of all disturbed soils shall include, turf establishment, consisting of black dirt (top soil), seeding and mulching.
- Traffic control measures shall be in place in conformance with the MN MUTCD most current edition.
<http://www.dot.state.mn.us/trafficeng/publ/mutcd/index.html>
- **Additional Provisions:**

- Page 4 of this permit is the Driveway Culvert Estimator and detail.

Steele County Highway Department, Steele County, MN

Approved: _____
Date

By: _____
Authorized Signature

DRIVEWAY CULVERT ESTIMATOR

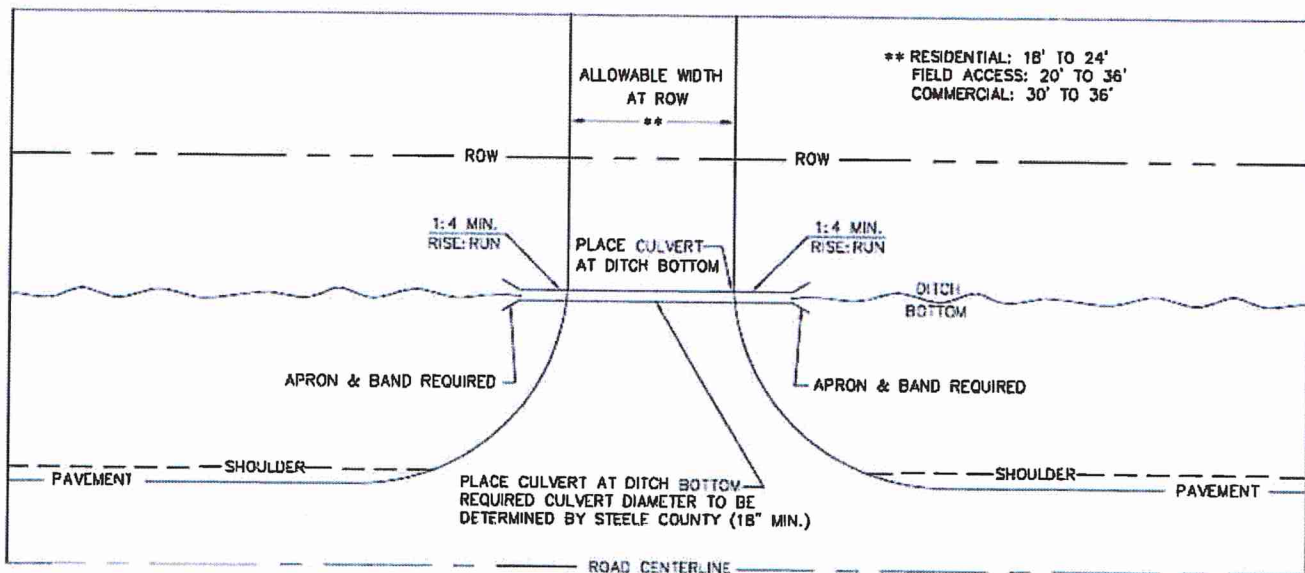
Req. Culvert Diam. = 18 inches (To be determined by Steele County Highway Dept.)

Required Culvert Length (ft) minus aprons		Proposed Driveway Width (ft)									
		Field Access									
		Residential Access						Commercial Access			
		18	20	22	24	26	28	30	32	34	36
Ditch Depth (ft)	3	30	32	34	36	38	40	42	44	46	48
	4	38	40	42	44	46	48	50	52	54	56
	5	46	48	50	52	54	56	58	60	62	64
	6	54	56	58	60	62	64	66	68	70	72
	7	62	64	66	68	70	72	74	76	78	80

Notes:

1. Minimum 1 (rise) : 4 (run) inslopes required from driveway top to ditch bottom
2. Aprons required on all culverts - pipe lengths in above table reflect this requirement
3. Residential Access driveways shall be a minimum of 18' wide and a maximum of 24' wide
4. Field Access driveways shall be a minimum of 20' wide and a maximum of 36' wide
5. Commercial Access driveways shall be a minimum of 30' wide and a maximum of 36' wide

DRIVEWAY CULVERT DETAIL



January 03, 2023

Ascend Redline Development

Background

Ascend and its partners intend to re-develop the 300 Block west of Oak Ave (CSAH 45) between Vine Street and the Straight River, including the current Owatonna Chamber of Commerce site. The project includes a new mixed use residential and retail building on the southern portion of the site and a walk-up bank building on the northern portion. The site will be generally split near the current alignment of Ted Ringhofer Drive W.

Current access to CSAH 45 includes multiple driveways and Ted Ringhofer Drive as shown on the accompanying map. All current access points are proposed to be removed, including Ted Ringhofer Drive, and replaced with two private access points. As it is Steele County policy not to allow new access points to County Roads, this narrative is prepared in support of a Variance Application.

CSAH 45 is designated as a minor arterial and carries approximately 10,000 vehicles per day. The posted speed limit is 30 mph. The roadway section through the project area includes a sidewalk on the west side, two travel lanes, and a shared left turn lane.

Proposed Access Points

2 potential access points are being considered:

1. An access north of Vine Street aligned with the existing alley between Vine Street and Pearl Street, hereinafter called the "South Access" (final location to be determined)
2. An access north of the Pearl Street, nearly aligned with the current access to 312 Oak Ave N (Subway), hereinafter called the "West Bank Access". (final location to be determined)

Discussion of Access Point Locations

Two major factors affect the consideration of access points at the requested locations: Stopping Sight Distance (SSD) for vehicles traveling north and south along CSAH 45, and Intersection Sight Distance (ISD) for vehicles attempting to leave the proposed accesses and enter traffic on CSAH 45. Review of the horizontal and vertical alignments of CSAH 45 confirm it meets the required 200' SSD for a 30 mph roadway.

The below calculations and discussion are based on a single unit truck.

South Access

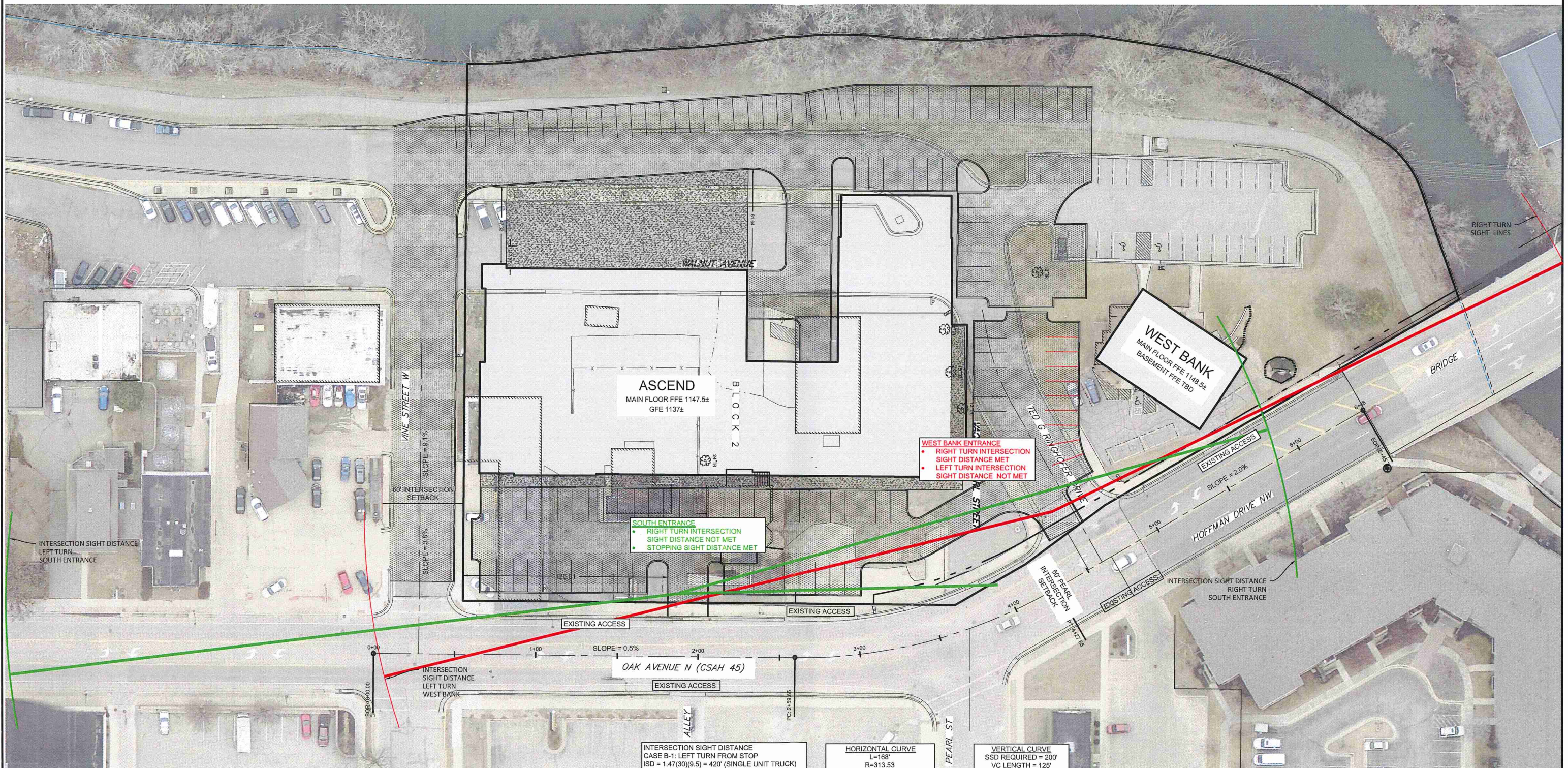
As shown on the accompanying map, an access point across from the alley north of Vine Street provides sight lines appropriate for a full access intersection, save for a right hand turn to travel south. Due to the horizontal roadway curvature and site layout, the required sight distance looking north cannot be met for said right hand turn. The effect of this deficiency is that a vehicle traveling east cannot enter traffic and get up to speed without impacting the speed of a vehicle on CSAH 45 traveling south. As stated previously, should this instance occur, the stopping sight distance of the vehicle traveling south is met. In addition, should a conflict occur, the existing shared left turn lane provides an escape route.

West Bank Access

As shown on the accompanying map, an access point nearly aligned with the Subway access does meet the ISD requirements for a vehicle turning left to enter CSAH 45 and travel north. Similar to the South Access, due to the roadway curvature and site layout, the required sight distance looking south cannot be met. The effect of this deficiency is that a vehicle traveling east cannot enter traffic and get up to speed without impacting the speed of a vehicle on CSAH 45 traveling north. As stated previously, should this instance occur, the stopping sight distance of the vehicle traveling north is met. In addition, should a conflict occur, the existing shared left turn lane provides an escape route.

Additional Considerations

- Access to the front parking lot via a rear access from Vine Street, then north along the river (current Walnut Ave) then east back up toward CSAH 45 would require parking lot grades that would not meet City of Owatonna code (greater than 5%). Additionally, longitudinal slopes along Vine Street at the required setback distance are over 9%, and would create driveway slopes not suited for the users of this site.
- Two of three existing access points are at locations not aligned with other access points across CSAH 45. This project would remove access points, and provide two access points, final alignment to be determined.
- The existing sidewalk between the Straight River and Ted Ringhofer Drive does not appear to be within CSAH 45 Right of Way. This project proposes to expand the right of way to include said sidewalk. No changes to said sidewalk are intended other than as required for driveway relocations.
- This project is reducing the number of access points in the area.
- Site lines are being improved by removing structures closer to the right of way.
- The site will be subdivided into two separate lots, a separate entrance is thus proposed for each lot. A parking agreement for cross access and maintenance between the two lots will be provided.



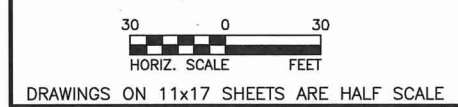
CSAH 45 DESIGN DESIGNATION
MINOR ARTERIAL (10,000 ADT)
POSTED SPEED: 30 MPH
REQUIRED STOPPING SIGHT DISTANCE: 200'

INTERSECTION SIGHT DISTANCE
CASE B-1: LEFT TURN FROM STOP
ISD = 1.47(30)(9.5) = 420' (SINGLE UNIT TRUCK)

INTERSECTION SIGHT DISTANCE
CASE B-2: RIGHT TURN FROM MINOR RD
ISD = 1.47(30)(8.5) = 375' (SINGLE UNIT TRUCK)

HORIZONTAL CURVE
L=168'
R=313.53
EX DEG. OF CURV. = 18° 16'
MAX. DEG. OF CURV. = 22° 30'
PROVIDES >200' SSD

VERTICAL CURVE
SSD REQUIRED = 200'
VC LENGTH = 125'
AD=1.5
SSD PROVIDED = 1380'



REV.	BY	DATE

JONES HAUGH SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 56045-4598

DESIGNED: JHS
DRAWN: JHS
CHECKED: BJJ
Date: 1/03/23
DWG: 22-1109PP

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

John H. Schulte V
John H. Schulte V
License No. 44639 Date: 1/03/2023

ASCEND		SHEET 1 OF 1
REDLINE DEVELOPMENT		
300 BLOCK, OAK AVE N, OWATONNA		
STEELE COUNTY ACCESS PERMIT 71 of 184		



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

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

Wednesday, January 11, 2022 at 8:00 a.m. – Board Room

Attendees: Commissioner Glynn, Commissioner Brady, Sheriff Lon Thiele, Emergency Management Thomas Karnauskas, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Amber Aaseth and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the March Employee Blood drive.

Agenda

2. Committee recommends approving the Infrastructure Grant Cooperative Agreement for 2022-2023.
3. Committee recommends adopting the CSWG Resolution
Tim provided background information regarding this Resolution. The Resolution is asking for a change in the formula for funding. Minnesota is in the top five for individuals on probation but last in the amount of funding received. Requesting legislature to adopt update funding formula. See Resolution and Attachment in Board packet for more information.

Information

4. The PSH Committee will continue to meet on the second Wednesday of every month at 8:00 a.m.

Department Head Reports

County Sheriff: Nothing to report

Community Corrections: Currently have a few employees on leave and working on the design of the CCA building.

Detention Center: Going through the hiring process, getting quality candidates. The wall is complete, waiting for glass and then they can finalize the workstation.

Emergency Management: Completed the shelter exercise using new kits, all went well. Currently working on the All-Hazard Mitigation plan. Mid-February will be attending the State of MN Emergency Management Conference.

Public Health: Interviewing for open positions. Offering vaccinations every day. Offering primary COVID vaccination series.

Administration: Closed on Alexander Street property. We assumed the lease for Cybex which goes through January of 2024.

Scott to talk with the County Attorney – he needs to review the speed sign study next to the school in Medford.



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

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

Thursday, January 12, 2023, at 8:00 a.m. – Public Works Conference Room

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

Consent:

Committee recommends the following:

1. Adopting Resolution for CSAH 49 Revocation of County State Aid highway 49 from CSAH 45 to NW 81st St.
2. Adopting Resolution for CSAH 49 Designation of County State Aid Highway 49 from CSAH 45 to NW 21st Ave.
3. Approving recommended CSAH 49 Readdressing NW 21st Ave
 - Rename the entire new CSAH 49 alignment to Cabot Avenue (matching Cabot Ave on CSAH 21 in Rice County)
 - No addresses on 81st Street, so that name will simply change to Cabot Avenue, eliminating confusion of a street name change on the curve.
 - The south half of the project will stay as NW 21st Avenue
 - Cemstone's address, currently 2173 NW 76th Street will become 7590 NW 21st Avenue
4. Adopting Resolution Revoking a Segment of County State Aid Highway 11
 - Need to reconcile miles as part of the system revisions
5. Adopting Resolution for CSAH 34 (from CSAH 8 to CSAH 9) to Renumber to CSAH 77
6. Approving the renewal lease of farmland adjacent to the Public Works Facility.
7. Adopting Resolution approving MnDOT DCP Agreement and authorize the Chair and Administrator to execute the agreement.
8. Approve the Landfill Equipment Purchase of a Caterpillar D6 Dozer in the amount of \$612,099.86, and a Caterpillar 963 Tracked Loader in the amount of \$442,590.65.

General:

9. Access Variance request for CSAH 45: Block 300 Owatonna, LLC Accesses

Information:

Discussion regarding the new landfill cell and budget took place. Estimated timeframe is 2-3 years when the new cell will be constructed. The landfill is an enterprise stand-alone fund that carries over from year to year; therefore, in most years where there aren't any major capital expenses (i.e. construction, equipment) the net change in fund balance increases by \$600,000-900,000. Balance of fund on July 1, 2022 was about \$8 million. Landfill rates were discussed. Are we keeping up with what will be necessary for the future care of the landfill in 20 to 30 years?

Public Works Committee Meetings will remain on the second Thursday of every month at 8:00 a.m.

Department Head Reports

Four Seasons: Very busy year with the ice. Weather cancellations and postponements have made rescheduling games a challenge since the season is already half over. There have been four big youth tournaments with two more to come.

Landfill: Discussion regarding the installation of a preventative maintenance unit to continue to keep the leachate flowing reducing the possibility of a backup.

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

- Medford speed zone signs are posted. Waiting on the MN Dot speed study to be done this year.
- Medford no U Turn sign review. There have currently been no accidents, Videos have been reviewed. Request to bring to a work session for the Board to review as stated in the original review.
- 29th Ave - eastside corridor update was given. We are waiting for the state to give direction on the type of environmental study report that needs to be done. Commissioners requested a one-page summary showing the timeframe from the start of this corridor.
- 18th Street roundabout is proceeding with design finalization
- Hwy 49 Construction project MN Dot to complete final review

GIS: Wrapping up final parcel splits, record year. Working with Emergency Management on indoor mapping of evacuation routes and other OSAH required map markings. 2022 pavement ratings coming up.



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

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

Tuesday, January 17, 2023, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Krueger, Commissioner Gnemi, Planning & Zoning Director Dale Oolman, County Assessor Tom Reineke, County Recorder Rick Kvien, Treasurer Cathy Piepho, Chief Deputy Auditor Brenda Blood, Sheriff Lon Thiele, and Administrator Scott Golberg.

Consent:

1. Committee recommends Renewal of the Commercial Lease Agreement with Strohschein as a one-year contract with a month to month after the year is complete.
2. Committee recommends sending a letter of support for Olmsted Co. Materials Recovery Facilities who is looking to build a facility. We sent a letter two years ago.
3. Committee recommends renewing online learning for Fred Pryor Learning Seminars in an amount not to exceed \$3980.00 from the Compliance Fund.

General:

4. Recycling Collection Contract
 - a. Committee recommends bringing this to the work session. Recommending going with Thompson Sanitation. 5-year contract.
 - b. Two bids were received. Waste Management and Thompson Sanitation.
 - i. Waste management bid without revenue share as a 31% increase with a 5% each year for the next five years.
 - ii. Thompson Sanitation was a 28% increase with a 2% increase over 5 years. The hours at the staffed Owatonna drop site would be 10 hours less a week and a fuel surcharge if over \$5.50 a gallon.
 1. Commodities Revenue sharing: The County would need to assume all the risk. Recommending staying away from commodities.
 2. If the County went with Thompson Sanitation, one of the changes to the program would be a new location for a recycling drop off center in Owatonna, as Waste Management owns the drop off facility.

Information:

5. Continue the Land Use and Records meeting as the third Tuesday of every month.

Department Head Reports

Assessor: Met with department of revenue to discuss time trends data and proposed increases to valuations for Ag and residential properties. Negotiated Ag to a 21% and residential between 8/9%.

Recorder: Everything has been going well with the change in the Auditors office. The Records office sold 199 Marriage licenses for 2022 and performed about 51 Marriages. Regarding destination weddings, they are finding individuals are being married at the county for ease of getting a copy of the marriage license and then proceeding with an event at the destination site.

Auditor: Working on sending out delinquent tax notices.

Planning & Zoning: January is their report month. Compiling information for their 2022 update and working on the reporting required for the grants they have received.

Treasurer: Meeting with the Financial advisor. Working on a better cash flow template.



DEI: More than Buzzwords

Celebrating diversity for a more inclusive world

Brian Coleman

Alliance for Greater Equity Chair

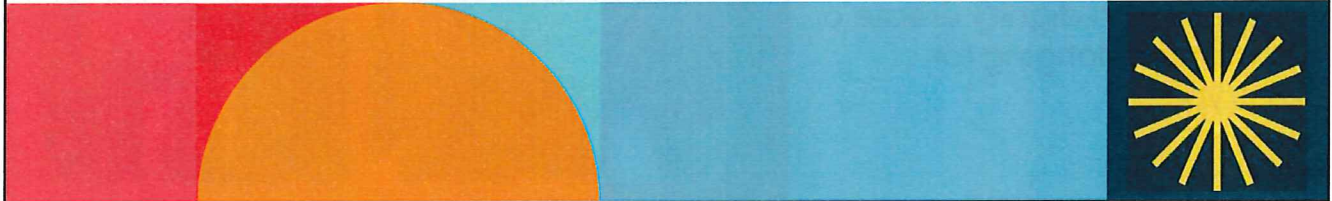
Rebecca Moore

Alliance for Greater Equity Vice Chair

January 24, 2023

Steele County

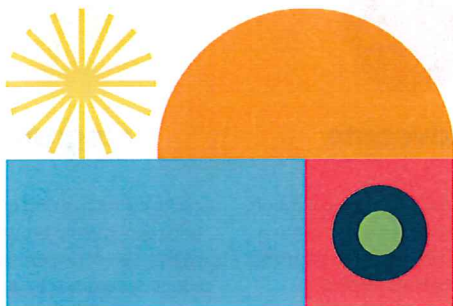
Board of Commissioners



1

Agenda

- Who is Alliance for Greater Equity?
- Our Work
- What is DEI?
- Impact of Valuing Diversity
- What does this mean for YOU?



2

About

Alliance for Greater Equity

Mission: We are committed to advancing equity and building a cohesive community where unity, respect, and dignity create a sense of belonging for everyone.



3

Four Pillars of Alliance



Celebrate

Create opportunities to build friendships, celebrate diverse cultures and welcome new people to the community.



Educate

Provide learning opportunities and resources to increase equity, create meaningful change, and empower new perspectives on race and cultural differences.



Advocate

Stand alongside and help support community members who have experienced intolerance or threats to their well-being.



Integrate

Create pathways and offer tools and resources to broaden the participation of underrepresented groups in community leadership roles.

4

Our Work

How Alliance is showing up in our community

Juneteenth Picnic

Connecting diverse parts of our community & celebrating the Juneteenth holiday



Community Education Series

Providing educational opportunity & dialog around race



2022 EQUITY FOR THE FUTURE Scholarship

ABOUT THE SCHOLARSHIP
The Equity for the Future Scholarship is a scholarship program for students who are currently attending a post-secondary institution and are seeking to complete a degree or certificate program. The scholarship is awarded to students who are currently attending a post-secondary institution and are seeking to complete a degree or certificate program. The scholarship is awarded to students who are currently attending a post-secondary institution and are seeking to complete a degree or certificate program.

ELIGIBILITY REQUIREMENTS

- Currently attending a post-secondary institution, including an associate's, bachelor's, master's or doctoral program
- Currently attending a post-secondary institution
- Currently attending a post-secondary institution
- Currently attending a post-secondary institution
- Currently attending a post-secondary institution

World Foods & Brewfest

Celebrating diverse cultures through food, connection and a brew contest

Equity for the Future Scholarships

Decreasing post-secondary ed barriers for BIPOC

LEAP & DIG Partnerships

Supporting diverse student groups



What is Diversity, Equity & Inclusion?



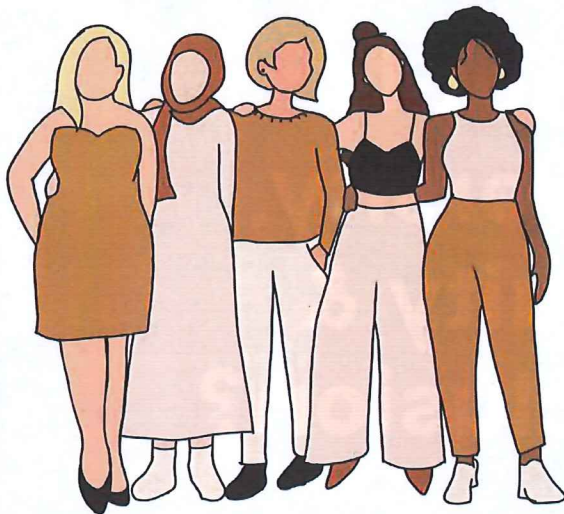
Diversity = Many different types of people

Diversity is not limited to race.

Diversity is the range of human differences, including gender, age, race, social class, ethnicity, physical ability, religion, etc.

Diversity brings new and different perspectives.

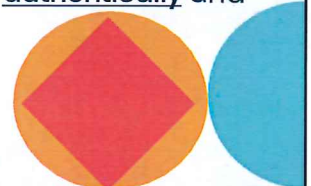
7



Inclusion = The act of including

Inclusion involves authentic and empowered participation and a true sense of belonging.

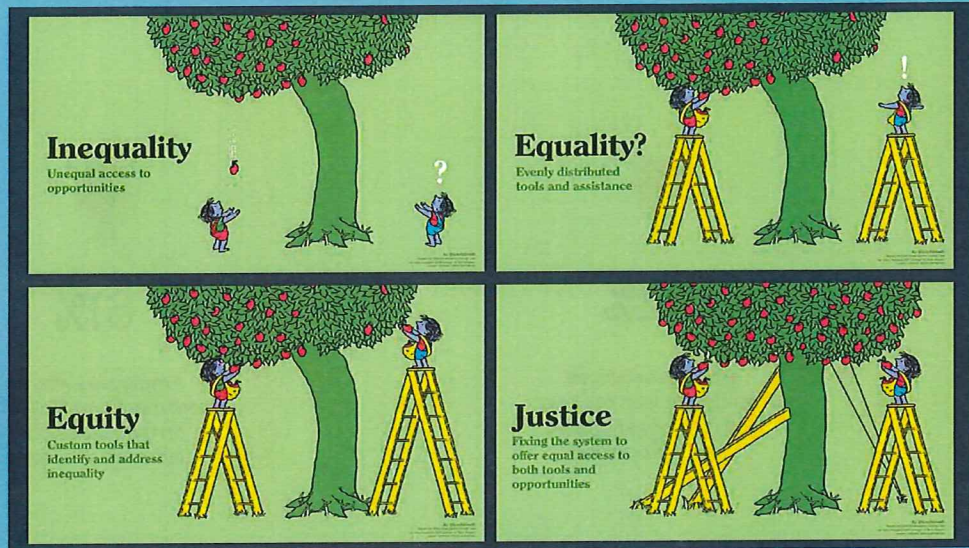
Diversity & inclusion go hand-in-hand, but inclusivity is creating an environment where diverse people can show up authentically and thrive.



8

Equity = Fairness & Justice in Action

Providing access for everyone to reach their full potential and considering what everyone needs to get there.



9

Impact of Valuing Diversity

*What the Numbers Say:



86%

Jobseekers who said diverse representation in the workplace is somewhat or very important



56%

Increased job performance when diversity is present & valued



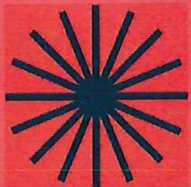
36%

Profitability increase for companies in the top quartile for cultural & ethnic diversity



50%

Reduction in turnover when diversity is present & valued



*Sources noted on last slide

10

Diversity Inclusion



52%

Employees whose sentiment was positive on diversity efforts in their companies



61%

Employees whose sentiment was NEGATIVE on their company's inclusion practices

*Sources noted on last slide

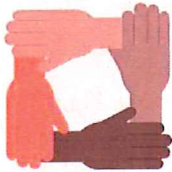
11

What does this mean for YOU?



12

Ideas to Get You Started



Be an Ally & Support

- Speak up on these issues.
- Support people and causes that are working toward a more inclusive world.



Learn & Listen

- If this is new to you, start digging in (e.g., Google, Instagram).
- Diversify your reading, movies, music, resources, etc.
- Listen & believe.



Get Involved

- Find a group or activity that diversifies your life.
- Attend events that celebrate & foster diversity and inclusion.
- Volunteer!



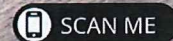
Beyond You

- How does D&I fit into the County's Strategic Plan?
- Find ways to diversify the businesses & groups you lead.
- Have conversations with your kids, colleagues & friends.

13

Alliance Opportunities

- Education/Training
- Reading Circles
- Join Volunteer List
- Committee Work
- Community Partner
- Financial Support



14

The Key
is to

START

15



www.allianceforgreaterequity.org

allianceforgreaterequity@gmail.com

Questions?



16



Sources

for slides 13-14

- Job Seekers Value Diversity When Looking for a Job, Cite Discrimination as a Reason to Quit, Julia Pollak, ZipRecruiter Blog (Nov. 26, 2019).
- Diversity Wins: How Inclusion Matters, Sundiatu Dixon-Fyle, et.al., McKinsey & Company (May 19, 2020).
- The Value of Belonging at Work, Evan Carr, et.al., BetterUp Belonging Report (Sept.10, 2019).