



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, FEBRUARY 14, 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

Regional Rail Authority Meeting

3. Approve Agenda
4. Approve Minutes – February 8, 2022 (pg. 4)
5. Election of Officers for 2023
 - a. Chair – Greg Krueger
 - b. Vice-Chair – James Abbe
 - c. Secretary – Scott Golberg
 - d. Treasurer – Cathy Piepho
6. Old Business
7. New Business
8. Regional Rail Authority Adjourn

Steele County Board of Commissioners Meeting

9. 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

10. Southern Minnesota Initiative Foundation – Thank you (pg. 5)
11. Southern Minnesota Tourism Association – Thank you (pg. 6)

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.*

12. Approve January 24, 2023 Board Minutes (pg. 7)
13. Approve January 24, 2023 Board Work Session Minutes (pg. 13)
14. Approve Bills and Journal Entries (pg. 14)
15. Approve Personnel Report (pg. 64)
16. Approve Engagement Letter for the 2022 Audit with BakerTilly (pg. 65)
17. Approve DebtBooks Agreement Renewal for 2023 & 2024 (pg. 81)
18. Approve Exempt Permits for Holy Trinity Parish Litomysl (pg. 95)
19. Approve 2023 Wellness Reserve Budget Expenditures in the amount of \$23,500 (pg. 96)
20. Approve Cooperative Agreement with Dodge County and Authorize the Highway Engineer to Execute the Agreement (pg. 98)
21. Approve Steele County Highway Department Title VI Plan for MnDOT FHWA Subrecipient (pg. 104)

General

22. February Anniversaries (pg. 142)

23. Approve 2023-2023 LELS – Sheriff’s Department, Licensed Peace Officer Unit (Road Deputy) Union Contract (pg. 143)
24. Summary of County Administrator Golberg’s 2022 Annual Performance Evaluation and Step Increase (pg. 145)

County Board Work Session – Tuesday, February 14, 2023

25. Approve Recycling Contract with Thompson Sanitation at \$74,238 per month in year 1 with a 2% increase per year for years 2 – 5 (pg. 146)

Internal Central Services Committee – Thursday, February 2, 2023

26. Purchase of a Public Health Mobile Unit (pg. 147)

Information Items

27. Internal Central Services Committee Meeting Minutes–Tuesday, February 2, 2023 (pg.148)
28. Public Works Committee Meeting Minutes – Thursday, February 9, 2023 (pg. 150)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Land Use & Records – **Tuesday, February 21st at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, February 28th at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, February 28th at 5:00 p.m. in the Boardroom**

Closed Session for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03

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.

STEELE COUNTY REGIONAL RAILROAD AUTHORITY

Meeting Minutes

February 8, 2022

5:00 p.m.

Present: Commissioners Abbe, Gnemi, Glynn and Brady. Commissioner Krueger was absent.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the minutes of February 9, 2021. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the following slate of officers for the Regional Railroad Authority for 2022: Chair – John Glynn, Vice-Chair – Greg Krueger, Secretary – Scott Golberg and Treasurer – Cathy Piepho. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to adjourn the meeting of the Regional Railroad Authority at 5:04 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

January 2023

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

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

Dear Mr. Golberg and County Board,

Thank you for your support of Southern Minnesota Initiative Foundation in 2022 totaling \$6,000.00 to the Endowment Fund! Steele County's gift was instrumental in the work we did this year to respond to the needs of our region. Together, we invested over **\$17.5 million** into entrepreneurs, early childhood professionals, and our communities.

Our top 5 in 2022:

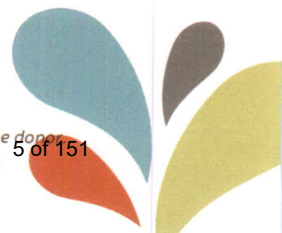
1. In partnership with the Minnesota Department of Employment and Economic Development (DEED) SMIF issued covid business recovery grants to over 2,000 businesses in our region, **totaling over \$20 million since the onset of the pandemic.**
2. We co-sponsored the **ninth annual Feast Local Foods Marketplace on November 5 at the Mayo Civic Center.** It was our most successful event ever, with over 90 local food booths (exhibiting products like syrups and sauces, meats and cheeses, wines, brews and more) and roughly 1300 attendees.
3. In partnership with, and often a referral from, local banks and economic development agencies, **SMIF issued a total of 30 loans** in fiscal year 2022 amounting to \$1.7 million dollars.
4. Throughout each year, SMIF offers trainings for early childhood providers to help them secure the continuing education credits they need to stay in business and be the best they can be. **In the past year we provided 29 trainings reaching 711 providers!**
5. As of 2022, **SMIF is partnering with 31 communities in southern Minnesota by helping them create and maintain community funds.** These funds are designed to assist smaller towns in securing tax-deductible donations to build endowments and to invest in local needs.

I'm excited to share the included impact report for your review. All the work highlighted is only possible because of you. I look forward to continuing our work together in 2023!

With gratitude,

Tim Penny
President & CEO

cc: Ibrahim Hussein, Board Member





SOUTHERN MINNESOTA TOURISM ASSOCIATION

% Schoeppner & Associates

228 South Main Street

Le Sueur MN 56058

February 1, 2023

STEELE COUNTY BOARD OF COMMISSIONERS

Scott Golberg

630 Florence Avenue

PO Box 890

Owatonna MN

55060

Dear Mr. Golberg & Members of the County Board:

Thank you on behalf of Southern Minnesota Tourism Association for your partnership investment of \$1,870.30. Your investment provides the opportunity for enhanced marketing efforts of our 36-county Southern Minnesota Tourism Association. Through our organization and grant dollars from Explore Minnesota, we can market the entire southern region of Minnesota as a viable travel destination to non-resident and resident travelers. For January-June 2023, SMTA has received a \$10,000 marketing grant requiring one to one match for our region to market in publications in Iowa, Wisconsin and South Dakota.

Your contribution to the Southern Minnesota Tourism Association directly benefits economic development in your county and the entire state. Tourism is a \$16 billion industry in Minnesota, generating \$42 million per day for the state. Tourism supports jobs for over 270,000 people in Minnesota's Leisure and Hospitality Industry and fuels \$5.8 billion in wages for workers. The leisure and hospitality businesses brought in approximately \$1 billion in state sales tax – 18% of the total sales tax revenue in the state.

Funding the tourism promotional and marketing efforts of Southern Minnesota Tourism Association is not an expense. It is an investment in the economic vitality of southern Minnesota communities, counties and businesses. Thank you for your contribution of \$1,870.30 for the per capita request of the same amount.



Thank you,

Jane
 Jane Lanphere
 SMTA Treasurer
 607-283-4061

luvernechamber@co.rock.mn.us

January 24, 2023

7 of 151

G. Adopted the following **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.

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.

- H. Approved changing the addressing street name of NW 21st Ave to Cabot Ave, effective upon the completion of the CSAH 49 reconstruction/realignment
- I. Adopted the following **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.

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. Adopted the following **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.

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. Approve the renewal 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
- L. Adopted the following **Resolution**:

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.

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.

- M. 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
- N. Adopted Final Payment **Resolution** for Contract No. 223011; SAP 074-030-011 to River City Electric in the amount of \$3,904.28
- O. Approve the renewal of the Commercial Lease Agreement with Strohschein Properties, LLC as a one-year contract in the amount of \$9,900 with a month to month after the year is complete
- P. Approve a letter of support for Olmsted Co. Materials Recovery Facilities and Authorize the Chair to sign
- Q. Approve the renewal of online learning contract for Fred Pryor Learning Seminars in an amount not to exceed \$3,980 from the Compliance Fund
- R. Approve continuation of the US Hwy 14 Partnership Membership in the amount of \$250 for 2023

Human Resources Director Julie Johnson read the January Employee Anniversary Report.

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

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the 2023 Health Insurance Renewal Rates (increasing 5% in the aggregate). Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve the Pay Equity Report submission for 2023 to the State of Minnesota, Management & Budget Division. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve a No U-Turn sign installation at the north end of downtown Medford on CSAH 45 near the Post Office. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the Minnesota Department of Health (MDH) Infrastructure Grant Cooperative Agreement for 2022-2023. Ayes all.

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

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.

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

Motion by Commissioner Abbe, seconded by Commissioner Brady to approve a variance to allow two accesses from CSAH 45: Block 300 Owatonna with a condition applied to the permit. Ayes all.

Commissioner Reports:

Commissioner Brady reported on his attendance at Oath of Office, Public Safety meeting, Public Works meeting, Human Relations Center meeting and Rice/Steele 911 Joint Powers meeting.

Commissioner Glynn reported on this attendance at Oath of Office, Property & Maintenance meeting, Fair Board meeting and Public Safety meeting.

Commissioner Gnemi reported on his attendance at Drug Court meetings, Property & Maintenance meeting, Work Force meeting, SEMCAC, Soil & Water Conservation meeting, Joint Powers meeting, Steele County Historical Society Board meeting and Land Use & Records meeting.

Commissioner Abbe reported on his attendance at South Country Health Alliance meeting, Public Works Committee meeting, Rice/Steele 911 Joint Powers Board meeting, MnPrairie Joint Powers Board meeting, Steele/Dodge Community Heath Board meeting and Counties Providing Technology meeting.

Commissioner Krueger reported on his attendance at Oath of Office, Internal Central Services, Criminal Justice meeting, South Country Health Alliance meetings, Land Use & Records meeting, MnPrairie Joint Powers meeting, Interview with Steele County Times and Dodge/Steele Community Heath Board meeting.

LISTING OF BILLS
01/24/2023

7 Rivers Recycling LLC	2,349.54
Advanced Correctional Healthcare Inc	12,205.26
American Lung Association	2,667.50
Assoc Of Mn Counties	2,983.00
Association Of Mn Counties	2,298.00
Central Farm Services	12,850.18
City Of Blooming Prairie	11,452.02
City Of Ellendale	7,889.91
City Of Medford	10,923.02
City Of Owatonna	84,247.41
Compass Minerals America	4,468.01
Counties Providing Technology	4,467.00
CRK Properties LLC	6,773.89
CRYSTAL VALLEY COOP	28,247.63
Dean’s Westside Towing	2,194.00
Dell Marketing LP	2,891.68
Four Seasons Centre	7,470.00
Hillyard-Hutchinson	2,260.39
I & S Group Inc	2,386.25
ICS Consulting Inc	3,555.36
Innovative Office Solutions LLC	2,115.76
J R’s Advanced Recyclers Inc	6,340.60
Loken Excavating & Drainage	9,959.12
Metro Sales Inc	4,308.05
Minnesota Counties Computer Coop	18,984.28
MN Sheriff’s Assn	10,151.97
Moore Md/Kellyanna J	3,751.69
Nuss Truck & Equipment	2,813.39
Owatonna Public Utilities	51,462.43
Road Machinery & Supplies Co	5,154.80
RSBS Management Inc	6,818.13
Semrex	2,465.00
Short Elliott Hendrickson Inc	23,921.80
Sign Solutions	10,065.75
South Central Drug Investigation Unit	23,000.00
Steele County Highway Dept	12,755.20
Streichers Inc	2,470.91
Summit Food Services LLC	8,210.90
Thomson Reuters – West	2,630.37
WSB & Associates Inc	5,893.50
121 Payments less than 2,000	<u>46,067.62</u>
Total:	473,931.32

Commissioners went into Closed Session at 6:10 p.m. Per Minn. Stat. § 13D.05, Subd. 3 to evaluate the performance of an individual who is subject to its authority. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to come out of Closed Session at 7:10 p.m. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 7:10 p.m. Ayes all.

ATTEST: _____
AUDITOR

CHAIRMAN

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 24, 2023

STATE OF MINNESOTA))ss
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on January 24, 2023 with Commissioners Abbe, Krueger, Glynn, Brady and Gnemi present. Also present were Planning & Zoning Director Dale Oolman, County Engineer Greg Ilkka, Steele County Assessor Tom Reineke, County Surveyor Scott Tuchtenhagen, Community Corrections Director Tim Schammel, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, County Administrator Scott Golberg and County Auditor Brenda Blood.

County Engineer Greg Ilkka presented the results from a study done on the 100 block of Medford City at the north end near the Post Office. Several Medford City residents provided statements of concern for the area. Item moved to the Agenda for the Board meeting.

Dale Oolman presented the Recycling Contract bids received from Waste Management and Thompson Sanitation. Further discussion and questions to be brought to Dale prior to moving to Board for Board action.

Scott Golberg reminded the Commissioners of their Minnesota Campaign Board deadline. Meeting was adjourned at 4:58 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

SBENDORF

2/9/23

12:48PM

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

2/9/23 12:48PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
301	DEPT			Administration			
	6032 APG Media of Southern Minnesota LLC						
1	10-301-000-0000-6242		8.94	Official paper publication	13097-0123	Publishing	N
	6032 APG Media of Southern Minnesota LLC		8.94	1 Transactions			
	61505 Gopher State One-Call						
15	10-301-000-0000-6260		50.00	2023 Annual Operator fee	3001465	Consultants/Admin Fee	N
16	10-301-000-0000-6260		12.15	January locates	3011465	Consultants/Admin Fee	N
	61505 Gopher State One-Call		62.15	2 Transactions			
	37025 Innovative Office Solutions LLC						
19	10-301-000-0000-6410		18.38	Staples & Post It notes	IN4085524	Office Supplies	N
	37025 Innovative Office Solutions LLC		18.38	1 Transactions			
	52300 Mn Counties Insurance Trust						
34	10-301-000-0000-6350		234.00	Ins - 2023 Artic Cat, unit#222	8102	Property & Liability Insurance	N
	52300 Mn Counties Insurance Trust		234.00	1 Transactions			
	61527 Owatonna Peoples Press						
45	10-301-000-0000-6410		217.15	Annual subscription	OPP-9023	Office Supplies	N
	61527 Owatonna Peoples Press		217.15	1 Transactions			
301	DEPT Total:		540.62	Administration	5 Vendors	6 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	10150 Carquest Auto Parts						
8	10-302-000-0000-6801		52.50	Sweeping compound	452347	Osha/Safety Supplies	N
	10150 Carquest Auto Parts		52.50	1 Transactions			
	7807 Compass Minerals America						
12	10-302-000-0000-6523		31,224.68	Road salt	1124080	Supplies - Road Salt & Sand	N
	7807 Compass Minerals America		31,224.68	1 Transactions			
	23800 Fastenal Company						
14	10-302-000-0000-6801		67.70	Coated gloves	OWA239811	Osha/Safety Supplies	N
	23800 Fastenal Company		67.70	1 Transactions			
	1037 Midstates Equipment Supply						
22	10-302-000-0000-6525		1,950.02	Crackfill - CSAH 24	223027	CSAH Supplies - Aggregate/Asphalt	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
23	10-302-000-0000-6525		Crackfill - CSAH 7	223027	CSAH Supplies - Aggregate/Asphalt	N
24	10-302-000-0000-6525		Crackfill - CSAH 9	223027	CSAH Supplies - Aggregate/Asphalt	N
25	10-302-000-0000-6525		Crackfill - CSAH 60	223027	CSAH Supplies - Aggregate/Asphalt	N
26	10-302-000-0000-6525		Crackfill - CSAH 45	223027	CSAH Supplies - Aggregate/Asphalt	N
27	10-302-000-0000-6525		Crackfill - CSAH 43	223027	CSAH Supplies - Aggregate/Asphalt	N
28	10-302-000-0000-6525		Crackfill - CSAH 42	223027	CSAH Supplies - Aggregate/Asphalt	N
29	10-302-000-0000-6525		Crackfill - CSAH 36	223027	CSAH Supplies - Aggregate/Asphalt	N
30	10-302-000-0000-6525		Crackfill - CSAH 34	223027	CSAH Supplies - Aggregate/Asphalt	N
31	10-302-000-0000-6525		Crackfill - CSAH 26	223027	CSAH Supplies - Aggregate/Asphalt	N
1037	Midstates Equipment Supply					
		19,500.18		10 Transactions		
302	DEPT Total:	50,845.06	Road & Bridge Maintenance Expense	4 Vendors	13 Transactions	
304	DEPT		Equipment Maintenance & Shops			
10150	Carquest Auto Parts					
2	10-304-000-0000-6520	30.17	Air filter, unit#2221	451544	Machinery/Vehicle Parts	N
3	10-304-000-0000-6513	68.75	3/4" u joint	451887	Tools	N
4	10-304-000-0000-6520	266.60	Seat cover, unit#2213	451903	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	376.68	850 CCA Battery, unit#2144	451999	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520	73.10	Hydraulic hose & fittings for	452100	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520	73.22	Hydraulic hose & fittings for	452145	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520	55.11	Hydraulic hose & fittings,unit	452498	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	943.63		7 Transactions		
11215	Central Farm Services					
10	10-304-000-0000-6521	24,795.89	7,498 gallons of dyed diesel	2919816	Supplies-Diesel Fuel	N
11215	Central Farm Services	24,795.89		1 Transactions		
3963	Clean Plus Inc - CPI Divisions					
11	10-304-000-0000-6511	150.90	Rugged wipes, dry wipes	2301198	Maint Shop Supplies & Materials	N
3963	Clean Plus Inc - CPI Divisions	150.90		1 Transactions		
16480	Crysteel Truck Equipment Inc					
13	10-304-000-0000-6520	108.81	4-way solenoid valve unit#2200	LP213537	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc	108.81		1 Transactions		
36550	IFACS					
17	10-304-000-0000-6511	219.76	Plow bolts & nuts	5306987	Maint Shop Supplies & Materials	N
18	10-304-000-0000-6511	183.04	Plow bolts	5306988	Maint Shop Supplies & Materials	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
36550	IFACS		402.80	2 Transactions		
50510	McNeilus Steel Inc					
20	10-304-000-0000-6520		41.80	Angle pipe	01917246	Machinery/Vehicle Parts N
21	10-304-000-0000-6520		41.80	Angle pipe	01917246	Machinery/Vehicle Parts N
50510	McNeilus Steel Inc		83.60	2 Transactions		
51630	Mike's Repair					
32	10-304-000-0000-6252		354.00	Labor, unit#2170	100007	Contracted Services Y
33	10-304-000-0000-6520		3,114.00	Tires & valves, unit#2170	100007	Machinery/Vehicle Parts Y
51630	Mike's Repair		3,468.00	2 Transactions		
56125	NAPA Auto Parts					
35	10-304-000-0000-6520		34.18	HD 50/50 Antifreeze, unit#2171	784467	Machinery/Vehicle Parts N
36	10-304-000-0000-6520		2.70	Straight connector, unit#2201	966832	Machinery/Vehicle Parts N
37	10-304-000-0000-6511		27.00	Straight connector (10)	966941	Maint Shop Supplies & Materials N
38	10-304-000-0000-6513		17.99	7mm 12 point ratchet	967063	Tools N
56125	NAPA Auto Parts		81.87	4 Transactions		
4097	Nuss Truck & Equipment					
39	10-304-000-0000-6520		2,069.08	Muffler kit, v-clamp, gasket,	1219768P	Machinery/Vehicle Parts N
40	10-304-000-0000-6520		4,900.36	Radiator & fan hub, unit#2171	1219770P	Machinery/Vehicle Parts N
41	10-304-000-0000-6520		119.44	Oil & fuel filters, unit#2226	1220066P	Machinery/Vehicle Parts N
42	10-304-000-0000-6520		1,067.30	Fan clutch, unit#2171	1220067P	Machinery/Vehicle Parts N
43	10-304-000-0000-6520		484.56	Dosage valve & key, unit#2130	1220194P	Machinery/Vehicle Parts N
44	10-304-000-0000-6520		339.30	Window regulator, unit#2170	1220287P	Machinery/Vehicle Parts N
4097	Nuss Truck & Equipment		8,980.04	6 Transactions		
3314	Ronco Engineering Sales					
46	10-304-000-0000-6520		37.20	(4) male branch tee connectors	3311513	Machinery/Vehicle Parts N
3314	Ronco Engineering Sales		37.20	1 Transactions		
3162	Safelite Fulfillment Inc					
48	10-304-000-0000-6252		93.00	Labor, unit#2144	5157159544	Contracted Services N
47	10-304-000-0000-6520		329.00	Windshield, unit#2144	5157159544	Machinery/Vehicle Parts N
3162	Safelite Fulfillment Inc		422.00	2 Transactions		
7915	Sanco Equipment LLC					
50	10-304-000-0000-6520		325.00	Universal mount plate, unit#21	PS20224571	Machinery/Vehicle Parts N

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Steele County



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
49	10-304-000-0000-6520		Edge cutting bolt & hex lock	PS2023689-1	Machinery/Vehicle Parts	N
7915	Sanco Equipment LLC		2 Transactions			
85167	Stewart Sanitation					
51	10-304-000-0000-6514		January garbage service	0000764649	Utility Services	N
85167	Stewart Sanitation		1 Transactions			
86520	Terminal Supply Company					
52	10-304-000-0000-6511		Heavy Hex nut	94869-02	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company		1 Transactions			
304	DEPT Total:	40,273.31	Equipment Maintenance & Shops	14 Vendors	33 Transactions	
10	Fund Total:	91,658.99	Road & Bridge Fund		52 Transactions	
	Final Total:	91,658.99	23 Vendors	52 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	91,658.99	Road & Bridge Fund	
	All Funds	91,658.99	Total	Approved by,
				
				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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10 Road & Bridge Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
302	DEPT			Road & Bridge Maintenance Expense			
	1308 Miners's Outdoor & Rec						
1	10-302-000-0000-6801	AP	62.98	Hearing protection	198340	Osha/Safety Supplies	N
	1308 Miners's Outdoor & Rec		62.98	1 Transactions			
302	DEPT Total:		62.98	Road & Bridge Maintenance Expense	1 Vendors	1 Transactions	
303	DEPT			Construction Expense			
	52513 Mn Dept Of Transportation						
2	10-303-000-0000-6260	DTG	2,876.64	Material testing 074-599-035	P00016551	Consultants/Admin Fee	N
	52513 Mn Dept Of Transportation		2,876.64	1 Transactions			
303	DEPT Total:		2,876.64	Construction Expense	1 Vendors	1 Transactions	
310	DEPT			Capital Construction			
	77570 Short Elliott Hendrickson Inc						
3	10-310-000-0000-6262	AP	1,906.00	Prof services 074-021-004	440101	Sales Tax Consultants	N
4	10-310-000-0000-6262	AP	2,295.56	Prof services 074-648-008	440703	Sales Tax Consultants	N
	77570 Short Elliott Hendrickson Inc		4,201.56	2 Transactions			
	4364 WSB & Associates Inc						
5	10-310-000-0000-6567	AP	1,887.50	Prof services 074-021-006	1985000011	CRRSAA Construction Projects	Y
	4364 WSB & Associates Inc		1,887.50	1 Transactions			
310	DEPT Total:		6,089.06	Capital Construction	2 Vendors	3 Transactions	
10	Fund Total:		9,028.68	Road & Bridge Fund		5 Transactions	
	Final Total:		9,028.68	4 Vendors	5 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	9,028.68	Road & Bridge Fund	
	All Funds	9,028.68	Total	Approved by,
				
				

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

Explode Dist. Formulas Y

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on Audit List?: N

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S - Condensed Audit List

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
229	01-013-000-0000-6501		1,097.50	West information charges	847763822	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			
	9251 Carahsoft Technology Corp						
91	01-031-000-0000-6410		270.00	ZoomGov licenses - Admin	IN1323563	Office Supplies	Y
	9251 Carahsoft Technology Corp		270.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
61	01-031-000-0000-6410		49.98	Paper	4069990	Office Supplies	N
9	01-031-000-0000-6410		823.50	2 chairs - 50% down	CIN113690	Office Supplies	N
	37025 Innovative Office Solutions LLC		873.48	2 Transactions			
31	DEPT Total:		1,143.48	County Administrator	2 Vendors	3 Transactions	
32	DEPT			Human Resources			
	37025 Innovative Office Solutions LLC						
60	01-032-000-0000-6410		49.98	Paper	4069990	Office Supplies	N
	37025 Innovative Office Solutions LLC		49.98	1 Transactions			
	9348 Vault Health						
178	01-032-000-0000-6801		289.93	DOT 1st quarter randoms	FL00559431	General Expense	N
179	01-032-000-0000-6801		500.00	Annual subscription fee	FL00559431	General Expense	N
	9348 Vault Health		789.93	2 Transactions			
32	DEPT Total:		839.91	Human Resources	2 Vendors	3 Transactions	
41	DEPT			Auditor			
	8589 Baker Tilly US, LLP						
88	01-041-000-0000-6279		6,090.00	Progress billing - 2022 audit	BT2293174	Audit Costs	Y
	8589 Baker Tilly US, LLP		6,090.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
62	01-041-000-0000-6410		24.99	Copy paper	4070144	Office Supplies	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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	
63	01-041-000-0000-6410		Correct tape, dividers, bands	4070144	Office Supplies	N
37025	Innovative Office Solutions LLC		2 Transactions			
3032	Star Eagle					
50	01-041-000-0000-6801		2023 subscription - Auditor	2023	Misc Exp	N
3032	Star Eagle		1 Transactions			
41	DEPT Total:	6,175.90	Auditor	3 Vendors	4 Transactions	
42	DEPT		Treasurer			
37025	Innovative Office Solutions LLC					
64	01-042-000-0000-6410	24.99	Copy paper	4070144	Office Supplies	N
10	01-042-000-0000-6410	823.50	2 chairs - 50% down	CIN113690	Office Supplies	N
37025	Innovative Office Solutions LLC	848.49	2 Transactions			
42	DEPT Total:	848.49	Treasurer	1 Vendors	2 Transactions	
62	DEPT		Central Services			
9251	Carahsoft Technology Corp					
93	01-062-000-0000-6301	1,350.00	Remaining avail licenses-1@MNP	IN1323563	Equip/Software Maint	Y
9251	Carahsoft Technology Corp	1,350.00	1 Transactions			
16282	Crosstown Cartage Inc					
56	01-062-000-0000-6801	324.00	Contracted mail services	01/20/2023	General Expense	N
57	01-062-000-0000-6802	80.00	Additional mail services	01/20/2023	Internal Chargeback	N
16282	Crosstown Cartage Inc	404.00	2 Transactions			
18305	Dell Marketing LP					
96	01-062-000-0000-6480	6,235.12	2022 EOY computers	10647385561	Non-Capitalized Inventory	N
18305	Dell Marketing LP	6,235.12	1 Transactions			
4419	Matrix Communications Inc					
98	01-062-000-0000-6210	753.46	Monthly phone system mainten	M006502	Telephone	N
4419	Matrix Communications Inc	753.46	1 Transactions			
8859	Quadient Leasing USA Inc					
102	01-062-000-0000-6215	1,121.34	Coverage - 2/28 - 5/28	N9782451	Postage	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	8859 Quadient Leasing USA Inc		1,121.34	1 Transactions		
62	DEPT Total:		9,863.92	Central Services	5 Vendors	6 Transactions
91	DEPT			County Attorney		
	9251 Carahsoft Technology Corp					
92	01-091-000-0000-6315		540.00	ZoomGov licenses - SCAO	IN1323563	County Attorney Forfeiture Expenditu Y
	9251 Carahsoft Technology Corp		540.00	1 Transactions		
	78180 Sheriff Of Carlton County					
94	01-091-000-0000-6343		50.00	Supb service 74-CR22510	2023-93	Service Fees N
	78180 Sheriff Of Carlton County		50.00	1 Transactions		
	78950 Sheriff Of Mower County					
76	01-091-000-0000-6343		80.00	Subp fee 74-CR22488 Hodges	2023-069	Service Fees N
77	01-091-000-0000-6343		80.00	Subp fee 74-CR22489 Hodges	2023-070	Service Fees N
	78950 Sheriff Of Mower County		160.00	2 Transactions		
91	DEPT Total:		750.00	County Attorney	3 Vendors	4 Transactions
101	DEPT			County Recorder		
	22567 ESRI Inc					
8	01-101-000-9306-6600		38,500.00	Annual software maintenance	94416700	Capital Outlay - Compliance Fund N
	22567 ESRI Inc		38,500.00	1 Transactions		
	37025 Innovative Office Solutions LLC					
65	01-101-000-9306-6410		3,087.55	Office chairs - 7 count	CIN113482	Office Supplies - Compliance Fund N
	37025 Innovative Office Solutions LLC		3,087.55	1 Transactions		
	2673 MACO					
17	01-101-000-9305-6480		1,500.00	Marriage system mainten fee	01-27-2023	Non-Capitalized Inv-Technology Fun N
	2673 MACO		1,500.00	1 Transactions		
	8423 Salamander Technologies LLC					
169	01-101-000-0000-6410		500.00	ID designer	18385	Office Supplies N
	8423 Salamander Technologies LLC		500.00	1 Transactions		

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
101	DEPT Total:		43,587.55	County Recorder	4 Vendors	4 Transactions
103	DEPT			Assessor		
	48502 MAAO Region 1					
13	01-103-000-0000-6241		75.00	Annual membership dues		Membership Dues N
	48502 MAAO Region 1		75.00	1 Transactions		
103	DEPT Total:		75.00	Assessor	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
	1588 MACAI					
14	01-105-000-0000-6241		100.00	Membership dues		Membership Dues N
	1588 MACAI		100.00	1 Transactions		
	3426 MACFO					
15	01-105-000-0000-6261		100.00	MACFO conference	DStenzel	Conference & Training N
	3426 MACFO		100.00	1 Transactions		
	1110 SMART					
82	01-105-000-0000-6241		25.00	SMART membership - 2023		Membership Dues N
	1110 SMART		25.00	1 Transactions		
	84625 Steele County Soil & Water Conserv Dist					
51	01-105-971-0000-6801 DTG		30,266.40	Riparian buffer aid		RPA Buffer Law Expenditures N
	84625 Steele County Soil & Water Conserv Dist		30,266.40	1 Transactions		
	84035 Tri-M Graphics					
85	01-105-000-0000-6410		165.11	Printed envelopes	100323	Office Supplies N
	84035 Tri-M Graphics		165.11	1 Transactions		
105	DEPT Total:		30,656.51	Planning & Zoning	5 Vendors	5 Transactions
111	DEPT			Buildings & Grounds		
	9537 Brooks/Jocelyn					
5	01-111-000-0000-6331 AP		62.18	99 miles @.625		Mileage Reimbursement N
6	01-111-000-0000-6331		9.82	15 miles @ .655		Mileage Reimbursement N
	9537 Brooks/Jocelyn		72.00	2 Transactions		

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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	
55	8374 Burger/Thomas R					
	01-111-000-0000-6331	AP	88 miles @ .625		Mileage Reimbursement	N
	8374 Burger/Thomas R		1 Transactions			
7	25565 First Supply LLC-Owatonna					
	01-111-041-0000-6300		4 1/2 LM gauge	13553456-00	Bldg Repairs & Maintenance	N
	25565 First Supply LLC-Owatonna		1 Transactions			
18	585 Olympic Fire Protection Corp					
	01-111-042-0000-6300		Repair leak on dry system	25440403	Bldg Repairs & Maintenance	N
	585 Olympic Fire Protection Corp		1 Transactions			
21	8253 Owatonna Filters					
	01-111-040-0000-6300		Filters	4245	Bldg Repairs & Maintenance	N
20	01-111-042-0000-6300		Filters	4246	Bldg Repairs & Maintenance	N
	8253 Owatonna Filters		2 Transactions			
75	62900 Owatonna Heating & Cooling Inc.					
	01-111-043-0000-6300		Doors, bearings & motor	54663	Bldg Repairs & Maintenance	N
	62900 Owatonna Heating & Cooling Inc.		1 Transactions			
23	65300 Pals Machining Inc					
	01-111-044-0000-6300		Resurface arbor - DC	61915	Bldg Repairs & Maintenance	N
	65300 Pals Machining Inc		1 Transactions			
25	7796 Ripple/Mary					
	01-111-000-0000-6331	AP	507 miles @ .625		Mileage Reimbursement	N
	7796 Ripple/Mary		1 Transactions			
26	9113 RSBS Management Inc					
	01-111-040-0000-6380		Snow plowing - Admin	177069	Grounds Maintenance	N
	01-111-044-0000-6380		Snow plowing - DC	177071	Grounds Maintenance	N
	01-111-042-0000-6380		Snow plowing - CH	177073	Grounds Maintenance	N
	01-111-047-0000-6380		Snow plowing - Gymnastics	177077	Grounds Maintenance-Gymnastics	N
	01-111-040-0000-6380		Snow plowing - Admin	177226	Grounds Maintenance	N
	01-111-041-0000-6380		Snow plowing - Annex	177227	Grounds Maintenance	N
	01-111-044-0000-6380		Snow plowing - DC	177228	Grounds Maintenance	N
	01-111-042-0000-6380		Snow plowing - CH	177230 & 177231	Grounds Maintenance	N
	01-111-047-0000-6380		Snow plowing - Gymnastics	177233	Grounds Maintenance-Gymnastics	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
9113	RSBS Management Inc		8,114.89	9 Transactions		
111	DEPT Total:		12,579.89	Buildings & Grounds	9 Vendors	19 Transactions
121	DEPT			Veteran Service		
276	Addictions & Stress Clinic					
53	01-121-751-0000-6820		850.00	Psychosocial evaluation	11691	Grant Expense Y
276	Addictions & Stress Clinic		850.00	1 Transactions		
6032	APG Media of Southern Minnesota LLC					
2	01-121-000-0000-6242		114.00	Memorial flags - January	13476-0123	Publishing N
6032	APG Media of Southern Minnesota LLC		114.00	1 Transactions		
9507	Bergquist/Mary Jo					
144	01-121-000-0000-6540		10.00	Car wash for Veterans van	Keck's Car Wash	Gas & Oil N
9507	Bergquist/Mary Jo		10.00	1 Transactions		
37025	Innovative Office Solutions LLC					
66	01-121-000-0000-6410		47.17	Correct tape, pads, envelopes	4070126	Office Supplies N
37025	Innovative Office Solutions LLC		47.17	1 Transactions		
7020	Steele County Times					
111	01-121-000-0000-6242		151.00	Renewal - 3 years (Veterans)	0401202322931R1	Publishing N
7020	Steele County Times		151.00	1 Transactions		
121	DEPT Total:		1,172.17	Veteran Service	5 Vendors	5 Transactions
201	DEPT			Sheriff		
8458	American Tower Corporation					
87	01-201-297-0000-6347		652.38	BP tower lease - February	410312734	T-BI Pr Lease Payments N
8458	American Tower Corporation		652.38	1 Transactions		
5427	Blooming Prairie Public Utilities					
89	01-201-297-0000-6250		375.28	BP tower utilities 12/19-1/18	3762	T-BI Pr Utilities N
5427	Blooming Prairie Public Utilities		375.28	1 Transactions		
32722	Helget/Darrin					
155	01-201-000-0000-6408		242.56	Reimb load bearing vest - 50%		Uniforms/Uniform Reimbursement N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
32722	Helget/Darrin		1 Transactions			
4877	L & L Street Rods & Sport Trucks					
71	01-201-000-0112-6320		Replace gun lock	3663	Squad 7406 Maintenance	N
4877	L & L Street Rods & Sport Trucks		1 Transactions			
18450	Office of MN IT Services					
72	01-201-000-0000-6210	DTG	Sheriff telecom - December	W22120512	Telephone	N
18450	Office of MN IT Services		1 Transactions			
84035	Tri-M Graphics					
84	01-201-000-0000-6410		Business cards - CSchlueter	100229	Office Supplies	N
84035	Tri-M Graphics		1 Transactions			
201	DEPT Total:		Sheriff	6 Vendors	6 Transactions	
208	DEPT		Coroner			
51200	Michaelson Funeral Homes Inc					
100	01-208-000-0000-6801		Removal/transport - Gallagher	1/23/23	General Expense	Y
51200	Michaelson Funeral Homes Inc		1 Transactions			
208	DEPT Total:		Coroner	1 Vendors	1 Transactions	
251	DEPT		Jail			
5750	Bob Barker Company Inc					
4	01-251-000-0000-6418		Inmate towels & shoes	1865062	Lock-Up Supplies	N
3	01-251-000-0000-6418		Inmate washclothes	1866189	Lock-Up Supplies	N
145	01-251-000-0000-6418		Inmate uniforms	1866395	Lock-Up Supplies	N
5750	Bob Barker Company Inc		3 Transactions			
9595	Compicare Occupational Medicine & Urge					
147	01-251-000-0000-6196		Pre employment exam	4692	Employee Phys And Exams	N
9595	Compicare Occupational Medicine & Urge		1 Transactions			
37025	Innovative Office Solutions LLC					
68	01-251-000-0000-6410		Envelopes, copy paper	4068355	Office Supplies	N
67	01-251-000-0000-6410		Pens	4070971	Office Supplies	N
11	01-251-000-0000-6410		Binders	4074606	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	
37025	Innovative Office Solutions LLC		286.95	3 Transactions			
9291	Le Seuer County Sheriff's Office						
161	01-251-000-0000-6439		1,955.00	Inmate boarding - January	284	Prisoner Board	N
9291	Le Seuer County Sheriff's Office		1,955.00	1 Transactions			
18450	Office of MN IT Services						
74	01-251-000-0000-6410	DTG	91.01	Jail telecom - December	W22120512	Office Supplies	N
18450	Office of MN IT Services		91.01	1 Transactions			
1443	Professional Portable X-Ray Inc						
166	01-251-000-0000-6432		129.00	In-house xray #24671	024996	Medical Payments	Y
1443	Professional Portable X-Ray Inc		129.00	1 Transactions			
85300	Streichers Inc						
112	01-251-000-0000-6192		569.94	Employee uniforms - Bahl	I1612112	Uniform Allowance	N
85300	Streichers Inc		569.94	1 Transactions			
8247	Summit Food Services LLC						
83	01-251-000-0000-6441		2,867.18	Inmate meals 1/7 - 1/13	INV2000163581	Prisoner Meals	N
52	01-251-000-0000-6441		2,978.90	Inmate meals 1/14 - 1/20	INV2000164266	Prisoner Meals	N
176	01-251-000-0000-6441		2,991.84	Inmate meals 1/21-1/27	INV2000164812	Prisoner Meals	N
8247	Summit Food Services LLC		8,837.92	3 Transactions			
251	DEPT Total:		12,749.14	Jail	8 Vendors	14 Transactions	
252	DEPT			Community Corrections			
8393	AMC - MACA						
54	01-252-000-0000-6241		1,816.00	MACCAC 2023 annual dues	64125	Membership Dues	N
8393	AMC - MACA		1,816.00	1 Transactions			
9251	Carahsoft Technology Corp						
90	01-252-000-0000-6410		540.00	ZoomGov licenses - CCA	IN1323563	Office Supplies	Y
9251	Carahsoft Technology Corp		540.00	1 Transactions			
8263	CRK Properties LLC						
148	01-252-000-0000-6341		5,922.00	Rent - March		Office Rent	Y
149	01-252-000-0000-6341		1,114.98	Utilities	1162	Office Rent	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	
8263	CRK Properties LLC			2 Transactions		
37025	Innovative Office Solutions LLC					
69	01-252-000-0000-6410	25.15	Pads, highlighters, pens	4070077	Office Supplies	N
70	01-252-000-0000-6410	99.96	Paper - 2 boxes	4071128	Office Supplies	N
37025	Innovative Office Solutions LLC	125.11	2 Transactions			
9602	Seha/Alex					
81	01-252-000-0000-5528	15.00	Reimb supervision fee	74-CR21744	Adult Supervision Fee	N
9602	Seha/Alex	15.00	1 Transactions			
84035	Tri-M Graphics					
177	01-252-000-0000-6410	31.21	Buisness cards - ASchultz	100447	Office Supplies	N
84035	Tri-M Graphics	31.21	1 Transactions			
252	DEPT Total:	9,564.30	Community Corrections	6 Vendors	8 Transactions	
253	DEPT		Law Enforcement Center			
9075	Access Tonna Lock Service					
1	01-253-000-0000-6300	95.00	Repair panic device	2564	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service	95.00	1 Transactions			
52550	MEI Total Elevator Solutions					
99	01-253-000-0000-6304	419.56	Monthly service - February	1003598	Contract Services/Bldg Mtce	N
52550	MEI Total Elevator Solutions	419.56	1 Transactions			
18450	Office of MN IT Services					
73	01-253-000-0000-6211	DTG 78.03	LEC telecom - December	W22120512	Radio And Telephone	N
18450	Office of MN IT Services	78.03	1 Transactions			
9113	RSBS Management Inc					
78	01-253-000-0000-6304	500.00	Yards pure salt - 1/9/23	177072	Contract Services/Bldg Mtce	N
79	01-253-000-0000-6304	97.50	Loader w/ blade kage - 1/11/23	177072	Contract Services/Bldg Mtce	N
80	01-253-000-0000-6304	29.88-	Early contract discount	177072	Contract Services/Bldg Mtce	N
40	01-253-000-0000-6304	375.00	Yards pure salt - 1/17/23	177229	Contract Services/Bldg Mtce	N
41	01-253-000-0000-6304	76.00	4x4 w/ V plow - 1/18/23	177229	Contract Services/Bldg Mtce	N
42	01-253-000-0000-6304	141.00	Loader w/ pusher - 1/19/23	177229	Contract Services/Bldg Mtce	N
43	01-253-000-0000-6304	250.00	Yards pure salt - 1/19/23	177229	Contract Services/Bldg Mtce	N
44	01-253-000-0000-6304	76.00	4x4 w/ V plow - 1/19/23	177229	Contract Services/Bldg Mtce	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
45	01-253-000-0000-6304		4x4 w/ V plow - 1/20/23	177229	Contract Services/Bldg Mtce	N
46	01-253-000-0000-6304		Loader w/ pusher - 1/20/23	177229	Contract Services/Bldg Mtce	N
47	01-253-000-0000-6304		Yards pure salt - 1/20/23	177229	Contract Services/Bldg Mtce	N
48	01-253-000-0000-6304		Early contract discount	177229	Contract Services/Bldg Mtce	N
103	01-253-000-0000-6304		Yards pure salt - 1/25/23	177356	Contract Services/Bldg Mtce	N
104	01-253-000-0000-6304		Yards pure salt - 1/26/23	177356	Contract Services/Bldg Mtce	N
105	01-253-000-0000-6304		4x4 w/ V plow - 1/27/23	177356	Contract Services/Bldg Mtce	N
106	01-253-000-0000-6304		Loader w/ pusher - 1/27/23	177356	Contract Services/Bldg Mtce	N
107	01-253-000-0000-6304		Yards pure salt - 1/28/23	177356	Contract Services/Bldg Mtce	N
108	01-253-000-0000-6304		Early contract discount	177356	Contract Services/Bldg Mtce	N
9113	RSBS Management Inc	2,544.09	18 Transactions			
4879	Shred Right					
110	01-253-000-0000-6254	49.08	Paper shredding	592533	Garbage Disposal	Y
4879	Shred Right	49.08	1 Transactions			
253	DEPT Total:	3,185.76	Law Enforcement Center	5 Vendors	22 Transactions	
391	DEPT		Environmental Services			
3426	MACFO					
16	01-391-000-0000-6241	125.00	MACFO membership dues	DStenzel	Membership Dues	N
3426	MACFO	125.00	1 Transactions			
435	OSI Environmental Inc					
19	01-391-000-0000-6550	100.00	Used filters	20102257	Household Hazardous Waste	N
435	OSI Environmental Inc	100.00	1 Transactions			
391	DEPT Total:	225.00	Environmental Services	2 Vendors	2 Transactions	
481	DEPT		Public Health Nursing			
3282	Aaseth/Nijole					
180	01-481-460-6009-6331	11.79	Mileage		Mileage Reimbursement	N
3282	Aaseth/Nijole	11.79	1 Transactions			
8204	Adams/Penny					
181	01-481-460-6009-6331	60.92	Mileage		Mileage Reimbursement	N
8204	Adams/Penny	60.92	1 Transactions			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9226	Ahrens/Ruthie					
182	01-481-460-6009-6331		95.63	Mileage		Mileage Reimbursement N
9226	Ahrens/Ruthie		95.63	1 Transactions		
6032	APG Media of Southern Minnesota LLC					
142	01-481-460-6011-6243		105.00	Kids Konnect	13052.0123	Advertising,Marketing & Promotional N
6032	APG Media of Southern Minnesota LLC		105.00	1 Transactions		
2574	Archambault/Kristi					
183	01-481-460-6009-6331		125.11	Mileage		Mileage Reimbursement N
2574	Archambault/Kristi		125.11	1 Transactions		
8783	Availity LLC					
143	01-481-460-6009-6383		20.00	Medical billing charges	INV00899941	Contract Services N
8783	Availity LLC		20.00	1 Transactions		
7	Bartsch/Christine					
184	01-481-460-6009-6331		105.46	Mileage		Mileage Reimbursement N
7	Bartsch/Christine		105.46	1 Transactions		
8486	Baumgartner/Ann					
185	01-481-460-6009-6331		11.79	Mileage		Mileage Reimbursement N
8486	Baumgartner/Ann		11.79	1 Transactions		
9413	Benson/Robert					
186	01-481-460-6009-6331		120.19	Mileage		Mileage Reimbursement N
9413	Benson/Robert		120.19	1 Transactions		
6267	Brinkman/Stacie Lynn					
188	01-481-461-6025-6331		55.21	Mileage		Mileage Reimbursement N
187	01-481-461-6030-6331		10.49	Mileage		Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		65.70	2 Transactions		
12590	Christenson/Yukari					
189	01-481-460-6009-6331		78.60	Mileage		Mileage Reimbursement N
12590	Christenson/Yukari		78.60	1 Transactions		
8789	Dahle/Teya F					
150	01-481-461-6034-6261		75.00	Reflective consultation	1433	Conference & Training Y

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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	
151	01-481-461-6059-6261		Reflective consultation	1433	Conference & Training	Y
8789	Dahle/Teya F		2 Transactions			
1335	Dodge County Public Health					
153	01-481-464-6061-6383	2,100.00	Prep MOD 2023 agreement	01122023	Contract Services	N
152	01-481-465-6057-6383	5,500.00	Acctg service rendered 2023	01122023	Contract Services	N
1335	Dodge County Public Health	7,600.00	2 Transactions			
8389	Healthcare First					
154	01-481-460-6009-6383	104.74	HHCAHPS fee - February	INV5345781	Contract Services	N
8389	Healthcare First	104.74	1 Transactions			
5987	Hoffmann/Christine A					
192	01-481-462-6047-6331	0.66	Mileage		Mileage Reimbursement	N
190	01-481-464-6061-6331	3.28	Mileage		Mileage Reimbursement	N
191	01-481-465-6057-6331	9.17	Mileage		Mileage Reimbursement	N
5987	Hoffmann/Christine A	13.11	3 Transactions			
1669	Houser/Jodi					
193	01-481-460-6012-6331	15.07	Mileage		Mileage Reimbursement	N
1669	Houser/Jodi	15.07	1 Transactions			
37025	Innovative Office Solutions LLC					
156	01-481-465-6057-6410	9.20	Stamp, highlighter	4070005	Office Supplies	N
157	01-481-465-6057-6410	13.97	Tape	4079600	Office Supplies	N
158	01-481-465-6057-6410	27.51	Labels, staples, tape, tabs	4082182	Office Supplies	N
37025	Innovative Office Solutions LLC	50.68	3 Transactions			
9458	Jongbloedt/Beth					
194	01-481-460-6009-6331	136.63	Mileage		Mileage Reimbursement	N
195	01-481-465-6057-6331	2.75	Mileage		Mileage Reimbursement	N
9458	Jongbloedt/Beth	139.38	2 Transactions			
3256	Kofstad/Melissa					
198	01-481-460-6012-6331	41.27	Mileage		Mileage Reimbursement	N
3256	Kofstad/Melissa	41.27	1 Transactions			
2284	Korogi/Janet					
199	01-481-460-6009-6331	3.13	Mileage - July		Mileage Reimbursement	N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
2284	Korogi/Janet		3.13		1 Transactions		
41040	KOWZ-KRUE Radio						
160	01-481-460-6011-6243		180.00	Radio air time - January	9692-1	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio		180.00		1 Transactions		
9444	MCINTEE/KELLY						
225	01-481-461-6066-6331		144.10	Mileage	0024	Mileage Reimbursement	N
226	01-481-461-6066-6464		31.15	YOLO planning meeting	0024	General Supplies & Outreach	N
227	01-481-461-6066-6464		26.43	YOLO planning meeting	0024	General Supplies & Outreach	N
228	01-481-461-6066-6464	AP	64.65	6th grade presentation-Dec	121322	General Supplies & Outreach	N
9444	MCINTEE/KELLY		266.33		4 Transactions		
5754	McMann/Katy						
200	01-481-460-6009-6331		240.39	Mileage		Mileage Reimbursement	N
5754	McMann/Katy		240.39		1 Transactions		
8341	Mead/Kathleen						
201	01-481-460-6009-6331		2.62	Mileage		Mileage Reimbursement	N
202	01-481-460-6009-6331	AP	2.50	Mileage - December		Mileage Reimbursement	N
8341	Mead/Kathleen		5.12		2 Transactions		
9246	Meagan Katchmark						
197	01-481-461-6025-6331		3.54	Mileage		Mileage Reimbursement	N
196	01-481-461-6030-6331		12.31	Mileage		Mileage Reimbursement	N
205	01-481-461-6059-6331		72.57	Mileage		Mileage Reimbursement	N
9246	Meagan Katchmark		88.42		3 Transactions		
52975	Minnesota Valley Testing Labs						
163	01-481-463-6049-6322		31.50	Lab water testing charges	1183119	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs		31.50		1 Transactions		
5424	Northstar Calibration Inc						
165	01-481-462-6047-6563		89.00	Thermometer temp calibration	641972	Maintenance And Repair	N
5424	Northstar Calibration Inc		89.00		1 Transactions		
2587	Piepho/Nancy June						
203	01-481-461-6034-6331		78.21	Mileage		Mileage Reimbursement	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	
2587	Piepho/Nancy June					
		78.21		1 Transactions		
7944	Red Oxygen					
167	01-481-460-6011-6210	18.86	Texting services	599103	Telephone	N
168	01-481-461-6040-6210	18.86	Texting services	599103	Telephone	N
7944	Red Oxygen	37.72		2 Transactions		
4879	Shred Right					
170	01-481-465-6057-6322	40.00	Shredding service	592534	Service Agreements	Y
4879	Shred Right	40.00		1 Transactions		
81597	Spee Dee Delivery Service Inc					
171	01-481-463-6049-6322	119.26	Well water sample	744559	Well Water Service Agreements	N
81597	Spee Dee Delivery Service Inc	119.26		1 Transactions		
85147	Stericycle Inc					
173	01-481-460-6009-6322	88.99	Hazardous waste	4011501445	Service Agreements	N
172	01-481-462-6047-6322	4.13	Hazardous waste	4011501445	Service Agreements	N
174	01-481-464-6061-6322	11.88	Hazardous waste	4011501445	Service Agreements	N
85147	Stericycle Inc	105.00		3 Transactions		
4100	Wencl/Dianne Marie					
204	01-481-460-6009-6331	17.69	Mileage		Mileage Reimbursement	N
4100	Wencl/Dianne Marie	17.69		1 Transactions		
481	DEPT Total:	10,216.21	Public Health Nursing	33 Vendors	50 Transactions	
502	DEPT		Steele Co Community Ctr			
9113	RSBS Management Inc					
39	01-502-000-0000-6380	133.95	Snow plowing - Comm Center	177234	Grounds Maintenance	N
9113	RSBS Management Inc	133.95		1 Transactions		
502	DEPT Total:	133.95	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			
26699	Four Seasons Centre					
97	01-521-000-0000-6831	4,500.00	Open ice - January	4483-1	Ice Rental Pymts	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
26699 Four Seasons Centre		4,500.00	1 Transactions		
521 DEPT Total:		4,500.00	Park And Recreation	1 Vendors	1 Transactions
550 DEPT			Four Seasons		
8424 Cintas					
146 01-550-000-0000-6420		196.90	Monthly linens	4145723392	Linen Service Y
8424 Cintas		196.90	1 Transactions		
9464 Davis Mechanical Systems Inc					
95 01-550-000-0000-6410 AP		3,550.00	Repair north sump pump	9150	Operating Supplies - Contracts N
9464 Davis Mechanical Systems Inc		3,550.00	1 Transactions		
33550 Hillyard -Hutchinson					
58 01-550-000-0000-6410		836.30	Roll towels, TP, trash liners	604999291	Operating Supplies - Contracts N
59 01-550-000-0000-6410		27.54	Scrubber pads	605001048	Operating Supplies - Contracts N
33550 Hillyard -Hutchinson		863.84	2 Transactions		
37025 Innovative Office Solutions LLC					
159 01-550-000-0000-6410		147.19	Bleacher garbage cans	4088441	Operating Supplies - Contracts N
37025 Innovative Office Solutions LLC		147.19	1 Transactions		
7860 Metropolitan Mechanical Contractors Inc					
162 01-550-000-0000-6410		1,862.23	Replace motor on dehumidifier	910023232	Operating Supplies - Contracts N
7860 Metropolitan Mechanical Contractors Inc		1,862.23	1 Transactions		
56125 NAPA Auto Parts					
101 01-550-000-0000-6410		87.96	Belts for RTU	967106	Operating Supplies - Contracts N
56125 NAPA Auto Parts		87.96	1 Transactions		
585 Olympic Fire Protection Corp					
164 01-550-000-0000-6410		619.65	Repair leak - sprinkler system	25440413	Operating Supplies - Contracts N
585 Olympic Fire Protection Corp		619.65	1 Transactions		
62900 Owatonna Heating & Cooling Inc.					
22 01-550-000-0000-6410 AP		551.00	New gas valve	54815	Operating Supplies - Contracts N
62900 Owatonna Heating & Cooling Inc.		551.00	1 Transactions		
71075 R & R Specialties Of Wisconsin Inc					

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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	
24	01-550-000-0000-6314		Zamboni starter & snow breaker	77982	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc	251.30	1 Transactions			
9113	RSBS Management Inc					
31	01-550-000-0000-6380	1,254.00	Snow plowing - Fairgrounds	177076	Snow Removal	N
29	01-550-000-0000-6380	475.00	Snow plowing - Parking misc	177078	Snow Removal	N
38	01-550-000-0000-6380	1,999.75	Snow plowing - Fairgrounds	177232	Snow Removal	N
36	01-550-000-0000-6380	572.37	Snow plowing - Parking misc	177235	Snow Removal	N
9113	RSBS Management Inc	4,301.12	4 Transactions			
77390	Schilling Supply Company					
109	01-550-000-0000-6410	339.22	Air fresheners, urinal screens	904832	Operating Supplies - Contracts	N
77390	Schilling Supply Company	339.22	1 Transactions			
8242	SCR					
49	01-550-000-0000-6410	774.00	Midseason compressor check	W34454	Operating Supplies - Contracts	N
8242	SCR	774.00	1 Transactions			
85167	Stewart Sanitation					
175	01-550-000-0000-6254	190.63	Monthly garbage	764878	Garbage Disposal	N
85167	Stewart Sanitation	190.63	1 Transactions			
550	DEPT Total:	13,735.04	Four Seasons	13 Vendors	17 Transactions	
602	DEPT		Co-Op Extension			
8815	Amazon Capital Services Inc					
86	01-602-000-0000-6410	13.33	Spiral steno books	16RC-3PNK-1C9W	Office Supplies	N
8815	Amazon Capital Services Inc	13.33	1 Transactions			
37025	Innovative Office Solutions LLC					
12	01-602-000-0000-6410	60.73	Cardstock, tape, labels, etc	4068404	Office Supplies	N
37025	Innovative Office Solutions LLC	60.73	1 Transactions			
602	DEPT Total:	74.06	Co-Op Extension	2 Vendors	2 Transactions	
1	Fund Total:	164,997.48	General Revenue Fund		181 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	
631	DEPT			Judicial Ditch 1			
	73300	Rinke-Noonan Attorney at Law					
116	21-631-000-0000-6273	AP	6.68	Ditch atty monthly retainer	352187	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
	92700	Waseca County Auditor - Treasurer					
118	21-631-000-0000-6305	DTG	56,698.95	2022 Share of expenses-JD1		Construction And Repairs	N
	92700	Waseca County Auditor - Treasurer	56,698.95	1 Transactions			
631	DEPT Total:		56,705.63	Judicial Ditch 1	2 Vendors	2 Transactions	
633	DEPT			Judicial Ditch 10			
	73300	Rinke-Noonan Attorney at Law					
116	21-633-000-0000-6273	AP	6.68	Ditch atty monthly retainer	352187	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
	92700	Waseca County Auditor - Treasurer					
120	21-633-000-0000-6305	DTG	2,855.75	2022 Share of expenses-JD10		Construction And Repairs	N
	92700	Waseca County Auditor - Treasurer	2,855.75	1 Transactions			
633	DEPT Total:		2,862.43	Judicial Ditch 10	2 Vendors	2 Transactions	
634	DEPT			Judicial Ditch 5			
	73300	Rinke-Noonan Attorney at Law					
116	21-634-000-0000-6273	AP	6.68	Ditch atty monthly retainer	352187	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
	92700	Waseca County Auditor - Treasurer					
119	21-634-000-0000-6305	DTG	622.77	2022 Share of expenses-JD5		Construction And Repairs	N
	92700	Waseca County Auditor - Treasurer	622.77	1 Transactions			
634	DEPT Total:		629.45	Judicial Ditch 5	2 Vendors	2 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
	73300	Rinke-Noonan Attorney at Law					
116	21-635-000-0000-6273	AP	6.68	Ditch atty monthly retainer	352187	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			

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21 County Ditch Fund

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
635 DEPT Total:		6.68	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions
636 DEPT			Judicial Ditch 7		
73300 Rinke-Noonan Attorney at Law					
116 21-636-000-0000-6273 AP		6.68	Ditch atty monthly retainer	352187	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions		
636 DEPT Total:		6.68	Judicial Ditch 7	1 Vendors	1 Transactions
637 DEPT			JD 11 (Ripley Ditch)		
73300 Rinke-Noonan Attorney at Law					
116 21-637-000-0000-6273 AP		6.68	Ditch atty monthly retainer	352187	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions		
637 DEPT Total:		6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions
638 DEPT			Judicial Ditch 12		
27100 Freeborn County Auditor-Treas					
114 21-638-000-0000-6305 DTG		95.27	2022 Share of expense-JD 12		Construction And Repairs N
27100 Freeborn County Auditor-Treas		95.27	1 Transactions		
73300 Rinke-Noonan Attorney at Law					
116 21-638-000-0000-6273 AP		6.68	Ditch atty monthly retainer	352187	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions		
638 DEPT Total:		101.95	Judicial Ditch 12	2 Vendors	2 Transactions
639 DEPT			Judicial Ditch 23		
27100 Freeborn County Auditor-Treas					
115 21-639-000-0000-6305 DTG		120.28	2022 Share of expense-JD 23		Construction And Repairs N
27100 Freeborn County Auditor-Treas		120.28	1 Transactions		
73300 Rinke-Noonan Attorney at Law					
116 21-639-000-0000-6273 AP		6.68	Ditch atty monthly retainer	352187	Attorney Fees Y
73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions		

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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	
639	DEPT Total:		126.96	Judicial Ditch 23	2 Vendors	2 Transactions	
640	DEPT			Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law						
116	21-640-000-0000-6273	AP	6.68	Ditch atty monthly retainer	352187	Attorney Fees	Y
117	21-640-000-0000-6273	AP	20.50	JD24 letter to landowner	352272	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		27.18	2 Transactions			
92700	Waseca County Auditor-Treasurer						
121	21-640-000-0000-6305	DTG	29,312.74	2022 Share of expenses-JD24		Construction And Repairs	N
92700	Waseca County Auditor-Treasurer		29,312.74	1 Transactions			
640	DEPT Total:		29,339.92	Judicial Ditch 24	2 Vendors	3 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
116	21-641-000-0000-6273	AP	6.68	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law						
116	21-642-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
73300	Rinke-Noonan Attorney at Law						
116	21-643-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
73300	Rinke-Noonan Attorney at Law						

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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	
116	21-644-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
73300	Rinke-Noonan Attorney at Law						
116	21-645-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
116	21-646-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
73300	Rinke-Noonan Attorney at Law						
116	21-647-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
73300	Rinke-Noonan Attorney at Law						
116	21-648-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
73300	Rinke-Noonan Attorney at Law						
116	21-649-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	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	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
73300	Rinke-Noonan Attorney at Law						
116	21-650-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
73300	Rinke-Noonan Attorney at Law						
116	21-651-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
73300	Rinke-Noonan Attorney at Law						
116	21-652-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
116	21-653-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
73300	Rinke-Noonan Attorney at Law						
116	21-654-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
73300	Rinke-Noonan Attorney at Law						
116	21-655-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law						
116	21-656-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
656	DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
73300	Rinke-Noonan Attorney at Law						
116	21-657-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
73300	Rinke-Noonan Attorney at Law						
116	21-658-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law						
116	21-659-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	

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21 County Ditch Fund

Steele County

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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	
660	DEPT			Public Tile Ditch 18			
	73300	Rinke-Noonan Attorney at Law					
116	21-660-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
	27100	Freeborn County Auditor-Treas					
113	21-665-000-0000-6305	DTG	2,922.72	2022 Share of expense-JD 2		Construction And Repairs	N
	27100	Freeborn County Auditor-Treas	2,922.72	1 Transactions			
	73300	Rinke-Noonan Attorney at Law					
116	21-665-000-0000-6273	AP	6.66	Ditch atty monthly retainer	352187	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
665	DEPT Total:		2,929.38	JD 2 Redetermination	2 Vendors	2 Transactions	
21	Fund Total:		92,848.98	County Ditch Fund		38 Transactions	

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38 Capital Outlay Fund

Steele County

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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	
11	DEPT		District Court Admin.			
8288	Four Seasons Electric					
123	38-011-000-0000-6600	410.37	Install 2 LED wafer lights	12288	Capital Outlay - District Court	N
8288	Four Seasons Electric	410.37	1 Transactions			
11	DEPT Total:	410.37	District Court Admin.	1 Vendors	1 Transactions	
111	DEPT		Buildings & Grounds			
5889	Wold Architects and Engineers					
127	38-111-000-0000-6600	1,043.75	Admin bldg phase 1 renovation	84260	Capital Outlay - Buildings and Grounds	Y
5889	Wold Architects and Engineers	1,043.75	1 Transactions			
111	DEPT Total:	1,043.75	Buildings & Grounds	1 Vendors	1 Transactions	
201	DEPT		Sheriff			
5889	Wold Architects and Engineers					
129	38-201-000-0000-6600	10,890.00	DC sheriff addition & reno	84310	Capital Outlay - Sheriff	Y
5889	Wold Architects and Engineers	10,890.00	1 Transactions			
201	DEPT Total:	10,890.00	Sheriff	1 Vendors	1 Transactions	
251	DEPT		Jail			
18305	Dell Marketing LP					
122	38-251-000-0000-6600	36.99	Computer wall bracket - SCDC	10646085799	Capital Outlay - Detention Center	N
18305	Dell Marketing LP	36.99	1 Transactions			
8756	ICS Consulting Inc					
124	38-251-000-0000-6600	94.95	Pod separation - DC	9367	Capital Outlay - Detention Center	Y
8756	ICS Consulting Inc	94.95	1 Transactions			
8681	Mohs Contracting Inc					
125	38-251-000-0000-6600	10,995.25	DC pod renovation	8	Capital Outlay - Detention Center	N
8681	Mohs Contracting Inc	10,995.25	1 Transactions			
5889	Wold Architects and Engineers					
126	38-251-000-0000-6600	563.75	Jail pod renovation	84211	Capital Outlay - Detention Center	Y
5889	Wold Architects and Engineers	563.75	1 Transactions			

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 38 Capital Outlay Fund

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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
251	DEPT Total:		11,690.94	Jail	4 Vendors	4 Transactions
252	DEPT			Community Corrections		
5889	Wold Architects and Engineers					
128	38-252-000-0000-6600		8,400.00	New Comm Corr facility	84276	Capital Outlay - Community Correcti Y
5889	Wold Architects and Engineers		8,400.00	1 Transactions		
252	DEPT Total:		8,400.00	Community Corrections	1 Vendors	1 Transactions
38	Fund Total:		32,435.06	Capital Outlay Fund		8 Transactions

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53 Landfill Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
5465	B To Z Hardware					
206	53-398-000-0000-6410		127.12	Paper goods & salt	B345085	Office Supplies N
207	53-398-000-0000-6410		28.96	Toilet paper	B345969	Office Supplies N
5465	B To Z Hardware		156.08	2 Transactions		
10150	Carquest Auto Parts					
210	53-398-000-0000-6301	AP	36.97	Stone set - sterling truck	449347	Equip Repairs N
208	53-398-000-0000-6301		29.90	Headlamps	450777	Equip Repairs N
209	53-398-000-0000-6301		3.21	Headlamps	450791	Equip Repairs N
10150	Carquest Auto Parts		70.08	3 Transactions		
11215	Central Farm Services					
135	53-398-000-0000-6541		1,107.50	583 gals LP - shop	184511	Heating Fuel N
130	53-398-000-0000-6540		316.51	67 gals diesel	24769	Machine Fuel N
131	53-398-000-0000-6540		2,905.26	615 gals diesel	24791	Machine Fuel N
133	53-398-000-0000-6540		1,377.81	315 gals diesel	24815	Machine Fuel N
136	53-398-000-0000-6540		2,621.63	525 gal diesel, 95 gal unlead	24842	Machine Fuel N
134	53-398-000-0000-6541		653.26	344 gals LP - old shop	510548	Heating Fuel N
132	53-398-000-0000-6540		1,300.00	200 gals DEF	5401135	Machine Fuel N
11215	Central Farm Services		10,281.97	7 Transactions		
14420	Culligan Inc					
211	53-398-000-0000-6304		12.94	Cooler rental	3312942	Contract Services N
212	53-398-000-0000-6304		37.15	Softener rental	3319548	Contract Services N
213	53-398-000-0000-6304		39.99	Softener rental	3322304	Contract Services N
214	53-398-000-0000-6304		38.75	Water delivery	3342878	Contract Services N
14420	Culligan Inc		128.83	4 Transactions		
4329	Express Pressure Washers Inc					
137	53-398-000-0000-6301		12.46	Parts for pressure washer	I-128438	Equip Repairs N
4329	Express Pressure Washers Inc		12.46	1 Transactions		
23800	Fastenal Company					
215	53-398-000-0000-6301		89.95	Paper towels	MNOWA240007	Equip Repairs N
23800	Fastenal Company		89.95	1 Transactions		
37025	Innovative Office Solutions LLC					
216	53-398-000-0000-6410		400.64	Computer paper, file folders	4071203	Office Supplies N

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53 Landfill Fund

Steele County

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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	
37025	Innovative Office Solutions LLC		400.64		1 Transactions		
43300	Krell/Denise K						
138	53-398-000-0000-6331	AP	240.00	Mileage 10/25 - 12/6/22		Mileage Reimbursement	N
139	53-398-000-0000-6331	AP	140.00	Mileage 12/9 - 12/30/22		Mileage Reimbursement	N
43300	Krell/Denise K		380.00		2 Transactions		
51630	Mike's Repair						
217	53-398-000-0000-6301		56.50	Tire repair	099963	Equip Repairs	Y
218	53-398-000-0000-6301		56.50	Tire repair	099989	Equip Repairs	Y
219	53-398-000-0000-6301		777.90	Loader tire	100006	Equip Repairs	Y
220	53-398-000-0000-6301		561.68	Alignment & replace tire rod	100042	Equip Repairs	Y
221	53-398-000-0000-6301		72.50	Tire repair	100071	Equip Repairs	Y
51630	Mike's Repair		1,525.08		5 Transactions		
8432	Prime Garage Doors & More LLC						
222	53-398-000-0000-6300		395.00	Repair door	8760	Bldg Repairs & Maintenance	N
140	53-398-000-0000-6300		150.00	Repair door	8820	Bldg Repairs & Maintenance	N
8432	Prime Garage Doors & More LLC		545.00		2 Transactions		
73956	Road Machinery & Supplies Co						
223	53-398-000-0000-6301		4,211.00	Repair BoMag	W4424201	Equip Repairs	N
73956	Road Machinery & Supplies Co		4,211.00		1 Transactions		
85167	Stewart Sanitation						
224	53-398-000-0000-6544		853.86	Rear load-Waste Treatmt plant	764692	Leachate Treatment	N
85167	Stewart Sanitation		853.86		1 Transactions		
99500	Ziegler,Inc						
141	53-398-000-0000-6301		2,610.25	Service D6N	SI000285372	Equip Repairs	N
99500	Ziegler,Inc		2,610.25		1 Transactions		
398	DEPT Total:		21,265.20	Landfill	13 Vendors	31 Transactions	
53	Fund Total:		21,265.20	Landfill Fund		31 Transactions	
	Final Total:		311,546.72	177 Vendors	258 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	164,997.48	General Revenue Fund	
	21	92,848.98	County Ditch Fund	
	38	32,435.06	Capital Outlay Fund	
	53	21,265.20	Landfill Fund	
	All Funds	311,546.72	Total	Approved by,
				
				

Description JW - 11 NOV 2022 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/22	500	01-003-000-0000-6357 Bank Charges	451.91	D	Bank Charges - Magic #1				1
2	11/30/22	500	01-003-000-0000-6357 Bank Charges	19.45	D	Bank Charges - Magic #2				1
3	11/30/22	500	01-003-000-0000-6357 Bank Charges	113.42	D	Bank Charges - Payroll				1
4	11/30/22	500	01-000-000-0000-1001 Cash	584.78	C	Nov 2022 Bank Charges				1
5	11/30/22	500	01-000-000-0000-1001 Cash	71,299.62	D	Nov 2022 Interest				1
6	11/30/22	500	01-003-000-0000-5710 Interest From Investments	51,431.14	C	Nov Interest - Magic #1				1
7	11/30/22	500	01-003-000-0000-5710 Interest From Investments	19,787.90	C	Nov Interest - Magic #2				1
8	11/30/22	500	01-003-000-0000-5710 Interest From Investments	79.88	C	Nov Interest - Payroll				1
9	11/30/22	500	01-003-000-0000-5710 Interest From Investments	0.70	C	Nov Interest - #6228				1
10	11/30/22	500	38-000-000-0000-1001 Cash	178.22	D	Nov 2022 Interest				1
11	11/30/22	500	38-251-000-0000-5710 Interest	178.22	C	Nov Bond Interest				1
12	11/30/22	500	81-000-000-0000-1001 Cash	1,244.73	D	Nov 2022 Interest				1
13	11/30/22	500	81-230-000-0000-5710 Interest	1,244.73	C	Nov Interest - E911				1
14	11/30/22	500	38-251-000-0000-6997 Transfers Out	50,404.43	D	Bond Arbitrage - Funds to DS				1
15	11/30/22	500	38-000-000-0000-1001 Cash	50,404.43	C	Bond Arbitrage - Funds to DS				1
16	11/30/22	500	35-000-000-0000-1001 Cash	50,404.43	D	Bond Arbitrage - Funds to DS				1
17	11/30/22	500	35-800-000-0000-5997 Transfers In	50,404.43	C	Bond Arbitrage - Funds to DS				1
18	11/30/22	500	01-550-946-0000-5322 Mighty Ducks Grant	42,887.00	D	Four Season Mighty Ducks Grant				1
19	11/30/22	500	01-000-000-0000-1001 Cash	42,887.00	C	Four Season Mighty Ducks Grant				1
20	11/30/22	500	38-000-000-0000-1001 Cash	42,887.00	D	Four Season Mighty Ducks Grant				1

Steele County

JOURNAL ENTRIES



Description JW - 11 NOV 2022 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/22	500	38-000-000-0000-5301 State Grants	42,887.00	C	Four Season Mighty Ducks Grant				1
22	11/30/22	500	53-398-000-0000-5520 Landfill Tipping Fees	1.00	D	Remove LF Credit Card Charge				1
23	11/30/22	500	53-000-000-0000-1001 Cash	1.00	C	Remove LF Credit Card Charge				1
Debit Total				259,891.21		Credit Total	259,891.21	Net:	0.00	

Steele County

JOURNAL ENTRIES

Description JW - 2022 DEC - CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	501	01-003-000-0000-6357 Bank Charges	480.78	D	Bank Charges - Magic #1				1
2	12/31/22	501	01-003-000-0000-6357 Bank Charges	5.60	D	Bank Charges - Magic #2				1
3	12/31/22	501	01-003-000-0000-6357 Bank Charges	113.42	D	Bank Charges - Payroll				1
4	12/31/22	501	01-000-000-0000-1001 Cash	599.80	C	Dec 2022 Bank Charges				1
5	12/31/22	501	01-000-000-0000-1001 Cash	24,681.68	D	Dec 2022 Interest				1
6	12/31/22	501	01-003-000-0000-5710 Interest From Investments	13,955.09	C	Dec Interest - Magic #1				1
7	12/31/22	501	01-003-000-0000-5710 Interest From Investments	10,632.85	C	Dec Interest - Magic #2				1
8	12/31/22	501	01-003-000-0000-5710 Interest From Investments	92.92	C	Dec Interest - Payroll				1
9	12/31/22	501	01-003-000-0000-5710 Interest From Investments	0.82	C	Dec Interest - #6228				1
10	12/31/22	501	81-000-000-0000-1001 Cash	1,813.30	D	Dec 2022 Interest				1
11	12/31/22	501	81-230-000-0000-5710 Interest	1,813.30	C	Dec Interest - E911				1
12	12/31/22	501	73-000-000-0000-2101 Contributions - Individuals	13,571.87	D	YE 2022 Jail Canteen Balances				1
13	12/31/22	501	73-000-000-0000-1001 Cash	6,021.28	C	YE 2022 Jail Canteen Balances				1
14	12/31/22	501	73-000-000-0000-2020 Accounts Payable (Acc)	6,344.03	C	YE 2022 Jail Canteen Balances				1
15	12/31/22	501	73-000-000-0000-2091 Due To Individuals	1,206.56	C	YE 2022 Jail Canteen Balances				1
16	12/31/22	501	10-301-000-0000-6997 Transfers Out	1,000,000.00	D	Board Approved Fund Transfer				1
17	12/31/22	501	10-000-000-0000-1001 Cash	1,000,000.00	C	Board Approved Fund Transfer				1
18	12/31/22	501	38-000-000-0000-1001 Cash	1,000,000.00	D	Board Approved Fund Transfer				1
19	12/31/22	501	38-000-000-0000-5997 Transfers In	1,000,000.00	C	Board Approved Fund Transfer				1
20	12/31/22	501	01-003-000-0000-6354 Misc Insurance Acct	24,460.97	D	Payroll Vendor Differences				1

Steele County

JOURNAL ENTRIES



Description JW - 2022 DEC - CASH JE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/22	501	01-000-000-0000-1001 Cash	24,460.97	C	Payroll Vendor Differences				1
22	12/31/22	501	38-251-000-0000-6600 Capital Outlay - Detention Center	558.00	D	4 Plex Outlets - Bottom Interg				1
23	12/31/22	501	38-251-000-0000-6600 Capital Outlay - Detention Center	20,751.21	D	Pod Seperation Project				1
24	12/31/22	501	38-000-000-0000-1001 Cash	21,309.21	C	Reclass Capital to Fund 38				1
25	12/31/22	501	01-000-000-0000-1001 Cash	21,309.21	D	Reclass Capital to Fund 38				1
26	12/31/22	501	01-111-044-0000-6600 Capital Outlay	21,309.21	C	Reclass Capital to Fund 38				1
27	12/31/22	501	38-011-000-0000-6600 Capital Outlay - District Court	900.00	D	Demo AC Unit Wiring				1
28	12/31/22	501	38-011-000-0000-6600 Capital Outlay - District Court	1,447.50	D	CH Chiller Replacement - Admin				1
29	12/31/22	501	38-011-000-0000-6600 Capital Outlay - District Court	7,361.49	D	Moved HVAC Lines				1
30	12/31/22	501	38-011-000-0000-6600 Capital Outlay - District Court	1,305.00	D	Final Temp Cooling Bill - CH				1
31	12/31/22	501	38-000-000-0000-1001 Cash	11,013.99	C	Reclass Capital to Fund 38				1
32	12/31/22	501	01-000-000-0000-1001 Cash	11,013.99	D	Reclass Capital to Fund 38				1
33	12/31/22	501	01-111-042-0000-6600 Capital Outlay	11,013.99	C	Reclass Capital to Fund 38				1
34	12/31/22	501	10-301-000-0000-6512 Bldg Repair & Maintenance	1,277.25	D	Reclass Qtrly Boiler Maint.				1
35	12/31/22	501	10-000-000-0000-1001 Cash	1,277.25	C	Reclass Qtrly Boiler Maint.				1
36	12/31/22	501	01-000-000-0000-1001 Cash	1,277.25	D	Reclass Qtrly Boiler Maint.				1
37	12/31/22	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	1,277.25	C	Reclass Qtrly Boiler Maint.				1
Debit Total				2,132,328.52		Credit Total	2,132,328.52	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description JW - 2022 DEC - TAX SETTLEMENT

RRN	Audit Date	Aud Seg	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/22	500	01-000-000-0000-1001 Cash	5,960.11	D	3rd Settle - TFY Real Estate				1
2	12/31/22	500	01-003-000-0000-5003 Delinquent Taxes	5,532.54	C	3rd Settle - TFY Real Estate				1
3	12/31/22	500	01-003-000-0000-5004 Delinquent Tax - Library	85.11	C	3rd Settle - TFY Real Estate				1
4	12/31/22	500	01-391-000-0000-5520 Fees	342.46	C	3rd Settle - TFY Real Estate				1
5	12/31/22	500	10-000-000-0000-1001 Cash	754.88	D	3rd Settle - TFY Real Estate				1
6	12/31/22	500	10-301-000-0000-5003 Delinquent Tax	754.88	C	3rd Settle - TFY Real Estate				1
7	12/31/22	500	35-000-000-0000-1001 Cash	510.26	D	3rd Settle - TFY Real Estate				1
8	12/31/22	500	35-800-000-0000-5003 Delinquent Tax	510.26	C	3rd Settle - TFY Real Estate				1
9	12/31/22	500	38-000-000-0000-1001 Cash	161.37	D	3rd Settle - TFY Real Estate				1
10	12/31/22	500	38-000-000-0000-5003 Delinquent Tax	161.37	C	3rd Settle - TFY Real Estate				1
11	12/31/22	500	21-000-000-0000-1001 Cash	201.11	D	3rd Settle - TFY Real Estate				1
12	12/31/22	500	21-665-000-0000-5051 Assessments	8.67	C	3rd Settle - TFY Real Estate				1
13	12/31/22	500	21-639-000-0000-5051 Assessments	141.79	C	3rd Settle - TFY Real Estate				1
14	12/31/22	500	21-640-000-0000-5051 Assessments	26.46	C	3rd Settle - TFY Real Estate				1
15	12/31/22	500	21-658-000-0000-5051 Assessments	11.99	C	3rd Settle - TFY Real Estate				1
16	12/31/22	500	21-658-000-0000-5051 Assessments	12.20	C	3rd Settle - TFY Real Estate				1
17	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	7,587.73	D	3rd Settle - TFY Real Estate				1
18	12/31/22	500	70-000-000-0000-1001 Cash	7,587.73	C	3rd Settle - TFY Real Estate				1
19	12/31/22	500	01-000-000-0000-1001 Cash	8.45	D	3rd Settle - TFY Mobile Home				1
20	12/31/22	500	01-003-000-0000-5008 Delinquent Taxes Mh	8.31	C	3rd Settle - TFY Mobile Home				1

Steele County

JOURNAL ENTRIES

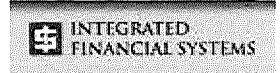


Description JW - 2022 DEC - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/22	500	01-003-000-0000-5004 Delinquent Tax - Library	0.14	C	3rd Settle - TFY Mobile Home				1
22	12/31/22	500	35-000-000-0000-1001 Cash	0.60	D	3rd Settle - TFY Mobile Home				1
23	12/31/22	500	35-800-000-0000-5003 Delinquent Tax	0.60	C	3rd Settle - TFY Mobile Home				1
24	12/31/22	500	38-000-000-0000-1001 Cash	0.24	D	3rd Settle - TFY Mobile Home				1
25	12/31/22	500	38-000-000-0000-5003 Delinquent Tax	0.24	C	3rd Settle - TFY Mobile Home				1
26	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	9.29	D	3rd Settle - TFY Mobile Home				1
27	12/31/22	500	70-000-000-0000-1001 Cash	9.29	C	3rd Settle - TFY Mobile Home				1
28	12/31/22	500	01-000-000-0000-1001 Cash	13,676.31	D	3rd Settle - Pen, Int, Cost				1
29	12/31/22	500	01-003-000-0000-5019 Penalties & Interest Current Tax Re & Pp	13,487.21	C	3rd Settle - Pen, Int, Cost				1
30	12/31/22	500	01-391-000-0000-5520 Fees	189.10	C	3rd Settle - Pen, Int, Cost				1
31	12/31/22	500	21-000-000-0000-1001 Cash	140.84	D	3rd Settle - Pen, Int, Cost				1
32	12/31/22	500	21-631-000-0000-5051 Assessments	27.19	C	3rd Settle - Pen, Int, Cost				1
33	12/31/22	500	21-665-000-0000-5051 Assessments	10.66	C	3rd Settle - Pen, Int, Cost				1
34	12/31/22	500	21-634-000-0000-5051 Assessments	3.76	C	3rd Settle - Pen, Int, Cost				1
35	12/31/22	500	21-635-000-0000-5051 Assessments	0.05	C	3rd Settle - Pen, Int, Cost				1
36	12/31/22	500	21-633-000-0000-5051 Assessments	9.18	C	3rd Settle - Pen, Int, Cost				1
37	12/31/22	500	21-638-000-0000-5051 Assessments	1.03	C	3rd Settle - Pen, Int, Cost				1
38	12/31/22	500	21-639-000-0000-5051 Assessments	3.62	C	3rd Settle - Pen, Int, Cost				1
39	12/31/22	500	21-640-000-0000-5051 Assessments	24.55	C	3rd Settle - Pen, Int, Cost				1
40	12/31/22	500	21-640-000-0000-5051 Assessments	18.03	C	3rd Settle - Pen, Int, Cost				1

Steele County

JOURNAL ENTRIES



Description JW - 2022 DEC - TAX SETTLEMENT

RRN	Audit Date	Aud Seg	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/22	500	21-641-000-0000-5051 Assessments	1.41	C	3rd Settle - Pen, Int, Cost				1
42	12/31/22	500	21-642-000-0000-5051 Assessments	1.23	C	3rd Settle - Pen, Int, Cost				1
43	12/31/22	500	21-643-000-0000-5051 Assessments	1.51	C	3rd Settle - Pen, Int, Cost				1
44	12/31/22	500	21-644-000-0000-5051 Assessments	0.11	C	3rd Settle - Pen, Int, Cost				1
45	12/31/22	500	21-645-000-0000-5051 Assessments	11.09	C	3rd Settle - Pen, Int, Cost				1
46	12/31/22	500	21-648-000-0000-5051 Assessments	2.88	C	3rd Settle - Pen, Int, Cost				1
47	12/31/22	500	21-648-000-0000-5051 Assessments	10.23	C	3rd Settle - Pen, Int, Cost				1
48	12/31/22	500	21-649-000-0000-5051 Assessments	0.84	C	3rd Settle - Pen, Int, Cost				1
49	12/31/22	500	21-654-000-0000-5051 Assessments	10.90	C	3rd Settle - Pen, Int, Cost				1
50	12/31/22	500	21-655-000-0000-5051 Assessments	1.58	C	3rd Settle - Pen, Int, Cost				1
51	12/31/22	500	21-656-000-0000-5051 Assessments	0.09	C	3rd Settle - Pen, Int, Cost				1
52	12/31/22	500	21-657-000-0000-5051 Assessments	0.28	C	3rd Settle - Pen, Int, Cost				1
53	12/31/22	500	21-658-000-0000-5051 Assessments	0.62	C	3rd Settle - Pen, Int, Cost				1
54	12/31/22	500	74-000-000-0000-1001 Cash	14.93	D	3rd Settle - Pen, Int, Cost				1
55	12/31/22	500	74-610-000-0000-5020 Clean Water Partnership Act - Penalty	14.93	C	3rd Settle - Pen, Int, Cost				1
56	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	13,832.08	D	3rd Settle - Pen, Int, Cost				1
57	12/31/22	500	70-000-000-0000-1001 Cash	13,832.08	C	3rd Settle - Pen, Int, Cost				1
58	12/31/22	500	01-000-000-0000-1001 Cash	21,260.81	D	3rd Settle- Aggregate Tax				1
59	12/31/22	500	01-003-000-0000-5011 Gravel Tax-Special Reserve	15,738.52	C	3rd Settle- Aggregate Tax				1
60	12/31/22	500	01-041-000-0000-5831 Admin Fee-Aggregate Tax	5,522.29	C	3rd Settle- Aggregate Tax				1

Steele County

JOURNAL ENTRIES

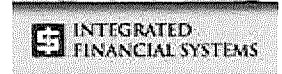


Description JW - 2022 DEC - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	12/31/22	500	10-000-000-0000-1001 Cash	44,592.48	D	3rd Settle- Aggregate Tax				1
62	12/31/22	500	10-301-000-0000-5011 Gravel Tax	44,592.48	C	3rd Settle- Aggregate Tax				1
63	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	65,853.29	D	3rd Settle - Aggregate Tax				1
64	12/31/22	500	70-000-000-0000-1001 Cash	65,853.29	C	3rd Settle - Aggregate Tax				1
65	12/31/22	500	01-000-000-0000-1001 Cash	182,392.69	D	3rd Settle - Real Estate Tax				1
66	12/31/22	500	01-003-000-0000-5001 Current Tax	177,132.28	C	3rd Settle - Real Estate Tax				1
67	12/31/22	500	01-003-000-0000-5002 Current Tax Library	3,350.00	C	3rd Settle - Real Estate Tax				1
68	12/31/22	500	01-391-000-0000-5520 Fees	1,910.41	C	3rd Settle - Real Estate Tax				1
69	12/31/22	500	10-000-000-0000-1001 Cash	21,014.90	D	3rd Settle - Real Estate Tax				1
70	12/31/22	500	10-301-000-0000-5001 Current Tax	21,014.90	C	3rd Settle - Real Estate Tax				1
71	12/31/22	500	35-000-000-0000-1001 Cash	14,209.52	D	3rd Settle - Real Estate Tax				1
72	12/31/22	500	35-800-000-0000-5001 Current Tax	14,209.52	C	3rd Settle - Real Estate Tax				1
73	12/31/22	500	38-000-000-0000-1001 Cash	9,103.67	D	3rd Settle - Real Estate Tax				1
74	12/31/22	500	38-000-000-0000-5001 Current Tax	9,103.67	C	3rd Settle - Real Estate Tax				1
75	12/31/22	500	21-000-000-0000-1001 Cash	3,434.64	D	3rd Settle - Real Estate Tax				1
76	12/31/22	500	21-665-000-0000-5051 Assessments	289.82	C	3rd Settle - Real Estate Tax				1
77	12/31/22	500	21-631-000-0000-5051 Assessments	453.10	C	3rd Settle - Real Estate Tax				1
78	12/31/22	500	21-634-000-0000-5051 Assessments	69.27	C	3rd Settle - Real Estate Tax				1
79	12/31/22	500	21-633-000-0000-5051 Assessments	114.75	C	3rd Settle - Real Estate Tax				1
80	12/31/22	500	21-637-000-0000-5051 Assessments	3.20	C	3rd Settle - Real Estate Tax				1

Steele County

JOURNAL ENTRIES



Description JW - 2022 DEC - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	12/31/22	500	21-638-000-0000-5051 Assessments	52.30	C	3rd Settle - Real Estate Tax				1
82	12/31/22	500	21-639-000-0000-5051 Assessments	130.31	C	3rd Settle - Real Estate Tax				1
83	12/31/22	500	21-640-000-0000-5051 Assessments	413.77	C	3rd Settle - Real Estate Tax				1
84	12/31/22	500	21-635-000-0000-5051 Assessments	2.27	C	3rd Settle - Real Estate Tax				1
85	12/31/22	500	21-642-000-0000-5051 Assessments	61.80	C	3rd Settle - Real Estate Tax				1
86	12/31/22	500	21-641-000-0000-5051 Assessments	70.72	C	3rd Settle - Real Estate Tax				1
87	12/31/22	500	21-643-000-0000-5051 Assessments	37.76	C	3rd Settle - Real Estate Tax				1
88	12/31/22	500	21-644-000-0000-5051 Assessments	1.34	C	3rd Settle - Real Estate Tax				1
89	12/31/22	500	21-645-000-0000-5051 Assessments	454.43	C	3rd Settle - Real Estate Tax				1
90	12/31/22	500	21-648-000-0000-5051 Assessments	144.32	C	3rd Settle - Real Estate Tax				1
91	12/31/22	500	21-649-000-0000-5051 Assessments	35.85	C	3rd Settle - Real Estate Tax				1
92	12/31/22	500	21-654-000-0000-5051 Assessments	217.28	C	3rd Settle - Real Estate Tax				1
93	12/31/22	500	21-655-000-0000-5051 Assessments	19.75	C	3rd Settle - Real Estate Tax				1
94	12/31/22	500	21-656-000-0000-5051 Assessments	1.86	C	3rd Settle - Real Estate Tax				1
95	12/31/22	500	21-657-000-0000-5051 Assessments	5.62	C	3rd Settle - Real Estate Tax				1
96	12/31/22	500	21-658-000-0000-5051 Assessments	5.86	C	3rd Settle - Real Estate Tax				1
97	12/31/22	500	21-648-000-0000-5051 Assessments	512.42	C	3rd Settle - Real Estate Tax				1
98	12/31/22	500	21-640-000-0000-5051 Assessments	319.71	C	3rd Settle - Real Estate Tax				1
99	12/31/22	500	21-649-000-0000-5051 Assessments	17.13	C	3rd Settle - Real Estate Tax				1
100	12/31/22	500	74-000-000-0000-1001 Cash	746.58	D	3rd Settle - Real Estate Tax				1

Steele County

JOURNAL ENTRIES

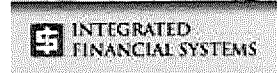


Description JW - 2022 DEC - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	12/31/22	500	74-610-000-0000-5720 Principal Collections	717.87	C	3rd Settle - Real Estate Tax				1
102	12/31/22	500	74-610-000-0000-5710 Interest Collections	28.71	C	3rd Settle - Real Estate Tax				1
103	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	230,902.00	D	3rd Settle - Real Estate Tax				1
104	12/31/22	500	70-000-000-0000-1001 Cash	230,902.00	C	3rd Settle - Real Estate Tax				1
105	12/31/22	500	01-000-000-0000-1001 Cash	3,119.21	D	3rd Settle- Mobile Home Tax				1
106	12/31/22	500	01-003-000-0000-5007 Current Tax Mobile Homes	2,140.11	C	3rd Settle- Mobile Home Tax				1
107	12/31/22	500	01-003-000-0000-5002 Current Tax Library	11.64	C	3rd Settle- Mobile Home Tax				1
108	12/31/22	500	01-391-000-0000-5520 Fees	967.46	C	3rd Settle- Mobile Home Tax				1
109	12/31/22	500	10-000-000-0000-1001 Cash	253.91	D	3rd Settle- Mobile Home Tax				1
110	12/31/22	500	10-301-000-0000-5007 Current Tax Mobile Homes	253.91	C	3rd Settle- Mobile Home Tax				1
111	12/31/22	500	35-000-000-0000-1001 Cash	171.69	D	3rd Settle- Mobile Home Tax				1
112	12/31/22	500	35-800-000-0000-5007 Current Tax Mobile Homes	171.69	C	3rd Settle- Mobile Home Tax				1
113	12/31/22	500	38-000-000-0000-1001 Cash	110.01	D	3rd Settle- Mobile Home Tax				1
114	12/31/22	500	38-000-000-0000-5001 Current Tax	110.01	C	3rd Settle- Mobile Home Tax				1
115	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	3,654.82	D	3rd Settle- Mobile Home Tax				1
116	12/31/22	500	70-000-000-0000-1001 Cash	3,654.82	C	3rd Settle- Mobile Home Tax				1
117	12/31/22	500	01-003-000-0000-5001 Current Tax	97.32	D	3rd Settle- CY Refundment				1
118	12/31/22	500	01-000-000-0000-1001 Cash	97.32	C	3rd Settle- CY Refundment				1
119	12/31/22	500	10-301-000-0000-5001 Current Tax	11.55	D	3rd Settle- CY Refundment				1
120	12/31/22	500	10-000-000-0000-1001 Cash	11.55	C	3rd Settle- CY Refundment				1

Steele County

JOURNAL ENTRIES



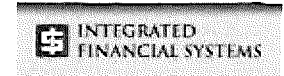
Description JW - 2022 DEC - TAX SETTLEMENT

RRN	Audit Date	Aud Seg	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	12/31/22	500	35-800-000-0000-5001 Current Tax	7.81	D	3rd Settle- CY Refundment				1
122	12/31/22	500	35-000-000-0000-1001 Cash	7.81	C	3rd Settle- CY Refundment				1
123	12/31/22	500	38-000-000-0000-5001 Current Tax	5.00	D	3rd Settle- CY Refundment				1
124	12/31/22	500	38-000-000-0000-1001 Cash	5.00	C	3rd Settle- CY Refundment				1
125	12/31/22	500	70-000-000-0000-1001 Cash	121.68	D	3rd Settle- CY Refundment				1
126	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	121.68	C	3rd Settle- CY Refundment				1
127	12/31/22	500	01-003-000-0000-5001 Current Tax	107.29	D	3rd Settle- TFY Refundment				1
128	12/31/22	500	01-000-000-0000-1001 Cash	107.29	C	3rd Settle- TFY Refundment				1
129	12/31/22	500	10-301-000-0000-5001 Current Tax	13.05	D	3rd Settle- TFY Refundment				1
130	12/31/22	500	10-000-000-0000-1001 Cash	13.05	C	3rd Settle- TFY Refundment				1
131	12/31/22	500	35-800-000-0000-5001 Current Tax	8.72	D	3rd Settle- TFY Refundment				1
132	12/31/22	500	35-000-000-0000-1001 Cash	8.72	C	3rd Settle- TFY Refundment				1
133	12/31/22	500	38-000-000-0000-5001 Current Tax	3.41	D	3rd Settle- TFY Refundment				1
134	12/31/22	500	38-000-000-0000-1001 Cash	3.41	C	3rd Settle- TFY Refundment				1
135	12/31/22	500	70-000-000-0000-1001 Cash	132.47	D	3rd Settle- TFY Refundment				1
136	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	132.47	C	3rd Settle- TFY Refundment				1
137	12/31/22	500	01-000-000-0000-1001 Cash	3,132.28	D	3rd Settle- Excess TIF Payment				1
138	12/31/22	500	01-003-000-0000-5001 Current Tax	3,132.28	C	3rd Settle- Excess TIF Payment				1
139	12/31/22	500	70-000-000-0000-2400 SC Tax Allocation	3,132.28	D	3rd Settle- Excess TIF Payment				1
140	12/31/22	500	70-000-000-0000-1001 Cash	3,132.28	C	3rd Settle- Excess TIF Payment				1

MHADOFF
1/24/23 10:53AM

Steele County

JOURNAL ENTRIES



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Description JW - 2022 DEC - TAX SETTLEMENT

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
			Debit Total	650,451.28		Credit Total	650,451.28			
						Net:	0.00			

PERSONNEL REPORT
February 14, 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>
Jessica Guggisberg	Correctional Officer/Detention Ctr.	B24/1	02/06/23
Rachel Kuringer	Correctional Officer/Detention Ctr.	B24/1	02/06/23
Gabrielle Alvarado	Health Educator/Public Health Dept.	C42/1	02/21/23

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Rusty Bailey	Correctional Officer	Detention Center	01/31/23
Miranda Carlson	Correctional Officer	Detention Center	01/15/23

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
(2) Correctional Officers	Detention Center	Backfill Bailey & Carlson

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officers (5)	Det. Center/Sheriff's Office	Backgrounding 2 candidates
Assistant County Attorney I or II	County Attorney's Office	Interviewing
Road Deputy (2)	Sheriff's Office	Interviewing
RN/PHN	Public Health	Working on recruitment plan
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: 2022 Audit Engagement

Department: Treasurer's Office/Finance

Committee Meeting Date: February 2, 2023

Board Meeting Date: February 7, 2023

Consent Agenda: x Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving the 2022 Audit Engagement Letter

Recommendation:

Approve audit engagement letter from Baker Tilly as presented

Background (*Including Budget Impact*):

Attached is an audit engagement letter from Baker Tilly for the 2022 audit. The fee will be \$56,200 not including travel, subsistence and other out of pocket expenses related to the engagement. If a single audit is necessary, the cost will be approx. \$10,200. Last year, Steele County was billed \$60,900 for the audit and \$4200 for the single audit.

Staff recommends approving the proposed engagement letter for the 2022 audit.

Attachments:

Audit engagement letter

January 9, 2023

Ms. Catherine Piepho
Finance Director/County Treasurer
Steele County
630 Florence Avenue
Owatonna, MN 55060

Dear Ms. Piepho:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your auditors.

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of Steele County (Client, you, your).

Service and Related Report

We will audit the basic financial statements of Steele County as of and for the year ended December 31, 2022, and the related notes to the financial statements. Upon completion of our audit, we will provide Steele County with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of Steele County, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Combining Statement of Fiduciary Net Position
- > Combining Statement of Changes in Fiduciary Net Position
- > Schedule of Intergovernmental Revenue

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The following supplementary information will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

> Schedule of Expenditures of Federal Awards

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement Steele County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to Steele County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Management's Discussion and Analysis
- > Budget Comparison Schedules
- > OPEB - related schedules
- > Pension - related schedules

Our report does not include reporting on key audit matters.

Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America (GAAS). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. A misstatement is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user based on the financial statements. The objective also includes reporting on:

- > Internal control related to the financial statements and compliance with laws, regulations and the provisions of contracts or grant agreements, noncompliance with which could have a direct and material effect on the financial statements in accordance with *Government Auditing Standards*.

- > Internal control related to major federal programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (i) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (ii) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will be responsible for performing the audit in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to render the required reports.

As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We will also:

- > Identify and assess the risks of material misstatement of the financial statements and supplemental information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- > Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements and supplemental information that we have identified during the audit.
- > Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements and supplemental information, including the disclosures, and whether the financial statements and supplemental information represent the underlying transactions and events in a manner that achieves fair presentation.
- > Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

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Because of the inherent limitations of an audit, together with the inherent limitations of internal controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management or those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

The audit will include obtaining an understanding of Steele County and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under professional standards. We will also inform you of any other matters involving internal control, if any, as required by *Government Auditing Standards* and the Uniform Guidance.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control over compliance issued pursuant to the Uniform Guidance.

Also, if required by *Government Auditing Standards*, we will report known or likely fraud, illegal acts, violations of provisions of contracts or grant agreements, or abuse directly to parties outside of Steele County.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Steele County's compliance with the provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether you have complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of test of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Steele County's major programs. The purpose of those procedures will be to express an opinion on your compliance with requirements applicable to each of your major programs in our report on compliance issued pursuant to the Uniform Guidance.

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We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

We will make reference to the audit of Minnesota Prairie County Alliance and South Country Health Alliance, in which Steele County has equity interests in our report on your financial statements.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

You are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review before we begin fieldwork.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed above. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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You are responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in a written representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (b) that you believe the schedule of expenditures of federal awards including its form and content, is fairly presented in accordance with the Uniform Guidance; (c) that the methods of measurement or presentation have not changed from those used in the prior year (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that Steele County complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charge with governance written confirmation concerning representations made to us in connection with the audit.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the Act). Baker Tilly is not recommending an action to Steele County; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. Any municipal advisory services would only be performed by Baker Tilly Municipal Advisors LLC (BTMA) pursuant to a separate engagement letter between you and BTMA. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services. For purposes of this letter, nonattest services include services that *Government Auditing Standards* refers to as nonaudit services.

Nonattest services that we will be providing are as follows:

- > Assistance with the preparation of the financial statements, including the schedule of expenditures of federal awards, when applicable
- > Proposing adjusting journal entries, including GASB 34 conversion entries
- > Completing the auditee portion of the Data Collection Form

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None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

Other Documents

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

If you intend to reproduce or publish the financial statements in an official statement, unless we establish a separate agreement to be involved in the issuance, any official statements issued by Steele County must contain a statement that Baker Tilly is not associated with the official statement, which shall read "Baker Tilly US, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Baker Tilly US, LLP, has also not performed any procedures relating to this official statement."

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

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At the conclusion of our engagement, we will complete the appropriate auditor sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to complete the auditee sections and to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior year audit findings, auditors' reports and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include within the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty (30) days after receipt of the auditors' reports or nine (9) months after the end of the audit period.

We will provide copies of our reports to Steele County, however, management is responsible for distribution of the reports and the financial statements. Copies of our reports are to be made available for public inspection unless restricted by law or regulation or if they contain privileged and confidential information.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to federal or state agencies for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Baker Tilly personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records; so we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is Steele County's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, Steele County hereby authorizes us to do so.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our most recent peer review report accompanies this letter.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from Steele County's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason Steele County is unable to provide such schedules, information, and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

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Certain changes in Steele County's business or within its accounting department may result in additional fees not contemplated as part of the original engagement quote provided below. Examples of such changes include but are not limited to: implementation of new general ledger software or a new chart of accounts; the creation of new funds, departments or component units; other significant changes in operations; new financing arrangements or modifications to existing financing arrangements; significant new federal or state funding; government combinations; significant new employment agreements; complex research matters; and significant subsequent events. Any additional fees associated with these business or accounting changes would not be expected to be recurring in nature.

For certain transactions or changes in operations or conditions, financial reporting and/or auditing standards may require us to utilize the services of internal or external valuation specialists. This includes matters such as government combinations, impairment evaluations, and going concern evaluation, among other potential needs for specialists. The time and cost of such services are not included in the fee estimate provided below.

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

We estimate that our fees for the 2022 audit will be \$56,200 for the financial audit. If a single audit is required, our fees will approximate \$10,200 based on one major program. Invoices for these fees will be rendered each month as work progresses and are payable on presentation. In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence and other out-of-pocket expenses related to the engagement. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, Steele County agrees to be responsible for all expenses of collection including related attorneys' fees.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

To the extent the services require Baker Tilly receive personal data or personal information from Client, Baker Tilly may process any personal data or personal information, as those terms are defined in applicable privacy laws, in accordance with the requirements of the applicable privacy law relevant to the processing in providing services hereunder. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor in relation to Client personal data and personal information, as those terms are defined respectively under the CCPA/GDPR. Client is responsible for notifying Baker Tilly of any data privacy laws the data provided to Baker Tilly is subject to and Client represents and warrants it has all necessary authority (including any legally required consent from data subjects) to transfer such information and authorize Baker Tilly to process such information in connection with the services described herein. Client agrees that Baker Tilly has the right to generate aggregated/de-identified data from the accounting and financial data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify Steele County, unless otherwise prohibited. In the event we are requested by Steele County or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to Steele County, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify Steele County if disclosure of confidential information is necessary for peer review purposes.

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Our fees are based on known circumstances at the time of this Engagement Letter. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at Steele County, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This Engagement Letter currently includes all auditing and accounting standards and the current single audit guidance in effect as of the date of this letter.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide Steele County with any other services you may find necessary or desirable.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no pre hearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, its personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

Ms. Catherine Piepho
Steele County

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Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that Steele County will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If Steele County violates this nonsolicitation clause, Steele County agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to Steele County by Baker Tilly ("Online Offering") constitute the entire agreement between the Steele County and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern Steele County's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Steele County's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Minnesota, without giving effect to the provisions relating to conflict of laws.

Ms. Catherine Piepho
Steele County

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We appreciate the opportunity to be of service to you.

If there are any questions regarding this Engagement Letter, please contact Kim Shult, the engagement partner or Sheanne Hediger, the senior manager on this engagement, who are responsible for the overall supervision and review of the engagement and determining that the engagement has been completed in accordance with professional standards. Kim Shult and Sheanne Hediger are available at 612 876 4500, or at Kimberly.Shult@bakertilly.com or Sheanne.Hediger@bakertilly.com.

Sincerely,

BAKER TILLY US, LLP

A handwritten signature in black ink that reads "Baker Tilly US, LLP". The script is cursive and fluid, with the letters "B", "T", and "U" being particularly large and stylized.

Enclosure

The services and terms as set forth in this Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date



Report on the Firm's System of Quality Control

October 28, 2021

To the Partners of Baker Tilly US, LLP and the
National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Baker Tilly US, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; audits of broker-dealers; and examinations of service organizations [SOC 1® and SOC 2® engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Baker Tilly US, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Baker Tilly US, LLP has received a peer review rating of *pass*.

Moss Adams LLP



Steele County Agenda Item

Subject: DebtBooks renewal

Department: Treasurer's Office/Finance

Committee Meeting Date: February 2, 2023

Board Meeting Date: February 7, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends renewal of the DebtBooks Agreement for 2023–2024

Recommendation:

Approve Debtbooks renewal agreement for 2023 and 2024

Background (*Including Budget Impact*):

Attached is the renewal for Debtbooks for 2023 and 2024. The fee for 2023 is the same as 2022. The increase in 2024 is due to new GASB standards that will require more schedules and disclosures relating to IT contracts.

Staff recommends approving the proposed agreement as attached.

Attachments:

DebtBooks agreement



DebtBook Quote

Steele County, MN

630 Florence Ave.
Owatonna, MN 55060

Cathy Piepho

Treasurer
catherine.piepho@co.steele.mn.us
(507) 444-7420

Prepared By:

DebtBook
Chad Cowan
Account Director
chad.cowan@debtbook.com

Notice Address:

300 W. Summit Ave STE 110
Charlotte, NC 28203

Products & Services

Description	Qty	Annual Fee	Discount	Total
Implementation Charge: Tier 2 This represents the cost of our Implementation process for your organization.	1	\$2,000 Year 1	\$2,000	\$0 Year 1 Cost
Subscription Charge: Tier 2 This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.	1	\$7,500 Year 1	-	\$7,500 Year 1 Cost
Subscription Charge: Tier 2 This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.	1	\$9,750 Year 2	-	\$9,750 Year 2 Cost

Total 2 Year Renewal Cost (Billed Annually):

\$17,250

RENEWAL ORDER FORM

Fifth Asset, Inc., d/b/a DebtBook (“**DebtBook**”) is pleased to provide Steele County, MN (“**Customer**”) with the Services subject to the terms established in this Order Form, including DebtBook’s Price Quote attached as **Exhibit A** and incorporated herein by this reference (the “**DebtBook Quote**”).

On and after the Effective Date listed below, this Order Form supersedes and replaces the Order Form previously executed and delivered by DebtBook and the Customer (the “**Original Order Form**”). This Order Form may be modified or replaced from time to time by a subsequent Order Form duly executed and delivered by each party in connection with any Renewal Term.

The Services are subject to DebtBook’s General Terms & Conditions, which were provided to Customer in connection with the execution and delivery of the Original Order Form (the “**Terms & Conditions**”), and the Incorporated Documents referenced in the Terms & Conditions. Each capitalized term used but not defined in this Order Form has the meaning given in the Terms & Conditions.

Order Form Details	
Effective Date: 1/01/23	Billing Frequency: Annually
Initial Term End Date: 12/31/24	Payment Terms: Net 30
Initial Pricing Tier: Tier 2	See the DebtBook Quote for more details

Services. Subject to the terms described in this Order Form, DebtBook will grant Customer access to the Application Services during the Initial Term described above and, if applicable, each subsequent Renewal Term. As part of the onboarding process, DebtBook will provide Customer with the Onboarding Services and, if requested, the Implementation Services. DebtBook will also provide Customer with the Support Services throughout the Term.

Fees. DebtBook will charge Customer (1) a recurring Subscription Fee for Customer’s access to the Onboarding Services, the Application Services, and the Support Services and (2) if applicable, an Implementation Fee for the Implementation Services, in each case as set forth in the DebtBook Quote and this Order Form.

Generally, DebtBook sets Fees using its standard pricing schedule for the Services based on the Customer’s applicable Pricing Tier, which is based on the total number and amount of the Customer’s Application Obligations at the time of determination. DebtBook’s current pricing schedule and Pricing Tiers are set forth in the DebtBook Quote, which will remain in effect with respect to Customer throughout the Initial Term.

The Initial Pricing Tier indicated above is based on Customer’s good faith estimate of its Application Obligations as of the Effective Date. The Subscription Fees to be charged as provided in the DebtBook Quote will not change during the Initial Term, regardless of any change to the actual number or amount of the Customer’s Application Obligations during the Initial Term.

Implementation Services. At Customer’s request, DebtBook will provide Implementation Services to Customer for a 12-month period, with each such period beginning, if applicable, on the Effective Date and on each anniversary of the Effective Date thereafter (each, an “**Implementation Period**”). Customer may request Implementation Services at any time during the Term.

If Implementation Services are requested for any Implementation Period, then the Implementation Fee will be based on the aggregate number and amount of the Customer’s Application Obligations at the beginning of such Implementation Period. The Implementation Fee will be due and payable at the later of (1) the beginning of the applicable Implementation Period or (2) the date on which Customer requests Implementation Services for such Implementation Period, and will entitle Customer, in each case, to Implementation Services at the applicable Pricing Tier through the end of the Implementation Period then in effect.

For any Implementation Period, if the total number or amount of Customer’s Application Obligations implemented causes Customer’s applicable Pricing Tier to increase, then DebtBook will charge Customer an additional Implementation Fee such that the total Implementation Fee charged for such Implementation Period equals the Implementation Fee applicable to the increased Pricing Tier as set forth in the DebtBook Quote.

Billing. Unless otherwise provided in the Order Form or the Customer Terms, all Fees will be due and payable in advance on the terms indicated above, and each invoice will be emailed to the Customer's billing contact indicated below.

Renewal Term. The Agreement is subject to renewal on the terms set forth in the Terms & Conditions. The Pricing Tier applicable for each Renewal Term will be determined based on the aggregate number and amount of the Customer's Application Obligations at the time of renewal.

Termination. The Agreement is subject to early termination on the terms set forth in the Terms & Conditions.

Entire Agreement. By executing this Order Form, each party agrees to be bound by this Order Form, the Terms & Conditions, the Incorporated Documents, and any Customer Terms.

This Order Form, the Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete "Agreement" between the parties and supersede any prior discussion or representations regarding the Customer's purchase and use of the Services.

Intellectual Property. Except for the limited rights and licenses expressly granted to Customer under this Order Form and the Terms & Conditions, nothing in the Agreement grants to Customer or any third party any intellectual property rights or other right, title, or interest in or to the DebtBook IP.

Important Disclaimers & Limitations. EXCEPT FOR THE WARRANTIES SET FORTH IN THE TERMS & CONDITIONS, DEBTBOOK IP IS PROVIDED "AS IS," AND DEBTBOOK DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. IN ADDITION, TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE PARTIES' LIABILITIES UNDER THE AGREEMENT ARE LIMITED AS SET FORTH IN THE TERMS & CONDITIONS.

Notices. Any Notice delivered under the Agreement will be delivered to the address below each party's signature below.

Authority; Execution. Each of the undersigned represents that they are authorized to (1) execute and deliver this Order Form on behalf of their respective party and (2) bind their respective party to the terms of the Agreement. This Order Form and any other documents executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be “in writing” to the same extent and with the same effect as if the document had been signed manually.

FIFTH ASSET, INC., D/B/A DEBTBOOK

STEELE COUNTY, MN

By: _____
Name: Tyler Traudt
Title: CEO

By: _____
Name: _____
Title: _____

Notice Address

300 W. Summit Avenue, Suite 110
Charlotte, NC 28203
Attention: Chief Executive Officer
tyler.traudt@debtbook.com

Notice Address

[Address Line 1]
[Address Line 2]
Attention: [Notice Contact]
[Notice Contact Email]

Billing Contact

[Address Line 1]
[Address Line 2]
Attention: [Billing Contact]
[Billing Contact Email]

Exhibit A
DebtBook Quote

[See attached.]

DEBTBOOK'S GENERAL TERMS & CONDITIONS

Please carefully read these General Terms and Conditions (these “**Terms & Conditions**”) which govern the Customer's access and use of the Services described in the Order Form.

By executing the Order Form and using any of the Services, the Customer agrees to be bound by these Terms.

1. Definitions.

“**Aggregated Statistics**” means data and information related to Customer's use of the Services that is used by DebtBook in an aggregate and anonymized manner, including statistical and performance information related to the Services.

“**Agreement**” means, collectively and to the extent applicable, the Order Form, any Customer Terms, these Terms & Conditions, and the Incorporated Documents, in each case as may be amended from time to time in accordance with their terms.

“**Application Obligations**” means, collectively, Customer's debt, lease, and other financial obligations relevant to the Application Services.

“**Application Services**” means DebtBook's debt, lease, and financial obligation management and compliance software-as-a-service application.

“**Appropriate Security Measures**” means, collectively, commercially reasonable technical and physical controls and safeguards intended to protect Customer Data against destruction, loss, unauthorized disclosure, or unauthorized access by employees or contractors employed by DebtBook.

“**Authorized User**” means any of Customer's employees, consultants, contractors, or agents who are authorized by Customer to access and use any of the Services.

“**Customer**” means the person or entity purchasing the Services as identified in the Order Form.

“**Customer Data**” means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is transmitted by or on behalf of Customer or an Authorized User through the Services.

“**Customer Terms**” means any terms or agreements provided by Customer and applicable to the Services but only to the extent such terms or agreements are expressly referenced and incorporated into the Order Form. For the avoidance of doubt, “Customer Terms” does not include any purchase order or similar document generated by Customer unless such document is expressly referenced and incorporated into the Order Form.

“**DebtBook**” means Fifth Asset, Inc., d/b/a DebtBook, a Delaware corporation, and its permitted successor and assigns.

“**DebtBook IP**” means (1) the Services, Documentation, and Feedback, including all ideas, concepts, discoveries, strategies, analyses, research, developments, improvements, data, materials, products, documents, works of authorship, processes, procedures, designs, techniques, inventions, and other intellectual property, whether or not patentable or copyrightable, and all embodiments and derivative works of each of the foregoing in any form and media, that are developed, generated or produced by DebtBook arising from or related to the Services, Documentation, or Feedback; and (2) any intellectual property provided to Customer or any Authorized User in connection with the foregoing other than Customer Data.

“**Documentation**” means DebtBook's end user documentation and content, regardless of media, relating to the Services made available from time to time on DebtBook's website at <https://support.debtbook.com>.

“**Feedback**” means any comments, questions, suggestions, or similar feedback transmitted in any manner to DebtBook, including suggestions relating to features, functionality, or changes to the DebtBook IP.

“**Governing State**” means, if Customer is a Government Entity, the state in which Customer is located. If Customer is not a Government Entity, “Governing State” means the State of North Carolina.

“**Government Entity**” means any unit of state or local government, including states, counties, cities, towns, villages, school districts, special purpose districts, and any other political or governmental subdivisions and municipal corporations, and any agency, authority, board, or instrumentality of any of the foregoing.

“Implementation Services” means, if requested by Customer, the additional implementation services provided to Customer on an annual basis, including tailored implementation support, review of Application Obligations, and entry of relevant Customer Data.

“Incorporated Documents” means, collectively, the Privacy Policy, the SLA, and the Usage Policy, as each may be updated from time to time in accordance with their terms. The Incorporated Documents, as amended, are incorporated into these Terms & Conditions by this reference. Current versions of the Incorporated Documents are available at <https://www.debtbook.com/legal>.

“Initial Term” means the Initial Term of the Services beginning on the Effective Date and ending on the Initial Term End Date, as established in the Order Form.

“Onboarding Services” means onboarding services, support, and training as required to make the Application Services available to the Customer during the Initial Term.

“Order Form” means (1) the order document executed and delivered by DebtBook and Customer for the Initial Term or (2) to the extent applicable, any subsequent order document executed and delivered by DebtBook and Customer for any Renewal Term.

“Pricing Tier” means the Customer’s applicable pricing tier, determined based on the number and amount of Application Obligations at the time of determination, as set forth in the schedule included as part of the Order Form.

“Privacy Policy” means, collectively, DebtBook’s privacy policy and any similar data policies generally applicable to all users of the Application Services, in each case as posted to DebtBook’s website and as updated from time to time in accordance with their terms.

“Renewal Term” means any renewal term established in accordance with the terms of the Agreement.

“Services” means, collectively, the Application Services, the Onboarding Services, the Implementation Services, and the Support Services.

“SLA” means the Service Level Addendum generally applicable to all users of the Application Services, as posted to DebtBook’s website and as updated from time to time in accordance with its terms.

“Support Services” means the general maintenance services and technical support provided in connection with the Application, as more particularly described in the SLA.

“Term” means, collectively, the Initial Term and, if applicable, each successive Renewal Term.

“Usage Policy” means, collectively, DebtBook’s acceptable usage policy, any end user licensing agreement, or any similar policy generally applicable to all end users accessing the Application Services, in each case as posted to DebtBook’s website and as updated from time to time in accordance with its terms.

Each capitalized term used but not otherwise defined in these Terms & Conditions has the meaning given to such term in the applicable Order Form.

2. Access and Use.

(a) Provision of Access. Subject to the terms and conditions of the Agreement, DebtBook grants Customer and Customer’s Authorized Users a non-exclusive, non-transferable (except as permitted by these Terms) right to access and use the Application Services during the Term, solely for Customer’s internal use and for the Authorized Users’ use in accordance with the Agreement. DebtBook will provide to Customer the necessary passwords and network links or connections to allow Customer to access the Application Services.

(b) Documentation License. Subject to the terms and conditions of the Agreement, DebtBook grants to Customer and Customer’s Authorized Users a non-exclusive, non-sublicensable, non-transferable (except as permitted by these Terms) license to use the Documentation during the Term solely for Customer’s and its Authorized User’s internal business purposes in connection with its use of the Services.

(c) Customer Responsibilities. Customer is responsible and liable for its Authorized Users’ access and use of the Services and Documentation, regardless of whether such use is permitted by the Agreement. Customer must use reasonable efforts to make all Authorized Users aware of the provisions applicable to their use of the Services, including the Incorporated Documents.

(d) **Use Restrictions.** Customer may not at any time, directly or indirectly through any Authorized User, access or use the Services in violation of the Usage Policies, including any attempt to (1) copy, modify, or create derivative works of the Services or Documentation, in whole or in part; (2) sell, license, or otherwise transfer or make available the Services or Documentation except as expressly permitted by the Agreement; or (3) reverse engineer, disassemble, decompile, decode, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part. Customer will not knowingly transmit any personally identifiable information to DebtBook or any other third-party through the Services.

(e) **Suspension.** Notwithstanding anything to the contrary in the Agreement, DebtBook may temporarily suspend Customer's and any Authorized User's access to any or all of the Services if: (1) Customer is more than 45 days late in making any payment due under, and in accordance with, the terms of the Agreement, (2) DebtBook reasonably determines that (A) there is a threat or attack on any of the DebtBook IP; (B) Customer's or any Authorized User's use of the DebtBook IP disrupts or poses a security risk to the DebtBook IP or to any other customer or vendor of DebtBook; (C) Customer, or any Authorized User, is using the DebtBook IP for fraudulent or other illegal activities; or (D) DebtBook's provision of the Services to Customer or any Authorized User is prohibited by applicable law; or (3) any vendor of DebtBook has suspended or terminated DebtBook's access to or use of any third-party services or products required to enable Customer to access the Services (any such suspension, a "**Service Suspension**"). DebtBook will use commercially reasonable efforts to (i) provide written notice of any Service Suspension to Customer, (ii) provide updates regarding resumption of access to the Services, and (iii) resume providing access to the Services as soon as reasonably possible after the event giving rise to the Service Suspension is cured. DebtBook is not liable for any damage, losses, or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

(f) **Aggregated Statistics.** Notwithstanding anything to the contrary in the Agreement, DebtBook may monitor Customer's use of the Services and collect and compile Aggregated Statistics. As between DebtBook and Customer, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by DebtBook. DebtBook may compile Aggregated Statistics based on Customer Data input into the Services. DebtBook may (1) make Aggregated Statistics publicly available in compliance with applicable law, and (2) use Aggregated Statistics as permitted under applicable law so long as, in each case, DebtBook's use of any Aggregated Statistics does not identify the Customer or disclose Customer's Confidential Information.

3. **Service Levels and Support.** Subject to the terms and conditions of the Agreement, DebtBook will use commercially reasonable efforts to make the Application Services and Support Services available in accordance with the SLA.

4. **Fees and Payment.**

(a) **Fees.** Customer will pay DebtBook the fees ("**Fees**") set forth in the Order Form. DebtBook will invoice Customer for all Fees in accordance with the invoicing schedule and requirements set forth in the Order Form. Customer must pay all Fees in US dollars, and all Fees are fully earned once paid. To the extent permitted by applicable law, if Customer fails to make any payment when due, DebtBook may, without limiting any of its other rights, charge interest on the past due amount at the lowest of (1) the rate of 1.5% per month, (2) the rate established in any Customer Term, or (3) the maximum rate permitted under applicable law.

(b) **Taxes.** All Fees and other amounts payable by Customer under the Agreement are exclusive of taxes and similar assessments. Unless Customer is exempt from making any such payment under applicable law or regulation, Customer is responsible for all applicable sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer under the Agreement, other than any taxes imposed on DebtBook's income.

5. **Confidential Information.**

(a) From time to time during the Term, either party (the "**Disclosing Party**") may disclose or make available to the other party (the "**Receiving Party**") information about the Disclosing Party's business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether in written, electronic, or other form or media, that is marked, designated, or otherwise identified as "confidential", or which a reasonable person would understand to be confidential or proprietary under the circumstances (collectively, "**Confidential Information**"). For the avoidance

of doubt, DebtBook's Confidential information includes the DebtBook IP and the Application Services source code and specifications. As used in the Agreement, "Confidential Information" expressly excludes any information that, at the time of disclosure is (1) in the public domain; (2) known to the receiving party at the time of disclosure; (3) rightfully obtained by the Receiving Party on a non-confidential basis from a third party; or (4) independently developed by the Receiving Party.

(b) To the extent permitted by applicable law, the Receiving Party will hold the Disclosing Party's Confidential Information in strict confidence and may not disclose the Disclosing Party's Confidential Information to any person or entity, except to the Receiving Party's employees, officers, directors, agents, subcontractors, financial advisors, and attorneys who have a need to know the Confidential Information for the Receiving Party to exercise its rights or perform its obligations under the Agreement or otherwise in connection with the Services. Notwithstanding the foregoing, each party may disclose Confidential Information to the limited extent required (1) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the party making the disclosure pursuant to the order must first give written notice to the other party; or (2) to establish a party's rights under the Agreement, including to make required court filings.

(c) On the expiration or termination of the Agreement, the Receiving Party must promptly return to the Disclosing Party all copies of the Disclosing Party's Confidential Information, or destroy all such copies and, on the Disclosing Party's request, certify in writing to the Disclosing Party that such Confidential Information has been destroyed.

(d) Each party's obligations under this Section are effective as of the Effective Date and will expire three years from the termination of the Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of the Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

(e) Notwithstanding anything in this Section to the contrary, if Customer is a Government Entity, then DebtBook expressly agrees and understands that Customer's obligations under this Section are subject in all respects to, and only enforceable to the extent permitted by, the public records laws, policies, and regulations of the Governing State.

6. Intellectual Property.

(a) DebtBook IP. As between Customer and DebtBook, DebtBook owns all right, title, and interest, including all intellectual property rights, in and to the DebtBook IP.

(b) Customer Data. As between Customer and DebtBook, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data. Customer hereby grants to DebtBook a non-exclusive, royalty-free, worldwide license to reproduce, distribute, sublicense, modify, prepare derivative works based on, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary or appropriate for DebtBook to provide the Services to Customer.

(c) Effect of Termination. Without limiting either party's obligations under Section 5, on written request by Customer made within 30 days after the effective date of termination of the Agreement, DebtBook, at no further charge to Customer, will (1) provide Customer with temporary access to the Application Services to permit Customer to retrieve its Customer Data in a commercially transferrable format and (2) use commercially reasonable efforts to assist Customer, at Customer's request, with such retrieval.

7. Limited Warranties.

(a) Functionality & Service Levels. During the Term, the Application Services will operate in a manner consistent with general industry standards reasonably applicable to the provision of the Application Services and will conform in all material respects to the Documentation and service levels set forth in the SLA when accessed and used in accordance with the Documentation. Except as expressly stated in the SLA, DebtBook does not make any representation, warranty, or guarantee regarding availability of the Application Services, and the remedies set forth in the SLA are Customer's sole remedies and DebtBook's sole liability under the limited warranty set forth in this paragraph.

(b) Security. DebtBook has implemented Appropriate Security Measures and has made commercially reasonable efforts to ensure its licensors and hosting providers, as the case may be, have implemented Appropriate Security Measures intended to protect Customer Data.

(c) EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION, DEBTBOOK IP IS PROVIDED “AS IS,” AND DEBTBOOK HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. DEBTBOOK SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. EXCEPT FOR THE LIMITED WARRANTY SET FORTH IN THIS SECTION, DEBTBOOK MAKES NO WARRANTY OF ANY KIND THAT THE DEBTBOOK IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER’S OR ANY OTHER PERSON’S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

(d) DebtBook exercises no control over the flow of information to or from the Application Service, DebtBook’s network, or other portions of the Internet. Such flow depends in large part on the performance of Internet services provided or controlled by third parties. At times, actions or inactions of such third parties can impair or disrupt connections to the Internet. Although DebtBook will use commercially reasonable efforts to take all actions DebtBook deems appropriate to remedy and avoid such events, DebtBook cannot guarantee that such events will not occur. ACCORDINGLY, DEBTBOOK DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATING TO ALL SUCH EVENTS, AND EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THE AGREEMENT, ANY OTHER ACTIONS OR INACTIONS CAUSED BY OR UNDER THE CONTROL OF A THIRD PARTY.

8. Indemnification.

(a) DebtBook Indemnification.

(i) DebtBook will indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys’ fees) (collectively, “**Losses**”) incurred by Customer resulting from any third-party claim, suit, action, or proceeding (“**Third-Party Claim**”) that the Application Services, or any use of the Application Services in accordance with the Agreement, infringes or misappropriates such third party’s US patents, copyrights, or trade secrets, provided that Customer promptly notifies DebtBook in writing of the Third-Party Claim, reasonably cooperates with DebtBook in the defense of the Third-Party Claim, and allows DebtBook sole authority to control the defense and settlement of the Third-Party Claim.

(ii) If such a claim is made or appears possible, Customer agrees to permit DebtBook, at DebtBook’s sole expense and discretion, to (A) modify or replace the DebtBook IP, or component or part of the DebtBook IP, to make it non-infringing, or (B) obtain the right for Customer to continue use. If DebtBook determines that neither alternative is reasonably available, DebtBook may terminate the Agreement in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, so long as, in each case, DebtBook promptly refunds or credits to Customer all amounts Customer paid with respect to the DebtBook IP that Customer cannot reasonably use as intended under the Agreement.

(iii) DebtBook’s indemnification obligation under this Section will not apply to the extent that the alleged infringement arises from Customer’s use of the Application Services in combination with data, software, hardware, equipment, or technology not provided or authorized in writing by DebtBook or modifications to the Application Services not made by DebtBook.

(b) Sole Remedy. SECTION 8(a) SETS FORTH CUSTOMER’S SOLE REMEDIES AND DEBTBOOK’S SOLE LIABILITY FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY THIRD PARTY’S INTELLECTUAL PROPERTY RIGHTS. IN NO EVENT WILL DEBTBOOK’S LIABILITY UNDER SECTION 8(a) EXCEED \$1,000,000.

(c) Customer Indemnification. To the extent permitted by applicable law, Customer will indemnify, hold harmless, and, at DebtBook’s option, defend DebtBook from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with the Agreement, infringes or misappropriates such third party’s intellectual property rights and any Third-Party

Claims based on Customer's or any Authorized User's negligence or willful misconduct or use of the Services in a manner not authorized by the Agreement.

9. **Limitations of Liability.** EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER EITHER PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL THE AGGREGATE LIABILITY OF DEBTBOOK ARISING OUT OF OR RELATED TO THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID TO DEBTBOOK UNDER THE AGREEMENT IN THE 12-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM. THE EXCLUSIONS AND LIMITATIONS IN THIS SECTION DO NOT APPLY TO CLAIMS PURSUANT TO SECTION 8.

10. **Term and Termination.**

(a) **Term.** Except as the parties may otherwise agree in the Order Form, or unless terminated earlier in accordance with the Agreement:

(i) the Initial Term of the Agreement will begin on the Effective Date and end on the Initial Term End Date;

(ii) the Agreement will automatically renew for successive 12-month Renewal Terms unless either party gives the other party written notice of non-renewal at least 30 days before the expiration of the then-current term; and

(iii) each Renewal Term will be subject to the same terms and conditions established under the Agreement, with any Fees determined in accordance with DebtBook's then-current pricing schedule published on DebtBook's website and generally applicable to all users of the Services, as provided to Customer at least 60 days before the expiration of the then-current term.

(b) **Termination.** In addition to any other express termination right set forth in the Agreement:

(i) DebtBook may terminate the Agreement immediately if Customer breaches any of its obligations under Section 2 or Section 5;

(ii) Customer may terminate the Agreement in accordance with the SLA;

(iii) either party may terminate the Agreement, effective on written notice to the other party, if the other party materially breaches the Agreement, and such breach: (A) is incapable of cure; or (B) being capable of cure, remains uncured 30 days after the non-breaching party provides the breaching party with written notice of such breach;

(iv) if (1) Customer is a governmental entity and (2) sufficient funds are not appropriated to pay for the Application Services, then Customer may terminate the Agreement at any time without penalty following 30 days prior written notice to DebtBook; or

(v) either party may, to the extent permitted by law, terminate the Agreement, effective immediately on written notice to the other party, if the other party becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law.

(c) **Survival.** Only this Section and Section 1 (Definitions), Sections 4 through 6 (Fees; Confidential Information; Intellectual Property), Section 7(c) (Disclaimer of Warranties), and Sections 8, 9 and 12 (Indemnification; Limitations of Liability; Miscellaneous) will survive any termination or expiration of the Agreement.

11. **Independent Contractor.** The parties to the Agreement are independent contractors. The Agreement does not create a joint venture or partnership between the parties, and neither party is, by virtue of the Agreement, authorized as an agent, employee, or representative of the other party.

12. Miscellaneous.

(a) Governing Law; Submission to Jurisdiction. The Agreement will be governed by and construed in accordance with the laws of the Governing State, without regard to any choice or conflict of law provisions, and any claim arising out of the Agreement may be brought in the state or federal courts located in the Governing State. Each party irrevocably submits to the jurisdiction of such courts in any such suit, action, or proceeding.

(b) Entire Agreement; Order of Precedence. The Order Form, any Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete Agreement between the parties and supersede any prior discussion or representations regarding the Customer's purchase and use of the Services.

To the extent any conflict exists between the terms of the Agreement, the documents will govern in the following order or precedence: (1) the Order Form (2) the Customer Terms, (3) the Terms & Conditions, and (4) the Incorporated Documents. No other purchasing order or similar instrument issued by either party in connection with the Services will have any effect on the Agreement or bind the other party in any way.

(c) Amendment; Waiver. No amendment to the Order Form, the Terms & Conditions, or the Customer Terms will be effective unless it is in writing and signed by an authorized representative of each party. DebtBook may update the Incorporated Documents from time-to-time following notice to Customer so long as such updates are generally applicable to all users of the Services. No waiver by any party of any of the provisions of the Agreement will be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in the Agreement, no failure to exercise, delay in exercising, or any partial exercise of any rights, remedy, power, or privilege arising from the Agreement will in any way waive or otherwise limit the future exercise of any right, remedy, power, or privilege available under the Agreement.

(d) Notices. All notices, requests, consents, claims, demands, and waivers under the Agreement (each, a "Notice") must be in writing and addressed to the recipients and addresses set forth for each party on the Order Form (or to such other address as DebtBook or Customer may designate from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage pre-paid).

(e) Force Majeure. In no event will either party be liable to the other party, or be deemed to have breached the Agreement, for any failure or delay in performing its obligations under the Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including acts of God, flood, fire, earthquake, pandemic, epidemic, problems with the Internet, shortages in materials, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

(f) Severability. If any provision of the Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of the Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

(g) Assignment. Either party may assign its rights or delegate its obligations, in whole or in part, on 30 days prior written notice to the other party, to an affiliate or an entity that acquires all or substantially all of the business or assets of such party, whether by merger, reorganization, acquisition, sale, or otherwise. Except as stated in this paragraph, neither party may assign any of its rights or delegate any of its obligations under the Agreement without the prior written consent of the other party, which consent may not be unreasonably withheld, conditioned, or delayed. The Agreement is binding on and inures to the benefit of the parties and their permitted successors and assigns.

(h) Marketing. Neither party may issue press releases related to the Agreement without the other party's prior written consent. Either party may include the name and logo of the other party in lists of customers or vendors.

(i) State-Specific Certifications & Agreements. To the extent required under the laws of the Governing State, DebtBook hereby certifies and agrees as follows:

(i) DebtBook has not been designated by any applicable government authority or body as a company engaged in the boycott of Israel under the laws of the Governing State;

(ii) DebtBook is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Agreement by any governmental department or agency of the Governing State;

(iii) DebtBook will not discriminate against any employee or applicant for employment because of race, ethnicity, gender, gender identity, sexual orientation, age, religion, national origin, disability, color, ancestry, citizenship, genetic information, political affiliation or military/veteran status, or any other status protected by federal, state, or local law; and

(iv) DebtBook will verify the work authorization of its employees using the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security and, if applicable, will require its subcontractors to do the same.

(j) Execution. Any document executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.



Steele County Agenda Item

Subject: Exempt Permits for Holy Trinity Parish Litomysl

Department: Auditor's Office

Committee Meeting Date: February 2, 2023

Board Meeting Date: February 14, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving exempt permits for Holy Trinity Parish Litomysl

Recommendation:

Approve the applications for Exempt Permits for Holy Trinity Parish Litomysl for events to be held on April 2nd, July 30th and November 19th.

Background (*Including Budget Impact*):

The Holy Trinity Parish will be holding 3 events this year that require an Exempt Permit for bingo, pull-tabs and raffles and require County approval.

Attachments:

N/A



Steele County Agenda Item

Subject: 2023 Wellness Reserve Budget

Department: Treasurer's Office/Finance

Committee Meeting Date: February 2, 2023

Board Meeting Date: February 7, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving the 2023 Wellness Reserve budget expenditures as listed.

The committee has requested the reimbursement request to replenish the fund for sustainability be brought forward during budget discussions.

Recommendation:

Approve proposed 2023 wellness fund budget

Background (*Including Budget Impact*):

Attached is the proposed 2023 wellness budget for the remaining balance from the coop dividend the County received last year. This budget was prepared by the Finance Director, HR Director and Wellness Coordinator. For 2023, the committee recommends using \$23,500 for the expenditures listed in the attachment. This committee also recommends reimbursing the fund in the amount distributed throughout the year with surplus from the budget.

Attachments:

Proposed 2023 Wellness Reserve Budget

Steele County
Wellness Fund Proposed 2023 Budget

Revenues	Wellness Reserves (Dividend)	Notes
SESC Grant	\$ 105,000	Remaining balance from dividend
Expenditures		
Wages		
Wages - OT		
Benefits		
Supplies - Incentives		
Unplanned equipment - stand up desks, floor mats, chairs, water cooler etc	10,000	Unbudgeted items not included in dept's budget
Team Building	3,000	HR planned event
Training equipment - Sheriff	2,500	Identified need last year; tried getting a grant to fund it in 2022 but was not granted the funding
Books - book club	-	
Health fair/biometrics	3,000	
Appreciation - building/dept	2,000	
Employee recognition/holiday	2,500	Pay employees portion to attend
Games/supplies for recognition	500	
Bite Size Learning Speakers		
	<u>\$ 81,500</u>	



Steele County Agenda Item

Subject: Approve Cooperative Agreement with Dodge County and Authorize the Highway Engineer to Execute the Agreement.

Department: Highway

Committee Meeting Date: February 9, 2023

Board Meeting Date: February 14, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent

Recommendation:

Approve entering into a Cooperative Agreement with Dodge County for a maintenance overlay on CR 179 and authorize the Highway Engineer to execute the Agreement.

Background (*Including Budget Impact*):

As part of our 2023 Highway Capital Improvement Plan, Steele CR 179/Dodge CR L is programmed for a maintenance overlay. Since this highway is on the county line, costs for the work are split 50-50. Dodge County has the lead on the project.

The attached Cooperative Agreement lays out each parties' responsibilities with respect to the project.

Attachments:

Cooperative Agreement

COOPERATIVE CONSTRUCTION AGREEMENT STEELE AND DODGE COUNTIES

Steele County
CP 074-023-006

Dodge County
CP 020-112-001

This agreement is made and entered into by and between the Counties of Steele and Dodge, State of Minnesota, acting by and through their Boards of Commissioners.

WHEREAS, the Counties acting pursuant to Minnesota Statutes Sec. 471.29 are about to engage in a mutual endeavor to perform the construction of roadway improvements (CP 074-023-006 and CP 020-112-001) and associated construction on County Road 179 in Steele County/County Road L in Dodge County on the Steele - Dodge county line, under a contract, and

WHEREAS, the project termini are described as follows:

On Dodge County Road L/Steele County Road 179 from the intersection of Minnesota Trunk Highway 30 north approximately 3.0 miles to the intersection of Steele County Road 26.

WHEREAS, the construction will consist of a 1.5" bituminous overlay, shouldering aggregate, rumble strips, pavement markings and incidentals, and

WHEREAS, all construction shall be in accordance with Dodge County prepared plans, specifications and special provisions as approved by the Minnesota Department of Transportation and on file in the office of the Dodge County Engineer, and

WHEREAS, the Counties of Steele and Dodge are willing to participate in the costs of the construction and associated construction engineering as hereinafter set according to each County's share utilizing appropriate funds available to each County. Each County shall participate in 50% of the cost.

WHEREAS, Dodge County has prepared an Engineer's Estimate, attached as Exhibit A, and incorporated herein.

IT IS, THEREFORE, MUTUALLY AGREED AS FOLLOWS:

ARTICLE I - CONSTRUCTION PLAN PREPARATION

Dodge County has prepared construction plans and engineer estimates and has obtained any required Mn/DOT approvals.

The proposal and contract documents were prepared by Dodge County and provided to Steele County for review prior to advertisement for bids.

ARTICLE II - CONTRACT AWARD

Dodge County shall award a construction contract to the lowest responsible bidder, subject to concurrence by the Steele County Engineer in that award, in accordance with the plans, specifications and special provisions that are on file in the office of the Dodge County Engineer.

ARTICLE III - SUPERVISION AND INSPECTION OF CONSTRUCTION

Dodge County shall provide construction inspection and project administration, under the supervision of a licensed professional engineer. Dodge County shall be responsible for the contractor's adherence to all plan directives, materials control, and specifications as set forth in the Contract documents and the current Mn/DOT "Standard Specifications for Construction" and amendments and revisions thereto. Steele County shall perform all material testing and bituminous plant inspection.

ARTICLE IV - PLAN CHANGES, SUPPLEMENTAL AGREEMENTS, CHANGE ORDERS

Dodge County shall reserve the right to enter into change orders or to make alterations to the project, but only after confirmation from the Steele County Engineer.

In the event that a dispute arises, Steele County and Dodge County agree that all disputes between them arising out of or relating to this Agreement shall be submitted, upon agreement of both parties, to mediation, with the cost being shared equally.

ARTICLE V - CONTRACT ADMINISTRATION

Dodge County shall administer the contract and shall be responsible for all record keeping, invoicing, partial estimates, and documentation of quantities. Dodge County shall retain all pertinent records and documentation of quantities on file. Dodge County shall prepare all partial estimates. Dodge County shall prepare all final documentation for submittal to Steele County upon completion of the project. Dodge County shall be responsible for acceptance of completed work and assessment of any liquidated damages, if applicable, on the project, but only after confirmation from the Steele County Engineer.

ARTICLE VI - PAYMENTS

Dodge County shall use OneOffice to administer construction payments. Steele and Dodge Counties shall each be responsible to fund their share of the costs as detailed in Exhibit A. Upon project completion and final payment by Dodge County to the Contractor, Dodge County shall invoice Steele County for their share of the project costs.

Dodge County shall prepare partial estimate vouchers. Payment to the Contractor will be made by Dodge County.

ARTICLE VII - EXAMINATION OF BOOKS, RECORDS, ETC.

As provided by Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of each party relevant to this Agreement are subject to examination by each party, and either the legislative auditor or the state auditor as appropriate, for a minimum of six years from final payment.

ARTICLE VIII - CLAIMS

- A. Dodge County agrees to save, hold harmless and indemnify Steele County and Steele County's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the provisions of services hereunder, and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.
- B. Steele County agrees to save, hold harmless and indemnify Dodge County and Dodge County's officers, agents, employees, and volunteer workers against any and all claims, losses, or law suits for damages arising from, allegedly arising from, or related to the provision of services hereunder, and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.
- C. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of others and the results thereof.

ARTICLE IX - NONDISCRIMINATION

The provisions of Minnesota Statutes Section 181.59 and of any applicable law relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

In Testimony Whereof the Parties have executed this Agreement by Their Authorized Representatives.

STEELE COUNTY

BY: _____
Steele County Highway Engineer

DATE: _____

DODGE COUNTY

BY: _____
Dodge County Highway Engineer

DATE: _____

EXHIBIT A**Engineer's Estimate**

Project Number: CP 020-112-001					
Project Description: Bituminous overlay on CR L from CSAH 4 to TH 30					
Work Type: Bituminous					
Wheelage Tax					
Item No.	Description	Units	Quantity	Unit Price	Total Price
2221.509/00030	SHOULDER BASE AGGREGATE CLASS 2	TON	796	31.57	\$ 25,129.72
2360.509/13300	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	3844	108.43	\$ 416,804.92
2580.501/00010	INTERIM PAVEMENT MARKING	LS	1	9066	\$ 9,066.00
2582.503/36106	6" SOLID LINE MULTI COMP GR IN	L F	31476	0.6	\$ 18,885.60
2582.503/36204	4" BROKEN LINE MULTI COMP GR IN	L F	3030	0.5	\$ 1,515.00
2582.503/36104	4" SOLID LINE MULTI COMP GR IN	L F	6272	0.57	\$ 3,575.04
2582.503/36124	24" SOLID LINE MULTI COMP GR IN	L F	12	13.28	\$ 159.36
					\$ 475,135.64

Split cost with Steele County 50/50



Steele County Agenda Item

Subject: Approve Steele County Highway Department Title VI Plan for MnDOT FHWA Subrecipient

Department: Highway

Committee Meeting Date: February 9, 2023

Board Meeting Date: February 14, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve the Steele County Highway Department's Title VI Plan.

Background (*Including Budget Impact*):

The Highway Department receives federal funding from the Federal Highway Administration (FHWA) for road and bridge projects. The FHWA is requiring every subrecipient of federal funding to ensure they are in compliance with the provisions of Title VI of the Civil Rights Act of 1964.

The attached Title VI plan has been developed with guidance from the MnDOT Office of Civil Rights. As part of adopting the Plan the Department will post a Notice in the public area of the Highway offices and post the Plan on the Department's webpage. The Plan identifies the County Engineer as the Title VI Coordinator.

The Title VI Plan defines the processes and procedures the Department will follow to ensure no discrimination on the basis of race, color, national origin, age, sex, or disability will occur in any of the Departments' programs or activities.

Attachments:

Steele County Highway Department Title VI Plan for MnDOT FHWA Subrecipient.

Title VI Plan for MnDOT FHWA Subrecipient

Steele County Highway Department

January 31, 2023

Title VI Plan Revision Log

Date Month/day/year	Section Revised	Summary of Revisions
01/31/2023	Original	

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I. Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, disability, limited English proficiency, and low-income status. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to *all* programs and activities of federal-aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

The Steele County Highway Department, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 C.F.R. Part 21; and related statutes and regulations. The Steele County Highway Department acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

This plan explains how the Steele County Highway Department incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used as a reference for the Steele County Highway Department and an informational resource for the public. The plan will be updated from time to time to reflect changes in Title VI compliance operations.

II. Legal Authorities

The Steele County Highway Department Title VI compliance program is governed by many legal authorities, including, but not limited to, the list below.

Legal Authority	Summary
Title VI of the Civil Rights Act of 1964 , 42 U.S.C. § 2000d <i>et seq.</i>	Prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
Federal-Aid Highway Act of 1973 , 23 U.S.C. § 324.	Prohibits discrimination on the basis of sex in programs and activities receiving federal financial assistance.
Age Discrimination Act of 1975 , 42 U.S.C. § 6101 <i>et seq.</i>	Prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.
Section 504 of the Rehabilitation Act of 1973 , 29 U.S.C. § 794.	Prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.
Uniform Relocation Act of 1970 , 42 U.S.C. § 4601 <i>et seq.</i>	Requires fair treatment of persons displaced by federal-aid programs and projects.
Environmental Justice Executive Order (Exec. Order No. 12898, 59 Fed. Reg. 7629 (Feb. 11, 1994).)	Requires federal agencies and federal-aid recipients to identify and address “disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.”
Limited English Proficiency Executive Order (Exec. Order No. 13166, 65 Fed. Reg. 50121 (Aug. 11, 2000).)	Recipients of federal financial assistance must provide meaningful access to limited English proficiency (LEP) applicants and beneficiaries.
49 C.F.R. Part 21	Nondiscrimination in Federally-Assisted Programs of the Department of Transportation.
23 C.F.R. Part 200	Title VI Program and Related Statutes - Implementation and Review Procedures.

Non-Discrimination Policy Statement

It is the policy of the Steele County Highway Department that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of the Steele County Highway Department as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

In addition, Executive Order No. 12898, 59 Fed. Reg. 7629 (Feb. 11, 1994) requires the Steele County Highway Department to ensure fair treatment and meaningful involvement of low income populations in all programs and activities, and Executive Order No. 13166, 65 Fed. Reg. 50121 (Aug. 11, 2000) requires agency programs to incorporate access for people with limited English proficiency.

This policy applies to all operations of the Steele County Highway Department, including its contractors and anyone who acts on behalf of the Steele County Highway Department. This policy also applies to the operations of any department or agency to which the Steele County Highway Department extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; and Discrimination in any activities related to highway and infrastructure or facility built or repaired.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.* and related statutes, and the requirements of 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

Gregory M. Ilkka, P.E., County Engineer

Date

III. Title VI Assurances

The U.S. DOT requires that federal financial assistance be provided on the condition that the recipient provides an assurance that its programs and activities will be conducted in compliance with Title VI of the Civil Rights Act of 1964. The requirement is located at 49 CFR 21.7(a). To support the implementation of this requirement, the U.S. DOT provided an assurances agreement in U.S. DOT Order 1050.2A that federal fund recipients and subrecipients must sign as a condition of receiving federal financial assistance.

The assurances agreement provides specific non-discrimination language the Steele County Highway Department is required to include in bid solicitations or requests for proposal, contracts, and real estate agreements. The Steele County Highway Department is committed to ensuring the necessary language is used as prescribed in the assurances agreement.

In accordance with this requirement, the Steele County Highway Department has signed the U.S. DOT Standard Title VI/Non-Discrimination Assurances which is included on the following pages and its Appendices are included with this plan.

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The _____ (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

Modal Operating Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the FHWA.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Modal Operating Administration may include additional General Assurances in this section, or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FHWA Program**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a

“facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **FHWA Programs** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The _____, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. The Recipient will insert the clauses of **Appendix A and E** of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of **Appendix B** of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in **Appendix C and Appendix D** of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance

under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Modal Operating Administration may include additional Specific Assurances in this section.

By signing this ASSURANCE, _____ also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the FHWA. You must keep records, reports, and submit the material for review upon request to FHWA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

_____ gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the FHWA. This ASSURANCE is binding on

_____, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in its programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

(Name of Recipient)

by _____
(Signature of Authorized Official)

DATED _____

IV. Organization, Staffing, and Structure

The Title VI Coordinator is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

Steele County has assigned the position of Steele County Engineer to perform the duties of the Title VI Coordinator and ensure implementation of agency's Title VI program. The position of Steele County Engineer is located within the Steele County Highway Department.

The Title VI Coordinator contact information is:

Steele County Engineer
P.O. Box 890
3000 Hoffman Drive
Owatonna, MN 55060
Hwy@SteeleCountyMN.gov
Phone: (507)444-7670

The Title VI Coordinator is responsible for:

- Maintaining and updating the Title VI plan on the agency's behalf;
- Ensuring relevant agency staff receive necessary Title VI training;
- Ensuring prompt processing of complaints and maintaining a complaint log;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas;
- Developing Title VI information for dissemination;
- Establishing procedures for resolving compliance deficiency status and reducing to writing the remedial action agreed to be necessary.

V. Primary Program Area Descriptions & Review Procedures

The Steele County Highway Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Right of Way	Issues public right of way permits for construction, transportation, business, and other activities. Coordinates relocation of residents as necessary in right of way acquisition.	Public right of way permits and relocations should not create unfair burdens for environmental justice communities. Collecting demographic data from property owners who may be subject to right of way activities.	Reviewing permits and relocations to ensure nondiscrimination.
Contracting	Develops and manages contracts and contracting opportunities, including specifications, bidding process, and contract execution.	Maintaining an open and fair bidding process for all contracts. Ensure Title VI Assurances appendices are included in contracts as specified within the assurances document.	Reviewing contracts for necessary Title VI language. Reviewing any available data on contract recipients to ensure nondiscrimination in contracting. Reviewing bidding procedures to ensure nondiscrimination and equal opportunity.
Planning	Short-term and long-term planning of transportation projects	Using equity-based analysis as part of planning process. Ensuring comprehensive public participation to meet environmental justice requirements. Collecting demographic data from public engagement activities regarding demographics of public participants. Providing language access as needed.	Review planning decisions through equity lens to ensure nondiscrimination. Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities. Documenting language access requests.

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Public Engagement	Coordinates public engagement activities for planning and project development, as well as relationship-building engagement activities.	Comprehensive public participation to meet environmental justice requirements. Collecting demographic data from public engagement activities regarding demographics of public participants. Providing language access as needed. Disseminating Title VI information to the public to ensure they are aware of their rights to be free from discrimination.	Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities. Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities. Documenting language access requests.

VI. Title VI Complaint Procedures

Scope of Title VI Complaints

No person or groups of persons shall, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Steele County Highway Department, and its contractors on the grounds of race, color, national origin, sex, age, disability, or low-income status.

The scope of Title VI covers all internal and external activities of the Steele County Highway Department.

The following types of actions are prohibited under Title VI protections (See [49 C.F.R. 21.5](#)):

- Excluding individuals or groups from participation in programs or activities
- Denying program services or benefits to individuals or groups
- Providing a different service or benefit or providing them in a manner different from what is provided to others
- Denying an opportunity to participate as a member of a planning, advisory or similar body that is an integral part of the program

How to File a Formal Title VI Complaint

Any person(s) or organization(s) believing they have been discriminated against on the basis of the protected classes state above by the Steele County Highway Department or its contractors may file a Title VI complaint.

Discrimination complaints **must be received no more than 180 days after the alleged incident** unless the time for filing is extended by the processing agency.

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions;
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address;
- The basis of the complaint (e.g., race, color, national origin, etc.);
- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is on-going.

Complainants are encouraged to submit complaints directly to Minnesota Department of Transportation (MnDOT) via its online complaint form available here: <http://www.dot.state.mn.us/civilrights/titlevi-complaint.html>. Complaints can also be filed by sending an email or letter with the necessary information to the Steele County Highway Department at:

Steele County Highway Department
P.O. Box 890
3000 Hoffman Drive
Owatonna, MN 55060
Phone: (507)444-7670
Email: Hwy@SteeleCountyMN.gov

Complaints can also be filed directly with the following agencies:

Federal Highway Administration
U.S. Department of Transportation Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590
Email: CivilRights.FHWA@dot.gov
Fax: 202-366-1599
Phone: 202-366-0693

Minnesota Department of Transportation
Office of Civil Rights
385 John Ireland Boulevard, Mail Stop 170
St. Paul, MN 55105
Online: [Complaint Form](#)
Fax: 651-366-3129
Phone: 651-366-3073

After submitting a complaint, the complainant will receive a correspondence informing them of the status of the complaint within ten (10) business days of the Steele County Highway Department or other agency receiving the complaint.

Complaints received by the Steele County Highway Department's Title VI Coordinator are forwarded to the MnDOT Office of Civil Rights (OCR). MnDOT OCR will forward the complaint to the FHWA Minnesota Division Office, along with a preliminary processing recommendation. The FHWA Minnesota Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

FHWA HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints. There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under the FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Minnesota Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Minnesota Division Office a written notice that it is dismissing the complaint.
- **Referral\Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

Complaints are not investigated by the Steele County Highway Department. FHWA HCR is responsible for investigating all complaints. FHWA HCR may also delegate the investigation to MnDOT OCR, who would then conduct all data requests, interviews, and analysis and create a Report of Investigation (ROI). MnDOT OCR will have sixty (60) business days from the date the investigation is delegated to prepare the ROI and send it to HCR. HCR will review the ROI and compose a Letter of Finding based on the ROI.

For further information about the FHWA investigation process and potential complaint outcomes, please visit the [Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964](#).

Title VI Complaint Form

Please complete this form to the best of your ability. If you need translation or other assistance, contact the Steele County Engineer.

Name _____
 Address _____ City _____ Zip _____
 Phone: Home _____ Work _____ Mobile _____
 Email: _____

Basis of Complaint (circle all that apply):

- ☐ Race
 - ☐ National Origin
 - ☐ Age
 - ☐ Retaliation
 - ☐ Color
 - ☐ Sex
 - ☐ Disability
 - ☐ Other

Who discriminated against you?

Name _____
 Name of Organization _____
 Address _____ City _____ Zip _____
 Telephone _____

Please explain in detail what happened, when, where, who was involved, and how you or other persons were discriminated against. (Attach additional pages if more space is needed).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Other persons who have knowledge of the alleged discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

How would you like to see this situation resolved?

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who _____ When _____
Status (pending, resolved, etc.) _____ Result, if known _____
Complaint or case number, if known _____

If you have an attorney in this matter, please provide their contact information:

Name _____ Phone _____
Address _____ City _____ Zip _____

Privacy Notice:

The Steele County Highway Department is asking you to provide information in this complaint form which includes private and/or confidential information under the Minnesota Government Data Practices Act. This private/confidential information is being requested so that all allegations of discrimination can be investigated and addressed properly. You are not legally required to provide this information. However, if you do not provide sufficient information, your complaint may not be able to be adequately investigated. The information you provide will be used by the Steele County Highway Department, Minnesota Department of Transportation and Federal Highway Administration employees whose job assignments reasonably require access to the information. The following also have a legal right to access the information: exclusive representative for any MnDOT or Steele County Highway Department employee who becomes the subject of investigation in connection with your complaint; the arbitrator if discipline imposed on any such employee is appealed to arbitration; the MN Attorney General's Office; the MN Legislative Auditor's Office; law enforcement agencies and prosecutorial authorities; persons/entities named pursuant to court order; persons/entities whom you authorize; and any other person or entity authorized by state or federal law.

Signed _____ Date _____

VII. Data Collection

Reliable data sources will be used to complete a demographic profile of Steele County and update the profile periodically. The primary source of Data Collection for the Steele County Highway Department will be the use of U.S. Census data and/or State of Minnesota Demographer data and estimates on populations potentially impacted by the Steele County Highway Department's projects. Steele County Highway Department's process for collecting and analyzing data on the race, color, national origin, low-income status, disability, age, and sex of participants and beneficiaries of the County's programs and activities will also use local survey data about Title VI requirements. Local survey data collection will include tracking the race/ethnicity, sex, and primary language of public participants in County Project development activities. Participant surveys of programs and activities in various program areas will also be used.

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data)
Right of Way	Collecting demographic data from property owners who may be subject to right of way activities.	Ensuring right of way activities do not disproportionately affect individuals or groups based on a protected class status.
Contracting	Identifying contractors who are a: - Disadvantaged Business Enterprise (DBE) by the Minnesota Unified Certification Program - Targeted Group Business (TGB) by the Minnesota Department of Administration - Veteran-Owned/Service-Disabled Business by the United States Department of Veterans Affairs	Ensuring equal opportunity in contracting to all individuals and groups.
Planning	Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community.	Ensuring project impacts do not disproportionately impact any individuals or groups based on a protected class status.
Public Engagement	Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community.	Ensuring communications and interactions with the public sufficiently reach all local demographics.

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data)
	Providing demographic questionnaires to public engagement participants and including demographic questions in public surveys.	

VIII. Public Participation

The Steele County Highway Department uses traditional means and methods of public outreach to include public notices and news items in the local newspaper and on the radio. In addition, the Highway Department takes advantage of the Steele County Facebook page when appropriate. The Steele County Highway Department has a dedicated web page on the Steele County website ([Steele County, MN | Official Website](#)) and includes Transportation project bids and associated links.

The Steele County Highway Department conducts planning and informational meetings to provide for public participation on projects and activities when appropriate. These meetings would include any Title VI accommodations required. If deemed appropriate, translation and/or interpretation services will be made available for persons with limited English proficiency or hearing impaired. Additional opportunities for input from underserved communities or protected classes are made available through Steele County staff at reasonable times in addition to scheduled meetings.

The Steele County Highway Department adheres to Equal Employment Opportunity/Affirmative Action and civil rights assurance policies, principals and imperatives within program planning, development, and implementation. These policies are essential parts to bid documents and proposals.

The Steele County Highway Department produces fact sheets and informational flyers for specific areas of interest to the public. The Steele County Highway Department also uses additional Public Hearings, Planning Meetings, Open Houses, and Policy Committees to engage the public for comprehensive and strategic planning endeavors, all of which are advertised public meetings. Steele County and the Steele County Highway Department also use website and manual contact forms and records to log issues and recommendations by the public, as well as to track the responses to resident concerns.

IX. Limited English Proficiency (LEP) & Language Access

Legal Background

[Executive Order 13166](#), “Improving Access to Services for Persons with Limited English Proficiency,” reprinted at 65 FR 50121, August 16, 2000, directs each Federal agency to examine the services it provides and to develop and implement a system by which LEP individuals can meaningfully access those services. Federal agencies were instructed to publish guidance to assist states and local governments who receive federal funds with their obligations to LEP individuals under Title VI. The Executive Order states that federal fund recipients, like the Steele County Highway Department, must take reasonable steps to ensure meaningful access to their programs and activities for LEP individuals.

Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, provides that no person shall “on the ground 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.” Courts have interpreted Title VI’s prohibition of discrimination on the basis of national origin to include discrimination based on English proficiency. Under Title VI, recipients of federal financial assistance are required to provide LEP individuals with meaningful access to their programs and services.

The U.S. Department of Transportation (DOT) published [revised guidance](#) for its recipients on December 14, 2005. This document states that Title VI and its implementing regulations require that U.S. DOT recipients take reasonable steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP individuals. Recipients use the DOT LEP Guidance to determine how best to comply with statutory and regulatory LEP obligations.

Identifying Limited English Proficient Populations (Four-Factor Analysis)

Title VI and its regulations require the Steele County Highway Department to take reasonable steps to ensure meaningful access to its information and services. What constitutes reasonable steps to ensure meaningful access is flexible, fact-dependent, and contingent on a four-factor analysis established by the U.S. Department of Justice. The four-factor analysis is an individualized assessment that should be applied to determine what reasonable steps must be taken to ensure meaningful access for LEP individuals. **The analysis below is updated at least once every five years.**

FACTOR #1: THE NUMBER OR PROPORTION OF LEP INDIVIDUALS ELIGIBLE TO BE SERVED OR LIKELY TO BE ENCOUNTERED

The greater the number or proportion of LEP individuals from a particular language group served or encountered in the eligible service population, the more likely language assistance services are necessary. Ordinarily, “individuals eligible to be served or likely to be encountered” by a program or activity are those who are in fact, served or encountered in the eligible service

population. This population will be program-specific and includes people who are in the program's geographic area.

The Steele County Highway Department first examines prior experiences with LEP individuals and determines the breadth and scope of language assistance services needed. It is also important to include LEP populations that are eligible beneficiaries of programs, activities, or services but may be underserved because of existing language barriers.

Generally, the Steele County Highway Department will use reliable external data sources to determine the number or proportion of LEP individuals likely to be served or encountered.

The Steele County Highway Department relies on [MnDOT's LEP Data Tool](#) to provide the necessary data. **In the most recent analysis conducted in January 2023, the findings on the next two pages were documented.**

American Community Survey (5-Year Estimate 2015-2019, Table ID C16001)

[Nondiscrimination](#) | [Subrecipient reviews and guidance](#)

Limited English Proficiency Data Tool

Filter

County

Steele

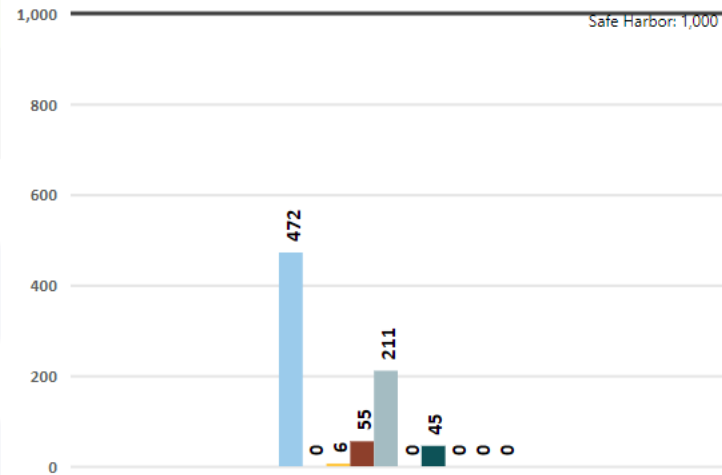
806

Total LEP Persons

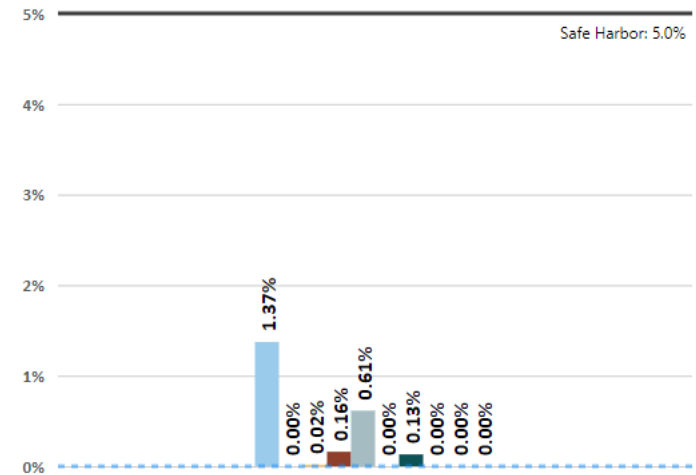
2%

Total LEP Percent

Total LEP Persons



Total LEP Percent



Languages



County	Spanish #	Spanish %	Vietnamese #	Vietnamese %	Chinese #	Chinese %	Other Asian/Pacific Isl. #	Other Asian/Pacific Isl. %	Other Unspec. #	Other Unspec. %	Other Indo-Euro #	Other Indo-Euro %	Arabic #	Arabic %	Korean #	Korean %	French/Haitian/Caj. #	French/Haitian/Caj. %
Steele	472	1.4%	0	0.00%	6	0.02%	55	0.16%	211	0.61%	0	0.00%	45	0.13%	0	0.00%	0	0.00%

[Nondiscrimination](#) | [Subrecipient reviews and guidance](#)

Limited English Proficiency Data Tool

Students Primary Home Language

City ACS Limited English Proficiency

County ACS Limited English Proficiency

Students Primary Home Language

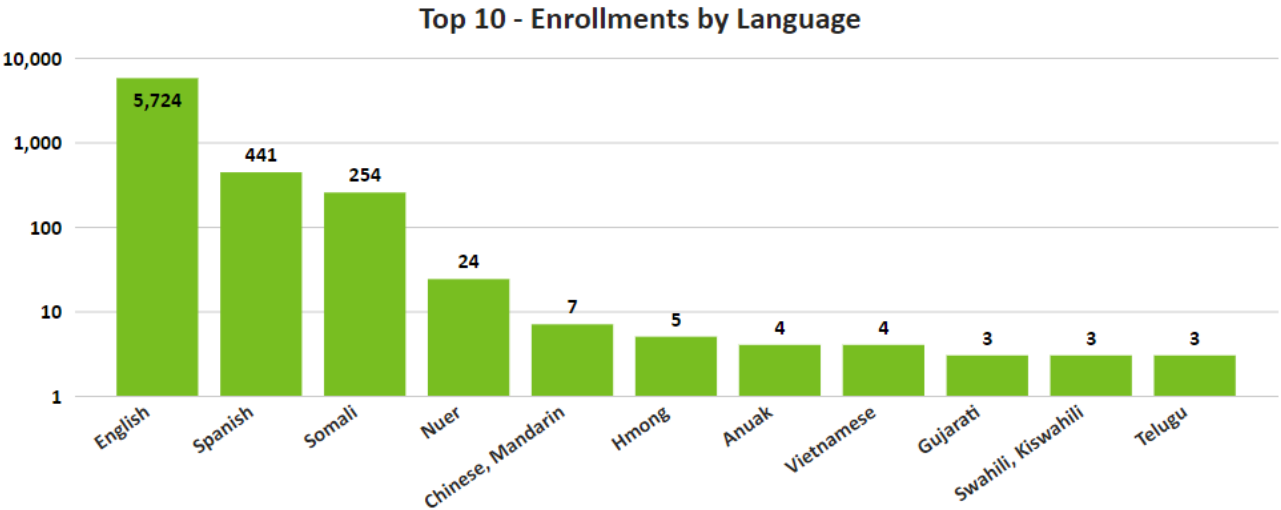
Filter

County

Steele

School District

All



Safe Harbor Provision (Written Documents)

U.S. DOT LEP Guidance provides a “safe harbor” to help ensure greater clarity regarding whether the Steele County Highway Department is meeting its obligation to provide written translations. These safe harbor provisions only apply to the translation of written documents and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language assistance services are needed and reasonable.

The following actions are considered strong evidence of compliance with the Department’s written-translation obligations:

(a) Providing written translations of vital documents for **each eligible LEP language group that constitutes 5% or 1,000 people** of the population of individuals eligible to be served or likely to be affected or encountered. Translation of non-vital documents, if needed, can be provided orally; or

(b) If there are fewer than 50 individuals in a language group that reaches the 5% trigger in (a), the vital written materials are not translated, but written notice of the right to receive free, competent oral interpretation of those vital written materials in the primary language of the LEP language group of is provided.

The above findings from the graphs on the preceding pages did not indicate any LEP language groups meet the safe harbor threshold. Therefore, the Steele County Highway Department will not proactively translate written documents at this time. However, efforts will be made to reasonably accommodate any language access requests that arise.

FACTOR #2: THE FREQUENCY WITH WHICH LEP INDIVIDUALS COME IN CONTACT WITH THE PROGRAM, ACTIVITY, OR SERVICE

The Steele County Highway Department should assess, as accurately as possible, the frequency with which they have or should have contact with LEP individuals from different language groups seeking assistance. If LEP individuals access a program or service on a regular, consistent basis, then that program or service provider has greater language access duties than a program or service whose contact with LEP individuals is unpredictable or infrequent.

However, even if there are infrequent or unpredictable interactions with LEP individuals, the Steele County Highway Department must be prepared to provide language assistance services to LEP individuals.

In applying this factor, The Steele County Highway Department should also consider whether outreach to LEP individuals could increase the frequency of contact with LEP language groups and remain mindful of the data analysis conducted under Factor #1 to identify the proportion of LEP population present in the service area.

LEP persons may interact in several ways with the Steele County Highway Department, including but not limited to:

- Public meetings
- Community events
- Project-specific meetings, events, and discussions
- Online engagement
- Walk-in requests for information
- Phone communications
- Customer service interactions
- Surveys for information
- Requests for permits, licenses, or materials
- Real estate transactions (i.e., right of way)

In its most recent review conducted in January 2023, the Steele County Highway Department noted it has not had interactions with LEP language groups in the past 5 years.

The Steele County Highway Department will assess, as accurately as possible over the next 5-year period, the frequency with which LEP persons from different language groups come into contact with the Steele County Highway Department programs and activities.

FACTOR #3: THE NATURE AND IMPORTANCE OF THE PROGRAM, ACTIVITY, OR SERVICE TO PEOPLE'S LIVES

The more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP individuals, the greater the need for language assistance services. The Steele County Highway Department must determine whether denial or delay of access to services or information could have serious implications for the LEP individual. Generally, programs providing information and services related to accessing benefits, opportunities, or rights are considered high importance.

The Steele County Highway Department does not generally does not provide services that would have serious consequences for a LEP individual if they were to be delayed. Interactions with the public, such as through right-of-way acquisition, notices, public hearings, and permitting programs all allow time in the process which would allow a LEP individual the opportunity to access those services without serious implications.

Vital Documents

As part of its analysis, a district, office, or program may determine that necessary language assistance measures include the translation of vital documents into the language of each LEP group that is frequently encountered, eligible to be served, or likely to be affected. Vital documents are paper or electronic written material containing information that is (1) critical for accessing programs, services, benefits, or activities, (2) directly and substantially related to public safety, or

(3) required by law. Whether a document (or the information it solicits) is “vital” may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is neither accurate nor timely.

Examples of vital documents in the U.S. DOT LEP Guidance include:

- Emergency transportation information
- Notices of public hearings regarding proposed transportation plans or projects
- Notices advising LEP individuals of free language assistance
- Applications or instructions on how to participate in a program or activity or receive benefits or services
- Consent forms

Sometimes a large document may include both vital and non-vital information. For these documents, vital information may include providing notice in the necessary non-English languages explaining where an LEP individual can obtain an interpretation or translation of the document.

Below is a LEP notice that can be placed on the cover of large documents in English and Spanish.

To request this document in another language, please send e-mail and attach document to hwy@SteeleCountyMN.gov.

Para pedir este documento en otro idioma, envíe un correo electrónico y adjunte el documento a hwy@SteeleCountyMN.gov.

Because no languages were identified as meeting the safe harbor threshold for translating vital written materials, the Steele County Highway Department is not at this time providing a list of documents considered vital. Should future analysis indicate an LEP group meeting the safe harbor threshold, the Steele County Highway Department will evaluate its vital documents and provide translations in accordance with the analysis and federal guidance.

FACTOR #4: THE RESOURCES AVAILABLE TO THE STEELE COUNTY HIGHWAY DEPARTMENT AND THE COST OF LANGUAGE ASSISTANCE

The resources available to the Steele County Highway Department and the costs of providing language assistance services may impact the steps taken to provide meaningful access to LEP individuals. Additionally, reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits. The Steele County Highway Department will determine on a case-by-case basis whether language assistance costs outweigh the benefits.

The four-factor analysis necessarily implicates a spectrum of language assistance measures. For instance, written translations can range from translation of an entire document to translation of a

short description of the document, and interpretation services may range from using telephone-based interpretation services to providing in-person interpretation at a public event. Language assistance measures should be based on what is necessary and reasonable after considering the four-factor analysis. The Steele County Highway Department will proactively identify how to provide language assistance services efficiently and cost-effectively while ensuring meaningful access to LEP individuals.

Language Services

There are two types of language services:

- *Translation* is the replacement of a word, phrase, or text in one language (source language) with an equivalent-meaning word, phrase, or text in another language (target language). This is written language assistance.
- *Interpretation* is the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning. This is oral language assistance.

Currently, the Steele County Highway Department has the following language services available:

- Google Translate will be used if feasible.
- Language Line: Provides telephone-based, on-demand access to language interpreters 24 hours a day, 7 days a week, year-round. The service assists staff in communicating effectively with LEP individuals.
- With proper advance notice we are able to get written translation services for documents as well.
- With proper advance notice we are able to get sign language interpreting.

X. Environmental Justice

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, requires federal agencies to make achieving environmental justice a part of its mission by identifying and addressing disproportionately high and adverse human health and environmental effects of their programs, policies, and activities on minority and low-income populations. The requirements are to be carried out to the greatest extent practicable and permitted by law.

In May 2012, USDOT issued an update to DOT Order 5610.2(a), DOT Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which was originally published in April 1997. The revised Order continues to be a key component of DOT's environmental justice strategy. It updates and clarifies certain aspects of the original Order while maintaining its general framework and procedures and DOT's commitment to promote the principles of environmental justice in all DOT programs, policies, and activities.

Similarly, the Steele County Highway Department will institutionalize the same key components of DOT's environmental justice strategy and commitment to promote the principles of environmental justice in all Steele County Highway Department's programs, policies, and activities. These policies outline actions and factors to address environmental justice in order to identify and avoid discrimination and disproportionality high and adverse effects on minority and low-income populations:

1. Identify and evaluate environmental, public health, and interrelated social and economic effects of the Steele County Highway Department programs, policies, and activities;
2. Propose measures to avoid, minimize, and/or mitigate disproportionately high and adverse environmental and public health effects and interrelated social and economic effects, and provide offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by the Steele County Highway Department programs, policies, and activities, where permitted by law and consistent with Executive Order 12898;
3. Consider alternatives to proposed programs, policies, and activities where such alternatives would result in avoiding and/or minimizing disproportionately high and adverse human health or environmental impacts, consistent with Executive Order 12898; and,
4. Elicit public involvement opportunities and consider the results thereof, including soliciting input from affected minority populations and low-income populations in considering alternatives.

The Steele County Highway Department supports environmental justice through every stage of the planning, construction and maintenance processes, consistent with the factors outlined above. This ensures the Steele County Highway Department gains input from the community that will help shape how the Steele County Highway Department builds and maintains roads, bridges, and appurtenant infrastructure.

Some ways in which the Steele County Highway Department accomplishes this are:

- Ensuring the full and fair participation by all potentially affected communities in the transportation decision-making process.
- Avoiding, minimizing or mitigating disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- Providing timely information to area residents and businesses affected by transportation plans and projects.
- Performing periodic reviews of public engagement process to gauge effectiveness, determine if they adequately reflect the demographics of the community based on underserved populations, and make revisions as necessary.
- Preventing the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

XI. Notice of Rights

The Steele County Highway Department's Notice of Rights is posted at the below website in English:

https://www.steelecountymn.gov/highway/title_vi.php

It is also posted in physical form at the Highway Department office.

Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964

The Steele County Highway Department is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, sex, age, disability, limited English proficiency or low-income status in any and all programs, activities, or services administered by the department in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination legal authorities.

If you believe you have been aggrieved by an unlawful discriminatory practice, or wish to request more information about the department's obligations under Title VI, please contact us at the following address and telephone number:

County Engineer
Steele County Highway Department
P.O. Box 890
3000 Hoffman Drive
Owatonna, MN 55060
Phone: (507)444-7670
Email: Hwy@SteeleCountyMN.gov

A Title VI complaint may also be submitted to MnDOT online at www.dot.state.mn.us/civilrights/titlevi-complaint-form.html or using the contact information:

Minnesota Department of Transportation
Office of Civil Rights
395 John Ireland Blvd, Mail Stop 170
St. Paul, MN 55155
Phone: (651)-366-3073
Fax: (651)-366-3129

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Highway Administration (FHWA)**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Modal Operating Administration specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Modal Operating Administration specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **FHWA** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **FHWA**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **FHWA** may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **FHWA** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the _____ will accept title to the lands and maintain the project constructed thereon in accordance with the Regulations for the Administration of **Federal Highway Administration (FHWA)**, and the policies and procedures prescribed by the **FHWA** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the _____ all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto

_____ and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the _____, its successors and assigns.

The _____, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the _____ will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the _____ pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, _____ will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the _____ will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the _____ and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by _____ pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, _____ will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, _____ will there upon revert to and vest in and become the absolute property of _____ and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

STEELE COUNTY PERSONNEL AGENDA ITEM

February 14, 2023 at 5:00 pm

FEBRUARY EMPLOYEE ANNIVERSARIES*(Information Only – No Action Required)***Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Mary Urch	Health Planner – Public Health	02/01/23	32
Jodi Houser	RN – Public Health	02/05/23	2
Jonathan Walstrom	Financial Analyst – Finance	02/06/23	6
Matt Koch	Engineering Technician II – Highway	02/06/23	8
Stacey Zabel	Legal Admin Asst – Attorney	02/11/23	32
Chad Staska	Arena/Park Maint Worker – Park & Rec.	02/13/23	6
Karen Winter	Property Tax Specialist – Auditor	02/19/23	10
Timothy Schammel	Community Corrections Director	02/19/23	19
Nicole Meixner	Admin Asst – Comm Corrections	02/24/23	13
Todd Edel	Facilities Maint. Worker – Facilities	02/26/23	22
Renee Babcock	Records Specialist – Sheriff's Office	02/27/23	22
Loren Jensen	Maintenance Technician – Highway	02/28/23	29



Steele County Agenda Item

Subject: Approval of 2023-2023 LELS – Sheriff's Department, Licensed Peace Officer Unit (Road Deputy) Contract

Department: Human Resources

Board Meeting Date: February 14, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Recommend approval of the 2023 - 2025 LELS Licensed Peace Officer (Road Deputy) Contract

Background (*Including Budget Impact*):

An overall agreement was reached for a new contract with the LELS – Licensed Peace Officer (Road Deputy) Unit in the Sheriff's Office. The contract changes of note are:

- 3-year contract (2023-2025)
- Wages:
 - 4.0 % COLA in 2023; 3.0% COLA in 2024; 3.0% COLA in 2025
 - Re-opener language for sole purpose of addressing any recommendations from the market salary survey that the Board may approve
 - Eliminating first 3 steps of the wage schedule
- Uniform allowance increase of \$150, with load-bearing vest language removed
- Pay comp time out twice per year vs. once
- Health Insurance:
 - County paying 5% health insurance premium increase in 2023
 - Continued language of 50/50 cost share responsibility between employer and employees premium increase or decrease in years 2 & 3 of contract, with maximum monthly out of pocket exposure increases to employees of \$30.00 for single coverage and \$75.00 for employee +1 and family coverage
 - Keeping same county contribution amounts to HSA/VEBA accounts
- Changed requirement for use of vacation time for new hires from 6 months of employment to completion of FTO process
- Increased shift differential pay from \$.40/hr. to \$1.00/hr.
- Included language change that when an employee's shift is changed with less than a 48-hour notice, any hours outside of their regularly scheduled shift will be paid overtime (1 ½ time)

Attachments:

Resolution

**Resolution Adopting Negotiated Changes To The
2023 – 2025 Law Enforcement Labor Services
Sheriff's Department – Certified Peace Officers Unit Labor Agreement**

WHEREAS, the current Collective Bargaining Agreement between the Law Enforcement Labor Services (LELS), Sheriff's Department – Certified Peace Officers Unit expired effective December 31, 2022; and

WHEREAS, the County has recently negotiated a three (3) year labor agreement with LELS; and

WHEREAS, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2023 through December 31, 2025 between Steele County and the Law Enforcement Labor Services, Sheriff's Department – Certified Peace Officers Unit.

Dated this 14th day of February, 2023.

STEELE COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Brenda Blood
Steele County Chief Deputy Auditor



Steele County Agenda Item

Subject: Summary of County Administrator Golberg's 2022 Annual Performance Evaluation and Step Increase

Department: HUman Resources

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

Board Meeting Date: February 14, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve a step increase for Administrator Golberg, based on overall satisfactory annual performance evaluation results.

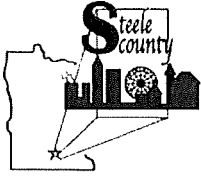
Background (*Including Budget Impact*):

The Board of Commissioners went into closed session on January 24, 2022, pursuant to MN Statute 13D.05, to conduct the annual performance evaluation of County Administrator Scott Golberg. Administrator Golberg received an overall rating of "meets expectations." Chair Krueger will present a summary from the completed performance evaluation.

Per the provisions in the employment agreement with Administrator Golberg, recommend approving a step increase, retroactive to October 30, 2022 based on his overall satisfactory performance evaluation.

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

Work Session: February 14, 2023

Board Meeting: February 14, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Staff Recommendation:

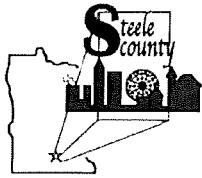
Staff recommends accepting the Thompson Sanitation Bid without revenue sharing.

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



Steele County Agenda Item

Subject: PH Mobile Unit

Department: Public Health

Committee Meeting Date: February 2, 2023

Work Session: February 14, 2023

Board Meeting Date: February 14, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends bringing item to the Board.

Recommendation:

Approve ordering mobile unit presented

Background (*Including Budget Impact*):

A few months ago, a request was made to purchase a van to be used as a mobile unit for Public Health needs. More information has been gathered since that request. A team from the County visited with other Counties to view their mobile units over the last few months. Based on those visits, it was determined the type of vehicle needed. Attached is a quote for a 2023 Transit Cutaway for \$58,015 including options deemed necessary. PH has a grant that will cover the cost of the “box” for the mobile unit; however, the grant does not cover the cost of the van. The County will need to fund that cost. The County could fund the purchase with reserves or funds we recently received relating to the Local Assistance and Tribal Consistency Fund (\$100,000)

Attachments:

Quote



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

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

Thursday, February 2, 2023, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Brady, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Chief Deputy Auditor Brenda Blood, Public Health Director Amber Aaseth, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the 2022 Audit Engagement Letter.
The process with BakerTilly has gone very well. Made improvements based on the assistance. Correction was made on the engagement letter stating MN.
2. Committee recommends renewal of the DebtBooks Agreement for 2023–2024.
Will hold the current cost for 2023 but will increase the cost in 2024 to \$9K.
DebtBooks takes the present value of all the leases that completes a disclosure note on your financials exposing the potential liability the county has. This cost should be included when evaluating the vehicle program.
3. Committee Recommends approving the 2023 Wellness Reserve budget expenditures as listed.
There was a leftover balance of \$105K from the coop dividend the county received. These funds were set aside for wellness. For 2023 there is a request to spend a total of \$23.5K as follows: \$10K for unplanned equipment. HR has requested \$3K for team building to help support department needs. Training equipment in the amount of \$2.5K for Sheriff's Office. Health Fair in the amount of \$3K. Employee appreciation staff events - \$2K. Recognition Event – \$2.5K recognition.
The committee has requested the reimbursement request to replenish the fund for sustainability be brought forward during budget discussions.
4. Committee recommends approving exempt permits for Holy Trinity Parish Litomysl.

General Agenda

5. Public Health Mobile Unit.
Visited Pine County who started their mobile unit in 2020. It was used less than originally anticipated. It will take a year to obtain the unit. Life expectancy? Storage of the unit?

Information

6. Set committee to first Tuesday Morning 8:00 a.m.

Department Head Reports

Treasurer/Finance: Health Planner position has been offered. Working on Audit getting ready for May. Budget time will be coming.

Human Resources: Filling vacancies, road deputies and correctional officers. Gina presented at the High School during the Made in Owatonna days to show the job opportunities in government. January is a heavy reporting month.

Auditor Office: Delinquent letters are out (average amount). Six up for tax forfeitures for 2023. Cross county information has been shared.

Public Health: Community summit tomorrow at Trinity Lutheran Church regarding racial divide, housing, and mental health. Daycare summit – daycare shortage discussion affordable, on call system, increasing daycares. Working with MNPrarie regarding individuals who are falling through the cracks.

Administration: Strategic Plan recruiting staff volunteers to fill openings.



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, February 9, 2023 at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Abbe, Commissioner Brady, Engineer Greg Ilkka, Four Seasons Director Steve Schroht, Assistant Engineer Paul Sponholz, Landfill Supervisor Josh Johnson and Administrator Scott Golberg.

Consent:

1. Committee recommends approving out of state travel for two SCGO Sergeants to attend the annual Executive Training Conference in April.
2. Committee recommends approving the Steele County Highway Department Title VI Plan for MnDOT FHWA Subrecipient
3. Committee recommends approving Cooperative Agreement with Dodge County for a maintenance overlay on CR 179 and authorize the Highway Engineer to execute the Agreement.

General:

Information:

4. Discussion regarding the Landfill Waste Delivery Contracts Adjustment (overage/underage) billings for 2022. The department heads will be meeting with the landfill contract attorney on Monday on the execution of the contract adjustment billings.
5. Discussion regarding Acquisition by Expedited Eminent Domain Proceedings. Putting Eminent Domain in place for a project can be simply a procedural item. It does not mean there will not be an agreement between parties, it is done to assist in keeping a project on time should an agreement not be reached.

Department Head Reports

Four Seasons: Four weeks of ice left. It has been a good, busy, and challenging year. There were five high school games that needed to be rescheduled (due to weather) into an already filled schedule. There are normally five tournaments each year, by the end of this ice year they will have hosted seven. Dry floor calendar is filling up. There is an opportunity to apply for an Owatonna Foundation Grant. The commissioners recommended applying for this grant. More to follow. Park & Rec is looking at taking the additional responsibility of scheduling the reservations for the use of the Community Center.

Landfill: Have placed an order for the landfill equipment. Looking at a one-year lead-time. Working on recertifications and yearly training for staff. Most of which is online training.

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

- CSAH 49 Reconstruction project bid closes on February 16th.
- Seasonal aggregate materials bid for 2023 closes on February 22nd
- The Medford “No U-Turn” signs have been installed.
- Update was given on the East Corridor.
- 18th St Roundabout is moving along pretty smoothly at this time.