



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 28, 2023, at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

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

4. Approve February 14, 2023 Board Minutes (pg. 4)
5. Approve February 14, 2023 Board Work Session Minutes (pg. 7)
6. Approve Bills and Journal Entries (pg. 8)

7. Approve Personnel Report (pg. 63)
8. Approve Out of State Travel for two SCSO Sergeants to the Annual Executive Training Conference. (pg. 64)
9. Approve Final Payment in the amount of \$55,442.55 for Integrator Project at the Detention payable to Rochon Corporation (pg. 67)
10. Approve Out of State Travel for the Recorder and one deputy to attend Fidlar Technology Educational Symposium (pg. 77)
11. Approve Consultant Agreement Renewal with American Lung Association of MN (pg. 78)
12. Adopt Resolution Authorizing Acquisition by Expedited (“Quick Take”) Eminent Domain Proceedings for S.A.P. 074-648-007 (pg. 83)

General

13. Approve Contract Award for CSAH 49 Reconstruction SAP 074-649-001, SAP 074-645-042, & CP 074-023-004 (pg. 85)
14. Approve 2023 Non-Represented Employee COLA & Wage Grid Modification (pg. 86)

County Board Work Session – February 28, 2023

15. Approve the Facilities and Fleet Director to Advertise for Bids for the Steele County Administration Center Building Lower Level/Mail Room Renovation (pg. 87)
16. Approve the restructuring of the Auditor-Treasurer-Finance Departments into one department as identified in the department Structure plan (pg. 88)

Land Use & Records Committee- February 21, 2023

17. Authorize the Chair, Administrator and Finance Director to sign the Steele County Fairgrounds Electrical Safety Project documents and submit to the state. (pg. 92)

Information Items

18. Planning and Zoning Activity Report for 2022 (pg. 129)
19. Land Use and Records Policy Committee Minutes - February 21, 2023 (pg. 135)

Presentations:

Commissioner Reports:

Next Meeting Notices:

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

Internal Central Services – **Tuesday, March 7th at 8 a.m. in the Boardroom**

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

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

County Work Session– **Tuesday, March 14th at 3:00 P.M. in the Boardroom**

County Board Meeting – **Tuesday, March 14th at 4:00 P.M. in the Boardroom**

Adjourn

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

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

**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

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

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to approve a step increase for Steele County Administrator based on his overall satisfactory Annual Performance Evaluation. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the Recycling Contract with Thompson Sanitation at \$74,238 per month in year 1 with a 2% increase per year for years 2 – 5 without revenue sharing. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the purchase of a Public Health Mobile Van Unit at the lowest cost not to exceed the \$58,015. Ayes all.

Commissioner Reports:

Commissioner Brady reported on his attendance at 911 meeting, Internal Central Services, Public Safety meeting, Public Works meeting, Emergency Communications Board meeting and a Work Session.

Commissioner Glynn reported on this attendance at a Law Enforcement Center meeting and a Work Session.

Commissioner Gnemi reported on his attendance at Drug Court meetings, South Central Human Relations Center meetings, Cannon River Watershed meeting, Steele County Water Board meeting, Workforce meeting, SEMCAC and a Work Session.

Commissioner Abbe reported on his attendance at Owatonna City Council Residence meeting, MnPrairie meetings, Rice/Steele 911 meeting, Internal Central Services, East Central Regional Juvenile Center meetings, Public Works Committee meeting, Workforce Development Open House and a Work Session.

Commissioner Krueger reported on his attendance at MnPrairie meetings, Law Enforcement Center meeting, South Country Health Alliance Board meeting, Workforce Committee meeting and a Work Session.

**LISTING OF BILLS
02/14/2023**

Baker Tilly US, LLP	6,090.00
Carahsoft Technology Corp	2,700.00
Central Farm Services	35,077.86
Compass Minerals America	31,224.68
CRK Properties LLC	7,036.98
Davis Mechanical Systems Inc	3,550.00
Dell Marketing LP	6,272.11
Dodge County Public Health	7,600.00
ESRI Inc	38,500.00
Four Seasons Centre	4,500.00
Freeborn County Auditor – Treas	3,138.27
Innovative Office Solutions LLC	6,030.25
Midstates Equipment Supply	19,500.16
Mike's Repair	4,993.08
Mn Dept Of Transportation	2,876.64
Mohs Contracting Inc	10,995.25

Nuss Truck & Equipment	8,980.04
Owatonna Filters	2,346.48
Road Machinery & Supplies Co	4,211.00
RSBS Management Inc	15,094.05
Short Elliott Hendrickson Inc	4,201.56
Steele County Soil & Water Conserv Dist	30,266.40
Summit Food Services LLC	8,837.92
Waseca County Auditor – Treasurer	89,490.21
Wold Architects and Engineers	20,897.50
Ziegler, Inc	2,610.25
104 Payments less than 2,000	<u>35,213.68</u>
Total:	412,234.39

Motion by Commissioner Brady, seconded by Commissioner Glynn to go into closed session at 5:33 p.m. for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Glynn to come out of closed session at 6:00 p.m. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 6:00 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

February 14, 2023

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on February 14, 2023 with Commissioners Gnemi, Abbe, Krueger, Glynn, and Brady present. Also present were Planning & Zoning Director Dale Oolman, Records Office Technical Clerk II Kristi Blum, Steele County Assessor Tom Reineke, IT Director Dave Purscell, Public Health Director Amber Aaseth, Human Resource Director Julie Johnson, and County Administrator Scott Golberg.

Planning and Zoning Director Dale Oolman presented the recycling contract proposals received from Waste Management and Thompson Sanitation for additional discussion from the previous work session. Thompson Sanitation was represented at the meeting to answer questions. Item moved to the Board meeting agenda.

Kristi Blum gave a recap of the Joe Schmidt Presentation offered to all Steele County Employees in the month of January. Approximately 120 employees participated in the presentation.

Public Health Director Amber Aaseth presented the Public Health Mobile Unit request. The 2023 Transit Cutaway is a cost of \$58,015 including options deemed necessary. PH has a grant that will cover the cost of the box for the mobile unit. The County will need to fund the cost of the Transit Cutaway. Item moved to the Board meeting agenda.

Scott Golberg reminded the Commissioners to advise administration if they will be attending the AMC Leadership Training at the end of March.

Meeting was adjourned at 4:38 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

SBENDORF

2/22/23

8:24AM

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			

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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

2/22/23 8:24AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	52550 MEI Total Elevator Solutions					
13	10-301-000-0000-6512	210.91	Feb-April quarterly service	1003810	Bldg Repair & Maintenance	N
	52550 MEI Total Elevator Solutions	210.91	1 Transactions			
	68420 Plunkett's Pest Control, Inc.					
21	10-301-000-0000-6512	105.40	Pest control - February	7907964	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.	105.40	1 Transactions			
301	DEPT Total:	316.31	Administration	2 Vendors	2 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	48700 M-R Sign Company, Inc					
10	10-302-000-0000-6534	53.61	No U-turn on CSAH 45	218873	Supplies - Signing	N
	48700 M-R Sign Company, Inc	53.61	1 Transactions			
	4984 Medford Sand & Gravel LLC					
12	10-302-000-0000-6523	3,465.11	630.02 ton of washed sand	22266	Supplies - Road Salt & Sand	N
	4984 Medford Sand & Gravel LLC	3,465.11	1 Transactions			
	85001 Steele-Waseca Coop Electric					
25	10-302-000-0000-6534	32.48	Maintaining street lights, CSA	1094084	Supplies - Signing	N
26	10-302-000-0000-6534	9.51	Maintaining street lights, CSA	120426	Supplies - Signing	N
27	10-302-000-0000-6534	9.51	Maintaining street lights, CSA	25721	Supplies - Signing	N
28	10-302-000-0000-6534	7.42	Maintaining street lights, CSA	25722	Supplies - Signing	N
29	10-302-000-0000-6534	46.31	Maintaining street lights, CSA	26898	Supplies - Signing	N
	85001 Steele-Waseca Coop Electric	105.23	5 Transactions			
302	DEPT Total:	3,623.95	Road & Bridge Maintenance Expense	3 Vendors	7 Transactions	
303	DEPT		Construction Expense			
	3738 Arrow Ace Hardware					
1	10-303-000-0000-6510	12.99	QT Humidifier Treatment	271122/2	Engineering & Surveying Supplies	N
	3738 Arrow Ace Hardware	12.99	1 Transactions			
	37469 Insty Prints					
9	10-303-000-0000-6242	96.60	Mailing for CSAH 49	154510	Publishing	N

Steele County

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
37469	Insty Prints					
		96.60	1 Transactions			
52513	Mn Dept Of Transportation					
17	10-303-000-0000-6260	666.66	Equipment calibration-mat insp	P00016598	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation	666.66	1 Transactions			
303	DEPT Total:	776.25	Construction Expense	3 Vendors	3 Transactions	
304	DEPT		Equipment Maintenance & Shops			
10150	Carquest Auto Parts					
2	10-304-000-0000-6520	44.58	Hydraulic hose & fittings	453247	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520	279.36	Hydraulic hose & fittings	453248	Machinery/Vehicle Parts	N
4	10-304-000-0000-6511	66.24	Brake cleaner	453689	Maint Shop Supplies & Materials	N
10150	Carquest Auto Parts	390.18	3 Transactions			
8702	Community Co-op Oil Assn					
5	10-304-000-0000-6521	9,810.00	3000 gallons diesel	90658	Supplies-Diesel Fuel	N
6	10-304-000-0000-6540	12,450.00	5000 gallons unleaded	90658	Fuel & Lubricants	N
8702	Community Co-op Oil Assn	22,260.00	2 Transactions			
36550	IFACS					
7	10-304-000-0000-6520	42.37	Nuts, bolts & screws	5307805	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520	21.56	Flat Sock Cap screw unit #2216	5307842	Machinery/Vehicle Parts	N
36550	IFACS	63.93	2 Transactions			
50510	McNeilus Steel Inc					
11	10-304-000-0000-6520	25.60	Heavy melting scrap unit #2141	01919953	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc	25.60	1 Transactions			
51630	Mike's Repair					
15	10-304-000-0000-6252	188.00	Custom labor, unit#2162	100193	Contracted Services	Y
14	10-304-000-0000-6520	1,846.00	Tires & stems, unit#2162	100193	Machinery/Vehicle Parts	Y
51630	Mike's Repair	2,034.00	2 Transactions			
1308	Miners's Outdoor & Rec					
16	10-304-000-0000-6513	511.99	Blower backpack	199586	Tools	N
1308	Miners's Outdoor & Rec	511.99	1 Transactions			
56125	NAPA Auto Parts					

Steele County

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18	10-304-000-0000-6520	23.39	Toggle switch, unit#2123	968547	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	23.39	1 Transactions			
4097	Nuss Truck & Equipment					
19	10-304-000-0000-6520	529.46	Diffuser,gasket,clamps,bracket	1220547P	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	529.46	1 Transactions			
61520	Owatonna Motor Company					
20	10-304-000-0000-6252	135.00	Custom labor, unit#2111	692440	Contracted Services	N
61520	Owatonna Motor Company	135.00	1 Transactions			
8153	Pump & Meter Service					
22	10-304-000-0000-6512	383.60	Service fuel pumps	530699	Bldg Repair & Maintenance	Y
8153	Pump & Meter Service	383.60	1 Transactions			
74090	Rockmount Research & Alloys Inc					
23	10-304-000-0000-6511	1,253.54	Grinding wheel & zeta strippin	1276172	Maint Shop Supplies & Materials	N
74090	Rockmount Research & Alloys Inc	1,253.54	1 Transactions			
7915	Sanco Equipment LLC					
24	10-304-000-0000-6520	35.12	Paint, charcoal spray unit #21	PS20227731	Machinery/Vehicle Parts	N
7915	Sanco Equipment LLC	35.12	1 Transactions			
86520	Terminal Supply Company					
30	10-304-000-0000-6511	281.74	Clips, crimp, ties, drill bits	15992-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company	281.74	1 Transactions			
4226	Towmaster					
31	10-304-000-0000-6520	2,357.96	Cutting edges, unit#2170	456962	Machinery/Vehicle Parts	N
32	10-304-000-0000-6520	2,357.97	Cutting edges, unit#2162	456962	Machinery/Vehicle Parts	N
33	10-304-000-0000-6520	2,357.97	Cutting edges, unit#2151	456962	Machinery/Vehicle Parts	N
34	10-304-000-0000-6520	2,357.97	Cutting edges, unit#2171	456962	Machinery/Vehicle Parts	N
4226	Towmaster	9,431.87	4 Transactions			
99250	Zep Sales & Service					
35	10-304-000-0000-6511	98.63	ZEP multi surface cleaner	9008259898	Maint Shop Supplies & Materials	N
99250	Zep Sales & Service	98.63	1 Transactions			
99500	Ziegler,Inc					

SBENDORF
 2/22/23 8:24AM
 10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
36	10-304-000-0000-6252		577.88	repair labor for unit #2150	SI000288683	Contracted Services	N
99500	Ziegler,Inc		577.88	1 Transactions			
304	DEPT Total:		38,035.93	Equipment Maintenance & Shops	16 Vendors	24 Transactions	
10	Fund Total:		42,752.44	Road & Bridge Fund		36 Transactions	
	Final Total:		42,752.44	24 Vendors	36 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	42,752.44	Road & Bridge Fund	
	All Funds	42,752.44	Total	Approved by, ...
				
				

SBENDORF

2/23/23

8:14AM

Steele County



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Page 1

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

Save Report Options?: N

Steele County



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Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
	9173	Madden Galanter Hansen LLP						
31		01-003-000-0000-6194		415.37	FMLA/fit for duty/per issue	Jan 2023	Personnel Policy	Y
	9173	Madden Galanter Hansen LLP		415.37	1 Transactions			
	62450	Owatonna Country Club						
38		01-003-010-0000-6820		612.47	Venue and food for Joe Schmit	011823	Wellness Grant Expense	N
	62450	Owatonna Country Club		612.47	1 Transactions			
3	DEPT Total:			1,027.84	County Wide	2 Vendors	2 Transactions	
31	DEPT				County Administrator			
	4879	Shred Right						
45		01-031-000-0000-6801		20.00	Shred serv order 293525-2/9	593802	General Expense	Y
	4879	Shred Right		20.00	1 Transactions			
31	DEPT Total:			20.00	County Administrator	1 Vendors	1 Transactions	
32	DEPT				Human Resources			
	9573	Joe Schmit LLC						
27		01-032-010-0000-6801		385.00	30 Impact Blueprint books		General Expense - Wellness	Y
	9573	Joe Schmit LLC		385.00	1 Transactions			
	4879	Shred Right						
46		01-032-000-0000-6801		20.00	Shred serv order 293525-2/9	593802	General Expense	Y
	4879	Shred Right		20.00	1 Transactions			
32	DEPT Total:			405.00	Human Resources	2 Vendors	2 Transactions	
41	DEPT				Auditor			
	37025	Innovative Office Solutions LLC						
19		01-041-000-0000-6410		49.98	Copy paper - 1 box	4093386	Office Supplies	N
20		01-041-000-0000-6410		19.55	Tabbies, fingerpads, legal paper	4093386	Office Supplies	N
	37025	Innovative Office Solutions LLC		69.53	2 Transactions			
41	DEPT Total:			69.53	Auditor	1 Vendors	2 Transactions	

SBENDORF

2/23/23

8:14AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
42	DEPT				Treasurer			
	37025	Innovative Office Solutions LLC						
21		01-042-000-0000-6410		57.17	Copy paper - 1 box, legalpaper	4093386	Office Supplies	N
	37025	Innovative Office Solutions LLC		57.17	1 Transactions			
42	DEPT Total:			57.17	Treasurer	1 Vendors	1 Transactions	
61	DEPT				Information Technology			
	18450	Office of MN IT Services						
33		01-061-000-0000-6212		1,100.44	Monthly internet fees	DV23010392	M-Net Expenses	N
	18450	Office of MN IT Services		1,100.44	1 Transactions			
61	DEPT Total:			1,100.44	Information Technology	1 Vendors	1 Transactions	
62	DEPT				Central Services			
	8499	Counties Providing Technology						
10		01-062-000-0000-6301		4,547.00	Gen tech assist/support-Feb	1121	Equip/Software Maint	Y
	8499	Counties Providing Technology		4,547.00	1 Transactions			
	16282	Crosstown Cartage Inc						
108		01-062-000-0000-6801		324.00	Contracted mail services	01/17/2023	General Expense	N
109		01-062-000-0000-6802		85.00	Additional mail services	01/17/2023	Internal Chargeback	N
11		01-062-000-0000-6801		324.00	Contracted mail services	02/03/2023	General Expense	N
12		01-062-000-0000-6802		160.00	Additional mail services	02/03/2023	Internal Chargeback	N
	16282	Crosstown Cartage Inc		893.00	4 Transactions			
	5655	High Point Networks						
18		01-062-000-0000-6480		45.00	Access point mounts for FS	219464	Non-Capitalized Inventory	N
17		01-062-000-0000-6480		68.20	Access point mounts for FS	220147	Non-Capitalized Inventory	N
	5655	High Point Networks		113.20	2 Transactions			
	9107	Vertiv Corporation						
66		01-062-000-0000-6301		2,188.00	Server room UPS ann maint.	13185730	Equip/Software Maint	N
	9107	Vertiv Corporation		2,188.00	1 Transactions			
62	DEPT Total:			7,741.20	Central Services	4 Vendors	8 Transactions	
91	DEPT				County Attorney			

SBENDORF

2/23/23 8:14AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
70550	Thomson Reuters - West						
61	01-091-000-0000-6410		1,446.98	Westlaw usage - January	847753043	Office Supplies	N
62	01-091-000-0000-6410		85.89	Library charge - January	847840564	Office Supplies	N
70550	Thomson Reuters - West		1,532.87	2 Transactions			
91	DEPT Total:		1,532.87	County Attorney	1 Vendors	2 Transactions	
101	DEPT			County Recorder			
69685	Fred Pryor Seminars						
14	01-101-000-9306-6480		2,985.00	Land records learning classes	#DCE4924	Non-Capitalized Inv - Compliance Fu Y	
69685	Fred Pryor Seminars		2,985.00	1 Transactions			
37025	Innovative Office Solutions LLC						
22	01-101-000-0000-6410		62.65	Battery, wrist rest, pens, etc	4094566	Office Supplies	N
37025	Innovative Office Solutions LLC		62.65	1 Transactions			
101	DEPT Total:		3,047.65	County Recorder	2 Vendors	2 Transactions	
102	DEPT			Surveyor			
39600	Jones Haugh & Smith Inc						
28	01-102-000-0000-6801	AP	3,360.00	Sec corner remonumentation	43853	General Expense	N
39600	Jones Haugh & Smith Inc		3,360.00	1 Transactions			
102	DEPT Total:		3,360.00	Surveyor	1 Vendors	1 Transactions	
103	DEPT			Assessor			
37025	Innovative Office Solutions LLC						
23	01-103-000-0000-6410		125.75	Copy paper, opener, etc	40902113	Office Supplies	N
37025	Innovative Office Solutions LLC		125.75	1 Transactions			
83500	Steele County Highway Dept						
50	01-103-000-0000-6540		65.49	Fuel	2093	Gas & Oil	N
83500	Steele County Highway Dept		65.49	1 Transactions			
103	DEPT Total:		191.24	Assessor	2 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
13000	City Of Blooming Prairie						

SBENDORF

2/23/23 8:14AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8	01-105-000-0000-6805		Building permit reimb - Jan		Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie		1 Transactions			
83500	Steele County Highway Dept					
97	01-105-000-0000-6540		Fuel	2088	Gas & Oil	N
83500	Steele County Highway Dept		1 Transactions			
105	DEPT Total:	157.20	Planning & Zoning	2 Vendors	2 Transactions	
111	DEPT		Buildings & Grounds			
9075	Access Tonna Lock Service					
104	01-111-040-0000-6300	63.00	Service call & key		Bldg Repairs & Maintenance	Y
1	01-111-044-0000-6300	67.89	Service call & key	2582	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service	130.89	2 Transactions			
6980	Block Plumbing & Heating Inc					
105	01-111-044-0000-6300	919.50	Repair leak - hot water line	64038	Bldg Repairs & Maintenance	N
6980	Block Plumbing & Heating Inc	919.50	1 Transactions			
604	General Parts LLC					
111	01-111-044-0000-6300	1,765.27	Repair kettle	6403108	Bldg Repairs & Maintenance	Y
604	General Parts LLC	1,765.27	1 Transactions			
52550	MEI Total Elevator Solutions					
117	01-111-040-0000-6300	195.60	Monthly service - February	1003809	Bldg Repairs & Maintenance	N
116	01-111-042-0000-6300	182.63	Monthly service - February	1003811	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions	378.23	2 Transactions			
62700	Owatonna Fire & Safety LLC					
124	01-111-040-0000-6300	104.00	Annual insp & maint - Admin	43435	Bldg Repairs & Maintenance	Y
125	01-111-041-0000-6300	67.50	Annual insp & maint - Annex	43436	Bldg Repairs & Maintenance	Y
126	01-111-042-0000-6300	135.50	Annual insp & maint - CH	43437	Bldg Repairs & Maintenance	Y
127	01-111-043-0000-6300	121.50	Annual insp & maint - COB	43438	Bldg Repairs & Maintenance	Y
128	01-111-043-0000-6300	45.00	Annual insp & maint - garage	43440	Bldg Repairs & Maintenance	Y
131	01-111-049-0000-6300	112.50	Annual insp & maint - Maint	43442	Bldg Repairs & Maintenance	Y
130	01-111-044-0000-6300	257.00	Annual insp & maint - DC	43444	Bldg Repairs & Maintenance	Y
62700	Owatonna Fire & Safety LLC	843.00	7 Transactions			
9593	P&R Construction LLC					

SBENDORF

2/23/23 8:14AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
41	01-111-049-0000-6380		Snow removal - Alexander St	1834	Grounds Maintenance	N
9593	P&R Construction LLC		1 Transactions			
83500	Steele County Highway Dept					
133	01-111-000-0000-6562	AP	Fuel - November	2065	Fuel And Gas	N
134	01-111-000-0000-6562	AP	Fuel - December	2080	Fuel And Gas	N
135	01-111-000-0000-6562		Fuel	2090	Fuel And Gas	N
83500	Steele County Highway Dept		3 Transactions			
4035	Uline Inc					
140	01-111-044-0000-6560		Mop heads, bag rolls, cups	159599291	Janitorial Supplies	N
139	01-111-044-0000-6560		Rubbermaid totes	82330268	Janitorial Supplies	N
4035	Uline Inc		2 Transactions			
111	DEPT Total:		Buildings & Grounds	8 Vendors	19 Transactions	
121	DEPT		Veteran Service			
3304	Cen Tec Cast Metal Products					
7	01-121-751-0000-6820		No 18 US flags - 12" x 18"	55252	Grant Expense	N
3304	Cen Tec Cast Metal Products		1 Transactions			
9605	Panoramic Software Inc					
93	01-121-000-0000-6301		Vetpro annual fee-July-Jan	13029	Repairs/Maintenance	N
92	01-121-751-0000-6820		Vetpro annual fee-Feb-June	13029	Grant Expense	N
9605	Panoramic Software Inc		2 Transactions			
83500	Steele County Highway Dept					
51	01-121-000-0000-6540		Fuel	2089	Gas & Oil	N
83500	Steele County Highway Dept		1 Transactions			
121	DEPT Total:		Veteran Service	3 Vendors	4 Transactions	
201	DEPT		Sheriff			
69685	Fred Pryor Seminars					
15	01-201-000-0000-6261		Sheriff's ofc learning classes	#DCE4924	Conference & Training	Y
69685	Fred Pryor Seminars		1 Transactions			
4877	L & L Street Rods & Sport Trucks					

SBENDORF

2/23/23

8:14AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
30	01-201-000-0103-6320		Replaced spot light	3671	Squad 7410 Maintenance	N
4877	L & L Street Rods & Sport Trucks		1 Transactions			
18450	Office of MN IT Services					
35	01-201-000-0000-6210	114.11	Sheriff telecom - January 2023	W23010509	Telephone	N
18450	Office of MN IT Services	114.11	1 Transactions			
62700	Owatonna Fire & Safety LLC					
40	01-201-296-0000-6421	32.50	Annual fire extinguisher insp	43441	T#9 Maintenance Operating Exp-Fuel	Y
62700	Owatonna Fire & Safety LLC	32.50	1 Transactions			
3162	Safelite Fulfillment Inc					
43	01-201-000-0103-6320	879.09	Replace window, clips/sides	05157-159698	Squad 7410 Maintenance	N
3162	Safelite Fulfillment Inc	879.09	1 Transactions			
83500	Steele County Highway Dept					
52	01-201-000-0000-6562	5,281.39	Squad fuel	2092	Gas & Oil Squads	N
83500	Steele County Highway Dept	5,281.39	1 Transactions			
8967	Steele Waseca Cooperative Electric					
54	01-201-000-0000-6345	128.34	Somerset utilities 1/1 - 2/1	76720	Somerset Tower	N
8967	Steele Waseca Cooperative Electric	128.34	1 Transactions			
21215	Strohschein Properties LLC					
56	01-201-000-0000-6346	825.00	Rent - February	02072023	Eds Rent Account	Y
57	01-201-000-0000-6346	42.25	Utilities - January	732571	Eds Rent Account	Y
21215	Strohschein Properties LLC	867.25	2 Transactions			
201	DEPT Total:	7,661.68	Sheriff	8 Vendors	9 Transactions	
207	DEPT		Sheriff Special Deputies			
15550	Court Sports And More Inc					
9	01-207-000-0000-6408	10.00	Sew patches on jacket - Urch	99944	Uniforms/Uniform Reimbursement	N
15550	Court Sports And More Inc	10.00	1 Transactions			
207	DEPT Total:	10.00	Sheriff Special Deputies	1 Vendors	1 Transactions	
208	DEPT		Coroner			

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	
5357	Bluhm/Christine					
107	01-208-000-0000-6801		Death investigations - 5	1/6-1/29/23	General Expense	Y
106	01-208-000-0000-6801	AP	Death investigations - 2 - Dec	12/25-12/31	General Expense	Y
5357	Bluhm/Christine		2 Transactions			
8048	Edwardsen/Danette Marie					
110	01-208-000-0000-6801	AP	Death investigation - 1 - Dec	12/27/22	General Expense	Y
8048	Edwardsen/Danette Marie		1 Transactions			
9158	Harren/Amanda Danielle					
113	01-208-000-0000-6801		Death investigations - 2	1/11-1/15/23	General Expense	Y
112	01-208-000-0000-6801	AP	Death investigations - 3 - Dec	12/6-12/15/22	General Expense	Y
9158	Harren/Amanda Danielle		2 Transactions			
49916	Mayo Clinic					
114	01-208-000-0000-6801		Autopsy - January - ADennis	253559	General Expense	6
115	01-208-000-0000-6801		Autopsy - January - BGallagher	253559	General Expense	6
49916	Mayo Clinic		2 Transactions			
4229	Moore Md/Kellyanna J					
32	01-208-000-0000-6801		Coroner service - February	February 2023	General Expense	Y
4229	Moore Md/Kellyanna J		1 Transactions			
208	DEPT Total:		9,032.94	Coroner	5 Vendors	8 Transactions
251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
4	01-251-000-0000-6269		Onsite mental health service	125539	Site Mental Health Services	Y
3	01-251-000-0000-6270		Onsite medical services	125539	Medical Services	Y
4346	Advanced Correctional Healthcare Inc		2 Transactions			
5750	Bob Barker Company Inc					
5	01-251-000-0000-6418		Sporks	1871054	Lock-Up Supplies	N
6	01-251-000-0000-6418		Inmate cups	1871668	Lock-Up Supplies	N
5750	Bob Barker Company Inc		2 Transactions			
3134	Dash Medical Gloves					
13	01-251-000-0000-6451		Latex gloves	1281000	Operating Supplies	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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3134	Dash Medical Gloves		458.64	1 Transactions		
3629	Kent/Leah					
29	01-251-000-0000-6241		85.00	Nursing license renewal	2023	Membership Dues N
3629	Kent/Leah		85.00	1 Transactions		
18450	Office of MN IT Services					
34	01-251-000-0000-6211		42.50	Fiber management fee	DV23010392	Radio - Computers - Cameras N
37	01-251-000-0000-6410		91.01	Jail telecom - January 2023	W23010509	Office Supplies N
18450	Office of MN IT Services		133.51	2 Transactions		
3248	Personnel Evaluation, Inc					
42	01-251-000-0000-6196		75.00	Personnel eval profile x 3	46847	Employee Phys And Exams N
94	01-251-000-0000-6196		25.00	Personnel eval profile - JJ	46848	Employee Phys And Exams N
3248	Personnel Evaluation, Inc		100.00	2 Transactions		
79850	Sheriff Of Waseca County					
44	01-251-000-0000-6439		1,610.00	Inmate housing 1/9 - 1/31	1/2023	Prisoner Board N
79850	Sheriff Of Waseca County		1,610.00	1 Transactions		
4879	Shred Right					
47	01-251-000-0000-6304		40.00	Document shredding	593388	Contract Serv./Bldg Maint Y
4879	Shred Right		40.00	1 Transactions		
74145	South Central Human Relations					
95	01-251-000-0000-6196		320.00	Pre-employment eval - GB	1/2023	Employee Phys And Exams Y
96	01-251-000-0000-6196		320.00	Pre-employment eval - JG	1/2023	Employee Phys And Exams Y
74145	South Central Human Relations		640.00	2 Transactions		
83500	Steele County Highway Dept					
98	01-251-000-0000-6562		415.79	Fuel	2096	Gas & Oil N
83500	Steele County Highway Dept		415.79	1 Transactions		
85300	Streichers Inc					
55	01-251-000-0000-6192		99.99	Employee uniforms - Carlson	I1610533	Uniform Allowance N
101	01-251-000-0000-6192		47.98	Employee uniform - Guggisberg	L1617943	Uniform Allowance N
99	01-251-000-0000-6192		39.96	Employee uniform - Kuriger	L1617944	Uniform Allowance N
100	01-251-000-0000-6192		151.96	Employee uniform - Kuriger	L1617947	Uniform Allowance N

SBENDORF

2/23/23 8:14AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
85300	Streichers Inc		339.89	4 Transactions		
8247	Summit Food Services LLC					
58	01-251-000-0000-6441		2,975.58	Inmate meals 1/28 - 2/3	INV2000165355	Prisoner Meals N
59	01-251-000-0000-6451		78.46	Paper products	INV2000165355	Operating Supplies N
60	01-251-000-0000-6441		3,176.12	Inmate meals 2/4 - 2/10	INV2000166044	Prisoner Meals N
102	01-251-000-0000-6441		2,921.38	Inmate meals 2/4 - 2/10	INV2000166585	Prisoner Meals N
8247	Summit Food Services LLC		9,151.54	4 Transactions		
1445	Swank Motion Pictures Inc					
103	01-251-000-0000-6406		530.00	Movie licensing agreement	371180	Program Supplies N
1445	Swank Motion Pictures Inc		530.00	1 Transactions		
4035	Uline Inc					
63	01-251-000-0000-6451		531.39	Mop heads, cups, bags	159599291	Operating Supplies N
64	01-251-000-0000-6451		74.63	Totes	159646082	Operating Supplies N
4035	Uline Inc		606.02	2 Transactions		
251	DEPT Total:		24,326.58	Jail	14 Vendors	26 Transactions
252	DEPT			Community Corrections		
37025	Innovative Office Solutions LLC					
25	01-252-000-0000-6410		25.12	Portfolio	4089852	Office Supplies N
24	01-252-000-0000-6410		46.16	Envelopes, pens, tissues	4099076	Office Supplies N
37025	Innovative Office Solutions LLC		71.28	2 Transactions		
4879	Shred Right					
48	01-252-000-0000-6410		40.00	Shredding	593801	Office Supplies Y
4879	Shred Right		40.00	1 Transactions		
83500	Steele County Highway Dept					
53	01-252-000-0000-6540		119.36	Fuel	2095	Gas & Oil N
83500	Steele County Highway Dept		119.36	1 Transactions		
9604	Underdahl/Megan					
65	01-252-775-0000-6331		160.48	Mileage - Agent academy		Mileage Reimbursement - CCA Subsi N
9604	Underdahl/Megan		160.48	1 Transactions		

SBENDORF

2/23/23

8:14AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

	<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>	
252	DEPT Total:		391.12	Community Corrections	4 Vendors	5 Transactions	
253	DEPT			Law Enforcement Center			
	9075 Access Tonna Lock Service						
2	01-253-000-0000-6300		147.30	Re-key 911 Dispatch	2593	Bldg Repairs & Maintenance	Y
	9075 Access Tonna Lock Service		147.30	1 Transactions			
	4753 Godfather's Exterminating Inc						
16	01-253-000-0000-6304		40.00	General pest control	209744	Contract Services/Bldg Mtce	N
	4753 Godfather's Exterminating Inc		40.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
26	01-253-000-0000-6410		420.49	Paper,markers,glue,tape,etc	4091517	Office Supplies	N
	37025 Innovative Office Solutions LLC		420.49	1 Transactions			
	18450 Office of MN IT Services						
36	01-253-000-0000-6211		77.46	LEC telecom - January 2023	W23010509	Radio And Telephone	N
	18450 Office of MN IT Services		77.46	1 Transactions			
	62700 Owatonna Fire & Safety LLC						
39	01-253-000-0000-6304		149.00	Annual fire extinguisher insp	43445	Contract Services/Bldg Mtce	Y
	62700 Owatonna Fire & Safety LLC		149.00	1 Transactions			
	4879 Shred Right						
49	01-253-000-0000-6254		49.08	Paper shredding	593803	Garbage Disposal	Y
	4879 Shred Right		49.08	1 Transactions			
253	DEPT Total:		883.33	Law Enforcement Center	6 Vendors	6 Transactions	
391	DEPT			Environmental Services			
	435 OSI Environmental Inc						
91	01-391-000-0000-6550		100.00	Used filters	20102564	Household Hazardous Waste	N
	435 OSI Environmental Inc		100.00	1 Transactions			
391	DEPT Total:		100.00	Environmental Services	1 Vendors	1 Transactions	
481	DEPT			Public Health Nursing			
	9391 Garza/Ruby						

SBENDORF

2/23/23 8:14AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
67	01-481-461-6066-6464	40.00	Tobacco grant student payment	January 2023	General Supplies & Outreach	N
9391	Garza/Ruby	40.00	1 Transactions			
9539	Hanson/Carter					
68	01-481-461-6066-6464	40.00	Tobacco grant student payment	January 2023	General Supplies & Outreach	N
9539	Hanson/Carter	40.00	1 Transactions			
9393	Kjersten/Hailey					
69	01-481-461-6066-6464	100.00	Tobacco grant student payment	January 2023	General Supplies & Outreach	N
9393	Kjersten/Hailey	100.00	1 Transactions			
9396	List/Adalia					
70	01-481-461-6066-6464	140.00	Tobacco grant student payment	January 2023	General Supplies & Outreach	N
9396	List/Adalia	140.00	1 Transactions			
52975	Minnesota Valley Testing Labs					
121	01-481-463-6049-6322	31.50	Lab water testing charges	1185492	Well Water Service Agreements	N
120	01-481-463-6049-6322	31.50	Lab water testing charges	1185494	Well Water Service Agreements	N
122	01-481-463-6049-6322	31.50	Lab water testing charges	1185495	Well Water Service Agreements	N
123	01-481-463-6049-6322	31.50	Lab water testing charges	1186099	Well Water Service Agreements	N
118	01-481-463-6049-6322	47.50	Lab water testing charges	1186588	Well Water Service Agreements	N
119	01-481-463-6049-6322	31.50	Lab water testing charges	1186594	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	205.00	6 Transactions			
9404	RICHARDSON/CODA					
71	01-481-461-6066-6464	20.00	Tobacco grant student payment	January 2023	General Supplies & Outreach	N
9404	RICHARDSON/CODA	20.00	1 Transactions			
9540	Ristau/Payton					
72	01-481-461-6066-6464	100.00	Tobacco grant student payment	January 2023	General Supplies & Outreach	N
9540	Ristau/Payton	100.00	1 Transactions			
77316	Schroeder/Greg					
132	01-481-460-6009-6383	821.01	Physical therapist - January	013123	Contract Services	Y
77316	Schroeder/Greg	821.01	1 Transactions			
85147	Stericycle Inc					
137	01-481-460-6009-6322	88.99	Hazardous waste	4011573522	Service Agreements	N
136	01-481-462-6047-6322	4.13	Hazardous waste	4011573522	Service Agreements	N

SBENDORF

2/23/23

8:14AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 13

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
138	01-481-464-6061-6322	11.88	Hazardous waste	4011573522	Service Agreements	N
85147	Stericycle Inc	105.00	3 Transactions			
9408	Sutherland/Libby					
73	01-481-461-6066-6464	30.00	Tobacco grant student payment	January 2023	General Supplies & Outreach	N
9408	Sutherland/Libby	30.00	1 Transactions			
9409	Sutherland/Reagan					
74	01-481-461-6066-6464	30.00	Tobacco grant student payment	January 2023	General Supplies & Outreach	N
9409	Sutherland/Reagan	30.00	1 Transactions			
481	DEPT Total:	1,631.01	Public Health Nursing	11 Vendors	18 Transactions	
502	DEPT		Steele Co Community Ctr			
62700	Owatonna Fire & Safety LLC					
129	01-502-000-0000-6300	22.50	Annual insp & maint - CC	43439	Bldg Repairs & Maintenance	Y
62700	Owatonna Fire & Safety LLC	22.50	1 Transactions			
502	DEPT Total:	22.50	Steele Co Community Ctr	1 Vendors	1 Transactions	
1	Fund Total:	71,418.98	General Revenue Fund		124 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT		Judicial Ditch 1			
75	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	352961	Attorney Fees	Y
	21-631-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
631	DEPT Total:	6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT		Judicial Ditch 10			
75	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	352961	Attorney Fees	Y
	21-633-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
633	DEPT Total:	6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT		Judicial Ditch 5			
75	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	352961	Attorney Fees	Y
	21-634-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
634	DEPT Total:	6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT		Judicial Ditch 6 & Imp			
75	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	352961	Attorney Fees	Y
	21-635-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
635	DEPT Total:	6.68	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT		Judicial Ditch 7			
75	73300 Rinke-Noonan Attorney at Law		Ditch atty monthly retainer	352961	Attorney Fees	Y
	21-636-000-0000-6273	6.68				
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
636	DEPT Total:	6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			
	73300 Rinke-Noonan Attorney at Law					

SBENDORF
2/23/23 8:14AM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
75	21-637-000-0000-6273		6.68	Ditch atty monthly retainer	352961	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			
73300	Rinke-Noonan Attorney at Law						
75	21-638-000-0000-6273		6.68	Ditch atty monthly retainer	352961	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
638	DEPT Total:		6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
75	21-639-000-0000-6273		6.68	Ditch atty monthly retainer	352961	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
639	DEPT Total:		6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law						
75	21-640-000-0000-6273		6.68	Ditch atty monthly retainer	352961	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
640	DEPT Total:		6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
75	21-641-000-0000-6273		6.68	Ditch atty monthly retainer	352961	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						
75	21-642-000-0000-6273		6.66	Ditch atty monthly retainer	352961	Attorney Fees	Y

SBENDORF

2/23/23

8:14AM

21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 16

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			
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						
75	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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						
75	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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						
75	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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						
75	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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						
75	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	352961	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

SBENDORF
2/23/23 8:14AM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

	<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>	
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	73300 Rinke-Noonan Attorney at Law						
75	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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						
75	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	352961	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
	73300 Rinke-Noonan Attorney at Law						
75	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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						
75	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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						
75	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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	

SBENDORF
2/23/23 8:14AM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 18

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
653	DEPT		County Ditch 27			
75	73300 Rinke-Noonan Attorney at Law					
	21-653-000-0000-6273	6.66	Ditch atty monthly retainer	352961	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			
75	73300 Rinke-Noonan Attorney at Law					
	21-654-000-0000-6273	6.66	Ditch atty monthly retainer	352961	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
654	DEPT Total:	6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT		Public Tile Ditch 8			
75	73300 Rinke-Noonan Attorney at Law					
	21-655-000-0000-6273	6.66	Ditch atty monthly retainer	352961	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			
75	73300 Rinke-Noonan Attorney at Law					
	21-656-000-0000-6273	6.66	Ditch atty monthly retainer	352961	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			
75	73300 Rinke-Noonan Attorney at Law					
	21-657-000-0000-6273	6.66	Ditch atty monthly retainer	352961	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					

SBENDORF
2/23/23 8:14AM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
75	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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						
75	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	352961	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law						
75	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	352961	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			
73300	Rinke-Noonan Attorney at Law						
75	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	352961	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		200.00	County Ditch Fund		30 Transactions	

SBENDORF
2/23/23 8:14AM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 20

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
11	DEPT			District Court Admin.			
	3832 I & S Group Inc						
141	38-011-000-0000-6600		1,155.00	Bidding & construction admin	89351	Capital Outlay - District Court	Y
	3832 I & S Group Inc		1,155.00	1 Transactions			
	9606 New Line Mechanical						
142	38-011-000-0000-6600		2,164.70	New duct work	21187-EX1	Capital Outlay - District Court	N
143	38-011-000-0000-6600		1,984.84	New pressure gauges	21187-EX2	Capital Outlay - District Court	N
	9606 New Line Mechanical		4,149.54	2 Transactions			
11	DEPT Total:		5,304.54	District Court Admin.	2 Vendors	3 Transactions	
251	DEPT			Jail			
	5655 High Point Networks						
76	38-251-000-0000-6600		157.00	Access point mounts - SCDC	219464	Capital Outlay - Detention Center	N
77	38-251-000-0000-6600		170.50	Access point mounts - SCDC	220147	Capital Outlay - Detention Center	N
	5655 High Point Networks		327.50	2 Transactions			
	8881 Rice Lake Fabricating Inc						
78	38-251-000-0000-6600		2,679.60	Filled bunk holes - DC	5927	Capital Outlay - Detention Center	N
	8881 Rice Lake Fabricating Inc		2,679.60	1 Transactions			
251	DEPT Total:		3,007.10	Jail	2 Vendors	3 Transactions	
38	Fund Total:		8,311.64	Capital Outlay Fund		6 Transactions	

SBENDORF
2/23/23 8:14AM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT			Landfill			
	25565 First Supply LLC-Owatonna						
79	53-398-000-0000-6380		207.21	Ridgelock gasket	13574212-00	Grounds Maintenance	N
	25565 First Supply LLC-Owatonna		207.21				
				1 Transactions			
	5365 Fleet Pride						
80	53-398-000-0000-6301		754.99	Module axel	105586685	Equip Repairs	N
	5365 Fleet Pride		754.99				
				1 Transactions			
	36550 IFACS						
81	53-398-000-0000-6301		525.77	Screws, bolts & clamps	5308502	Equip Repairs	N
82	53-398-000-0000-6301		257.36	Fasteners, zerks	5308513	Equip Repairs	N
	36550 IFACS		783.13				
				2 Transactions			
	38160 J R's Advanced Recyclers Inc						
83	53-398-000-0000-6304 AP		5,370.40	12940 lbs electronics	109395	Contract Services	N
	38160 J R's Advanced Recyclers Inc		5,370.40				
				1 Transactions			
	52975 Minnesota Valley Testing Labs						
84	53-398-000-0000-6545		5,461.60	Well testing	1185819	Water Testing	N
	52975 Minnesota Valley Testing Labs		5,461.60				
				1 Transactions			
	62700 Owatonna Fire & Safety LLC						
85	53-398-000-0000-6304		172.00	Annual inspection & 6 yr maint	43443	Contract Services	Y
	62700 Owatonna Fire & Safety LLC		172.00				
				1 Transactions			
	77570 Short Elliott Hendrickson Inc						
86	53-398-000-0000-6542 AP		4,549.56	Landfill services	441636	Testing & Monitoring	N
87	53-398-000-0000-6542		23,399.73	Permitting & expansion	441695	Testing & Monitoring	N
	77570 Short Elliott Hendrickson Inc		27,949.29				
				2 Transactions			
	83500 Steele County Highway Dept						
88	53-398-000-0000-6301		401.67	Repairs on hood	2091	Equip Repairs	N
89	53-398-000-0000-6388		260.69	Labor reimbursement	2091	Labor costs-Highway	N
90	53-398-000-0000-6410		497.00	Inspection books	2091	Office Supplies	N
	83500 Steele County Highway Dept		1,159.36				
				3 Transactions			
398	DEPT Total:		41,857.98	Landfill	8 Vendors	12 Transactions	

SBENDORF
2/23/23 8:14AM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 22

Vendor		Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.		Account/Formula		Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name
53	Fund Total:				41,857.98		Landfill Fund		12 Transactions
	Final Total:				121,788.60		124 Vendors	172 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	71,418.98	General Revenue Fund	
	21	200.00	County Ditch Fund	
	38	8,311.64	Capital Outlay Fund	
	53	41,857.98	Landfill Fund	
	All Funds	121,788.60	Total	Approved by, ...
				
				

Steele County
JOURNAL ENTRIES



Description MM - 2022 NOV - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/22	907	70-000-000-0000-2163 Unapportioned Other State Revenue	99,634.37	D	2nd Settle - Prop Tax State MN				1
2	11/30/22	907	70-000-000-0000-1001 Cash	99,634.37	C	2nd Settle - Prop Tax State MN				1
Debit Total				99,634.37		Credit Total	99,634.37	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C4 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/23	904	01-031-000-0000-6215 Postage	68.34	D	Postage - Admin				1
2	1/31/23	904	01-103-000-0000-6215 Postage	44.40	D	Postage - Assessor				1
3	1/31/23	904	01-041-000-0000-6215 Postage	249.84	D	Postage - Auditor				1
4	1/31/23	904	01-251-000-0000-6215 Postage	31.28	D	Postage - Detention Center				1
5	1/31/23	904	01-602-000-0000-6215 Postage	168.30	D	Postage - Extension				1
6	1/31/23	904	01-111-000-0000-6215 Postage	0.60	D	Postage - Fleet Management				1
7	1/31/23	904	01-550-000-0000-6215 Postage	9.99	D	Postage - Four Seasons				1
8	1/31/23	904	01-032-000-0000-6215 Postage	1.74	D	Postage - Human Resources				1
9	1/31/23	904	01-062-000-0000-6802 Internal Chargeback	32.46	D	Postage - Court Admin				1
10	1/31/23	904	01-062-000-0000-6802 Internal Chargeback	45.66	D	Postage - MRCI				1
11	1/31/23	904	01-105-000-0000-6215 Postage	70.59	D	Postage - Planning and Zoning				1
12	1/31/23	904	01-252-000-0000-6215 Postage	158.27	D	Postage - CCA				1
13	1/31/23	904	01-101-000-0000-6215 Postage	488.33	D	Postage - Recorder				1
14	1/31/23	904	01-042-000-0000-6215 Postage	175.83	D	Postage - Treasurer				1
15	1/31/23	904	01-121-000-0000-6215 Postage	12.18	D	Postage - Veterans				1
16	1/31/23	904	01-481-460-6009-6215 Postage	56.70	D	Postage - QA				1
17	1/31/23	904	01-481-460-6011-6215 Postage	193.94	D	Postage - CTC				1
18	1/31/23	904	01-481-461-6030-6215 Postage	33.93	D	Postage - MCH				1
19	1/31/23	904	01-481-461-6025-6215 Postage	23.70	D	Postage - FAP/HCB/FC				1
20	1/31/23	904	01-481-462-6047-6215 Postage	2.37	D	Postage - CID				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C4 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/23	904	01-481-461-6059-6215 Postage	1.98	D	Postage - SEMN				1
22	1/31/23	904	01-481-464-6061-6215 Postage	7.59	D	Postage - COVID				1
23	1/31/23	904	01-481-461-6040-6215 Postage	14.46	D	Postage - WIC				1
24	1/31/23	904	01-481-460-6012-6215 Postage	34.44	D	Postage - LTC				1
25	1/31/23	904	01-062-000-0000-6215 Postage	1,926.92	C	GF Postage Allocation				1
26	1/31/23	904	10-301-000-0000-6215 Postage	2.88	D	Highway Postage				1
27	1/31/23	904	10-000-000-0000-1001 Cash	2.88	C	Highway Postage				1
28	1/31/23	904	01-000-000-0000-1001 Cash	2.88	D	Highway Postage				1
29	1/31/23	904	01-062-000-0000-5831 Miscellaneous	2.88	C	Highway Postage				1
30	1/31/23	904	53-398-000-0000-6215 Postage	14.91	D	Landfill Postage				1
31	1/31/23	904	53-000-000-0000-1001 Cash	14.91	C	Landfill Postage				1
32	1/31/23	904	01-000-000-0000-1001 Cash	14.91	D	Landfill Postage				1
33	1/31/23	904	01-062-000-0000-5831 Miscellaneous	14.91	C	Landfill Postage				1
Debit Total				1,962.50		Credit Total	1,962.50	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C3 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/23	903	01-111-050-0000-6320 Vehicle Repairs & Maintenance	465.34	D	Enterprise Full Maint Fee Admn				1
2	1/31/23	903	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee DC				1
3	1/31/23	903	01-111-050-0000-6320 Vehicle Repairs & Maintenance	291.35	D	Enterprise Over Milage				1
4	1/31/23	903	01-000-000-0000-1001 Cash	1,184.18	C	Admin-DC Enterprise Jan 2023				1
5	1/31/23	903	01-111-050-0000-6347 Enterprise Fleet Leasing	7,255.56	D	County Fleet Lease - Jan 23				1
6	1/31/23	903	01-201-000-0000-6347 Enterprise Fleet Leasing	15,031.34	D	Sheriff Fleet Lease - Jan 23				1
7	1/31/23	903	01-000-000-0000-1001 Cash	22,286.90	C	Fleet Lease Payments - Jan 23				1
8	1/31/23	903	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	1/31/23	903	01-201-000-0102-6320 Squad 7414 Maintenance	45.78	D	Oil Change				1
10	1/31/23	903	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	1/31/23	903	01-201-000-0103-6320 Squad 7410 Maintenance	88.57	D	Wipers,Filter, Coolant, Washer				1
12	1/31/23	903	01-201-000-0103-6320 Squad 7410 Maintenance	59.45	D	Oil Change				1
13	1/31/23	903	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	1/31/23	903	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
15	1/31/23	903	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	1/31/23	903	01-201-000-0106-6320 Squad 7424 Maintenance	351.00	D	Wiring, Diagnostic, FlatRepair				1
17	1/31/23	903	01-201-000-0106-6320 Squad 7424 Maintenance	85.00	D	Light duty tow service				1
18	1/31/23	903	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	1/31/23	903	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	1/31/23	903	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C3 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	1/31/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	44.43	D	Oil Change				1
23	1/31/23	903	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
24	1/31/23	903	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
25	1/31/23	903	01-201-000-0112-6320 Squad 7406 Maintenance	45.78	D	Oil Change				1
26	1/31/23	903	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	1/31/23	903	01-201-000-0113-6320 Squad 7411 Maintenance	44.43	D	Oil Change				1
28	1/31/23	903	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	1/31/23	903	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM - 22VH55 - Retired Squad				1
30	1/31/23	903	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
31	1/31/23	903	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	1/31/23	903	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	1/31/23	903	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	1/31/23	903	01-201-000-0119-6320 Squad 7401 Maintenance	89.89	D	Oil Change				1
35	1/31/23	903	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
36	1/31/23	903	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
37	1/31/23	903	01-201-000-0121-6320 Squad 121 Maintenance	44.43	D	Oil change				1
38	1/31/23	903	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
39	1/31/23	903	01-201-000-0122-6320 Squad 7409 Maintenance	69.20	D	Oil Change, Coolant, Washer				1
40	1/31/23	903	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1

Steele County
JOURNAL ENTRIES



Description MM - 2023 JAN - C3 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	1/31/23	903	01-000-000-0000-1001 Cash	1,208.16	C	Sheriff Enterprise - Jan 2023				1
Debit Total				24,679.24		Credit Total	24,679.24	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/23	902	01-031-000-0000-6210 Telephone	48.41	D	Phone Charges - Verizon				1
2	1/31/23	902	01-103-000-0000-6210 Telephone	227.05	D	Phone Charges - Verizon				1
3	1/31/23	902	01-091-000-0000-6210 Telephone	121.83	D	Phone Charges - Verizon				1
4	1/31/23	902	01-111-000-0000-6210 Telephone	501.57	D	Phone Charges - Verizon				1
5	1/31/23	902	01-252-000-0000-6210 Telephone	667.74	D	Phone Charges - Verizon				1
6	1/31/23	902	01-251-000-0000-6210 Telephone	178.64	D	Phone Charges - Verizon				1
7	1/31/23	902	01-281-000-0000-6210 Telephone	185.24	D	Phone Charges - Verizon				1
8	1/31/23	902	01-602-000-0000-6210 Telephone	35.01	D	Phone Charges - Verizon				1
9	1/31/23	902	01-032-000-0000-6210 Telephone	91.82	D	Phone Charges - Verizon				1
10	1/31/23	902	01-061-000-0000-6210 Telephone	83.42	D	Phone Charges - Verizon				1
11	1/31/23	902	01-105-000-0000-6210 Telephone	173.64	D	Phone Charges - Verizon				1
12	1/31/23	902	01-042-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
13	1/31/23	902	01-121-000-0000-6210 Telephone	75.02	D	Phone Charges - Verizon				1
14	1/31/23	902	01-253-000-0000-6210 Telephone	43.41	D	Phone Charges - Verizon				1
15	1/31/23	902	01-481-460-6009-6210 Telephone	43.41	D	Phone Charges - QA				1
16	1/31/23	902	01-481-460-6009-6210 Telephone	43.41	D	Phone Charges - QA				1
17	1/31/23	902	01-481-460-6009-6210 Telephone	43.41	D	Phone Charges - QA				1
18	1/31/23	902	01-481-461-6040-6210 Telephone	43.41	D	Phone Charges - WIC				1
19	1/31/23	902	01-481-460-6011-6210 Telephone	21.70	D	Phone Charges - CTC				1
20	1/31/23	902	01-481-462-6047-6210 Telephone	21.71	D	Phone Charges - CID				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/23	902	01-481-461-6040-6210 Telephone	43.41	D	Phone Charges - WIC				1
22	1/31/23	902	01-481-460-6009-6210 Telephone	43.41	D	Phone Charges - QA				1
23	1/31/23	902	01-481-461-6059-6210 Telephone	21.70	D	Phone Charges - SEMN				1
24	1/31/23	902	01-481-461-6034-6210 Telephone	21.71	D	Phone Charges - TANF				1
25	1/31/23	902	01-481-461-6059-6210 Telephone	43.41	D	Phone Charges - SEMN				1
26	1/31/23	902	01-481-460-6009-6210 Telephone	43.41	D	Phone Charges - QA				1
27	1/31/23	902	01-481-460-6009-6210 Telephone	43.41	D	Phone Charges - QA				1
28	1/31/23	902	01-481-460-6009-6210 Telephone	43.41	D	Phone Charges - QA				1
29	1/31/23	902	01-481-461-6059-6210 Telephone	21.71	D	Phone Charges - SEMN				1
30	1/31/23	902	01-481-461-6040-6210 Telephone	10.85	D	Phone Charges - WIC				1
31	1/31/23	902	01-481-465-6057-6210 Telephone	0.87	D	Phone Charges - LPHG				1
32	1/31/23	902	01-481-461-6030-6210 Telephone	2.17	D	Phone Charges - MCH				1
33	1/31/23	902	01-481-462-6047-6210 Telephone	7.81	D	Phone Charges - CID				1
34	1/31/23	902	01-481-460-6009-6210 Telephone	43.41	D	Phone Charges - QA				1
35	1/31/23	902	01-481-461-6040-6210 Telephone	43.41	D	Phone Charges - WIC				1
36	1/31/23	902	01-481-460-6009-6210 Telephone	48.41	D	Phone Charges - QA				1
37	1/31/23	902	01-481-465-6057-6210 Telephone	43.41	D	Phone Charges - LPHG				1
38	1/31/23	902	01-481-465-6057-6210 Telephone	35.01	D	Phone Charges - MIFI				1
39	1/31/23	902	01-481-460-6009-6210 Telephone	48.41	D	Phone Charges - QA				1
40	1/31/23	902	01-201-000-0000-6211 Radio-Computers-Cameras	840.27	D	Squad Connections - Verizon				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	1/31/23	902	01-201-000-0000-6210 Telephone	964.37	D	Phone Charges - Verizon				1
42	1/31/23	902	01-000-000-0000-1001 Cash	5,103.84	C	Verizon Charges January				1
43	1/31/23	902	10-301-000-0000-6210 Telephone	579.14	D	Phone Charges - Verizon				1
44	1/31/23	902	10-000-000-0000-1001 Cash	579.14	C	Phone Charges - Verizon				1
45	1/31/23	902	53-398-000-0000-6210 Telephone	79.33	D	Phone Charges - Verizon				1
46	1/31/23	902	53-000-000-0000-1001 Cash	79.33	C	Phone Charges - Verizon				1
Debit Total				5,762.31		Credit Total	5,762.31	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/23	901	01-000-000-0000-1001 Cash	2,559.60	D	BMO One Card Allocation Jan				1
2	1/31/23	901	01-003-000-0000-6961 Visa One Card Program	31,541.68	C	BMO Charges Jan				1
3	1/31/23	901	01-003-000-0000-6194 Personnel Policy	59.86	D	Board meeting expenses				1
4	1/31/23	901	01-003-000-0000-6194 Personnel Policy	237.85	D	Programs for Recognition Party				1
5	1/31/23	901	01-003-000-0000-6194 Personnel Policy	2,138.13	D	Holiday Recog Meals				1
6	1/31/23	901	01-003-000-0000-6194 Personnel Policy	135.84	D	Desserts for Recognition Party				1
7	1/31/23	901	01-003-000-0000-6194 Personnel Policy	15.60	D	Supplies for Recogn Party Game				1
8	1/31/23	901	01-003-000-0000-6194 Personnel Policy	49.85	D	Recognition Party Supplies				1
9	1/31/23	901	01-005-000-0000-6261 Conference & Training	439.77	D	AMC Conference Hotel Rm-Brady				1
10	1/31/23	901	01-005-000-0000-6261 Conference & Training	439.77	D	AMC Conference Hotel Rm-Gnemi				1
11	1/31/23	901	01-005-000-0000-6261 Conference & Training	439.77	D	AMC Conference Hotel Rm-Krueg				1
12	1/31/23	901	01-031-000-0000-6261 Conference & Training	439.77	D	AMC Conference Hotel Rm-Golber				1
13	1/31/23	901	01-032-000-0000-6241 Membership Dues	137.08	D	Gina PELRA Membership Dues				1
14	1/31/23	901	01-032-000-0000-6261 Conference & Training	169.00	D	Gina Supervisor Coaching Labs				1
15	1/31/23	901	01-032-000-0000-6261 Conference & Training	100.00	D	Gina PELRA Winter Conf				1
16	1/31/23	901	01-032-000-0000-6261 Conference & Training	439.77	D	AMC Conference Hotel Rm-Julie				1
17	1/31/23	901	01-032-000-0000-6330 Travel Expenses	18.59	D	Dinner while at AMC Conf				1
18	1/31/23	901	01-032-000-0000-6410 Office Supplies	10.68	D	2023 Planner				1
19	1/31/23	901	01-041-000-0000-6410 Office Supplies	144.98	D	Microcassette Recorder				1
20	1/31/23	901	01-042-000-0000-6261 Conference & Training	275.00	D	MACO Conference - CP				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/23	901	01-042-000-0000-6261 Conference & Training	275.00	D	MACO Conference - MM				1
22	1/31/23	901	01-042-000-0000-6410 Office Supplies	7.99	D	Scissors				1
23	1/31/23	901	01-044-000-0000-6241 Membership Dues	27.00	D	CPA license renewal				1
24	1/31/23	901	01-061-000-0000-6241 Membership Dues	224.28	D	PSA -Ticketing Software				1
25	1/31/23	901	01-061-000-0000-6241 Membership Dues	189.00	D	IT Document Management				1
26	1/31/23	901	01-061-000-0000-6241 Membership Dues	424.00	D	Performance Mgmt SW				1
27	1/31/23	901	01-061-000-0000-6260 Computer Support	240.00	D	Badge Printer Repair				1
28	1/31/23	901	01-061-000-0000-6413 Computer Supplies	14.25	D	Misc Hardware				1
29	1/31/23	901	01-062-000-0000-6480 Non-Capitalized Inventory	25.10	D	Display Cable for '22 PCs				1
30	1/31/23	901	01-062-000-0000-6801 General Expense	13.95	D	SSL Certificate for Firewall				1
31	1/31/23	901	01-062-000-0000-6801 General Expense	1,415.45	D	Monthly AWS Storage Costs				1
32	1/31/23	901	01-091-000-0000-6410 Office Supplies	11.45	C	credit				1
33	1/31/23	901	01-091-000-0000-6410 Office Supplies	185.43	D	Office Supplies				1
34	1/31/23	901	01-091-000-0000-6410 Office Supplies	11.45	D	pens				1
35	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport postage				1
36	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport Postage				1
37	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport Postage				1
38	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport Postage				1
39	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport Postage				1
40	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport Postage				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport postage.				1
42	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport Postage				1
43	1/31/23	901	01-101-000-0000-6215 Postage	27.90	D	Passport postage.				1
44	1/31/23	901	01-101-000-9305-6410 Office Supplies - Technology Fund	44.74	D	ink cartridges Epson printers				1
45	1/31/23	901	01-103-000-0000-6241 Membership Dues	25.00	D	SAMA LICENSE FEE - BRIAN				1
46	1/31/23	901	01-103-000-0000-6241 Membership Dues	0.54	D	SAMA LICENSE FEE - BRIAN				1
47	1/31/23	901	01-103-000-0000-6241 Membership Dues	50.00	D	GRANT LICENSE FEE				1
48	1/31/23	901	01-103-000-0000-6241 Membership Dues	1.07	D	GRANT LICENSE FEE				1
49	1/31/23	901	01-103-000-0000-6241 Membership Dues	410.00	D	IAAO MEMBERSHIP - TOM				1
50	1/31/23	901	01-103-000-0000-6501 Publications/Manuals	16.25	D	MONTHLY PEOPLE'S PRESS SUB.				1
51	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	311.20	D	Battery Power Pack				1
52	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	75.00	D	Wash Card for Maintenance				1
53	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	16.00	D	Vac Breaker				1
54	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	393.10	D	Vacuum Parts				1
55	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	16.10	D	LED Pen Light				1
56	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	27.24	D	Screw in tire unit #19110				1
57	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	3.35	D	Parking Session				1
58	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	44.80	D	Desk Calendars				1
59	1/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	96.00	D	First Supply				1
60	1/31/23	901	01-111-040-0000-6386 Parking Lot Maintenance	2,798.10	D	Tarctor#17 Windshield				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	1/31/23	901	01-111-040-0000-6386 Parking Lot Maintenance	750.00	D	NCompass Fees				1
62	1/31/23	901	01-111-040-0000-6560 Janitorial Supplies	3,045.20	D	Cleaning Supplies				1
63	1/31/23	901	01-111-040-0000-6560 Janitorial Supplies	9.98	D	Cleaning rags				1
64	1/31/23	901	01-111-040-0000-6560 Janitorial Supplies	897.62	D	Cleaning Supplies				1
65	1/31/23	901	01-111-040-0000-6801 General Expense	64.39	D	Potluck Supplies				1
66	1/31/23	901	01-111-041-0000-6560 Janitorial Supplies	15.01	D	Bathroom Cleaner				1
67	1/31/23	901	01-111-041-0000-6560 Janitorial Supplies	134.15	D	Waxed liners				1
68	1/31/23	901	01-111-041-0000-6560 Janitorial Supplies	2,029.18	D	Cleaning Supplies				1
69	1/31/23	901	01-111-042-0000-6560 Janitorial Supplies	401.71	D	Cleaning Supplies				1
70	1/31/23	901	01-111-043-0000-6380 Grounds Maintenance	47.94	D	Lawn Service				1
71	1/31/23	901	01-111-043-0000-6560 Janitorial Supplies	6.42	D	Soap for hands in Garage				1
72	1/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	583.60	D	40# Bag of salt				1
73	1/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	101.56	D	Gas leak tester				1
74	1/31/23	901	01-111-044-0000-6380 Grounds Maintenance	29.57	D	Wiper Blade				1
75	1/31/23	901	01-111-044-0000-6380 Grounds Maintenance	201.96	D	Flags				1
76	1/31/23	901	01-111-044-0000-6380 Grounds Maintenance	228.20	D	Paint supplies				1
77	1/31/23	901	01-111-044-0000-6380 Grounds Maintenance	72.30	D	Pest control				1
78	1/31/23	901	01-111-045-0000-6300 Bldg Repairs & Maintenance	105.36	D	Light Bulbs				1
79	1/31/23	901	01-111-045-0000-6300 Bldg Repairs & Maintenance	57.27	D	Light Blubs front entry				1
80	1/31/23	901	01-111-045-0000-6300 Bldg Repairs & Maintenance	114.53	D	Light Bulbs				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	1/31/23	901	01-201-000-0000-6215 Postage	15.90	D	Redemption check - certified mai				1
82	1/31/23	901	01-201-000-0000-6241 Membership Dues	50.00	D	FBI LEEDA member dues				1
83	1/31/23	901	01-201-000-0000-6261 Conference & Training	250.00	C	Glock Trng refund				1
84	1/31/23	901	01-201-000-0000-6293 Gun Permit Expenses	7.85	D	Void Permit to Carry				1
85	1/31/23	901	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music				1
86	1/31/23	901	01-201-000-0000-6293 Gun Permit Expenses	71.38	D	2/Red Ink cartridge				1
87	1/31/23	901	01-201-000-0000-6293 Gun Permit Expenses	319.88	D	Prints & Ribbon				1
88	1/31/23	901	01-201-000-0000-6330 Travel Expenses	463.55	D	3/Night MSA Conf. 2022				1
89	1/31/23	901	01-201-000-0000-6410 Office Supplies	11.99	D	Stapler for Programs				1
90	1/31/23	901	01-201-000-0000-6438 K-9 Expenses	76.99	D	K9 Food				1
91	1/31/23	901	01-201-000-0000-6562 Gas & Oil Squads	23.11	D	Fuel / MSA conf 2022				1
92	1/31/23	901	01-201-000-0000-6562 Gas & Oil Squads	48.20	D	Fuel / MSA conf 2022				1
93	1/31/23	901	01-201-000-0000-6801 Misc Expense	10.66	D	3 pk/phone screen protectors				1
94	1/31/23	901	01-201-000-0000-6801 Misc Expense	307.90	D	2/Scanner-Metal Detectors				1
95	1/31/23	901	01-201-000-0122-6320 Squad 7409 Maintenance	41.53	D	1/Charger & 1/Holder				1
96	1/31/23	901	01-251-000-0000-6406 Program Supplies	17.17	D	inmate educ. video				1
97	1/31/23	901	01-251-000-0000-6406 Program Supplies	166.21	D	Program supplies				1
98	1/31/23	901	01-251-000-0000-6451 Operating Supplies	132.00	D	Workstation Webcams				1
99	1/31/23	901	01-251-000-0000-6451 Operating Supplies	138.58	D	Workstation Hardware				1
100	1/31/23	901	01-251-000-0000-6801 Misc Expense	12.84	D	Master Radio Subscription				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	1/31/23	901	01-252-000-0000-6330 Travel Expenses	3.35	D	Parking Rochester Courthouse				1
102	1/31/23	901	01-252-000-0000-6406 Program Supplies	12.86	D	Pop and Plates for Coggradpart				1
103	1/31/23	901	01-252-000-0000-6406 Program Supplies	53.84	D	Cog grad pizza party				1
104	1/31/23	901	01-252-000-0000-6410 Office Supplies	12.98	D	iphone case				1
105	1/31/23	901	01-252-000-0000-6410 Office Supplies	70.00	D	2 boxes of copy paper				1
106	1/31/23	901	01-252-775-0000-6261 Conference & Training - CCA Subsidy	185.00	D	Co-Occurring Disorders Symposi				1
107	1/31/23	901	01-252-775-0000-6261 Conference & Training - CCA Subsidy	185.00	D	Co-Occurring Disorders Symposi				1
108	1/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	432.48	D	foundationskillsfortrainers				1
109	1/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	15.04	D	Foundationskillstrainingmeal				1
110	1/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	15.75	D	Foundationskillstrainingmeal				1
111	1/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	20.88	D	Foundationskillstrainingmeal				1
112	1/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	13.66	D	FoundationSkillsTrainingmeal				1
113	1/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	14.83	D	Foundationskillstrainingmeal				1
114	1/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	16.91	D	Foundationskillstrainingmeal				1
115	1/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	108.12	D	EBP Trainer Appreciation				1
116	1/31/23	901	01-253-000-0000-6410 Office Supplies	240.00	D	4 rolls of stamps				1
117	1/31/23	901	01-253-000-0000-6410 Office Supplies	10.99	D	5/Magnifier Lens				1
118	1/31/23	901	01-281-000-0000-6199 Safety Program	32.05	D	Safety supplies				1
119	1/31/23	901	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monhtly Subscription				1
120	1/31/23	901	01-281-000-0000-6806 Skywarn System	74.32	D	Shelter Kits				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	1/31/23	901	01-281-000-0000-6806 Skywarn System	30.92	D	Shelter Kits				1
122	1/31/23	901	01-281-000-0000-6806 Skywarn System	28.92	D	Shelter Kits				1
123	1/31/23	901	01-281-000-1001-6801 General Expense-Special Fund	426.10	D	CERT Shelter Exercise 5 hrs				1
124	1/31/23	901	01-481-460-6009-6410 Office Supplies	28.78	D	QA: Laptop Stand				1
125	1/31/23	901	01-481-460-6009-6410 Office Supplies	12.99	D	QA Wipes/Calendar/LPHG:Stamp				1
126	1/31/23	901	01-481-460-6009-6464 General Supplies & Outreach	35.98	D	QA: Folding Stools				1
127	1/31/23	901	01-481-460-6009-6465 Patient Supplies & Services	3.94	D	QA: Duck Tape				1
128	1/31/23	901	01-481-460-6009-6465 Patient Supplies & Services	24.98	D	QA: Client Supplies				1
129	1/31/23	901	01-481-460-6009-6465 Patient Supplies & Services	110.25	D	QA: Patient Supplies				1
130	1/31/23	901	01-481-460-6009-6465 Patient Supplies & Services	9.88	D	QA Wipes/Calendar/LPHG:Stamp				1
131	1/31/23	901	01-481-460-6009-6465 Patient Supplies & Services	26.48	D	QA: Client Supplies				1
132	1/31/23	901	01-481-461-6025-6410 Office Supplies	12.99	D	HCB: Office Supplies/Calendar				1
133	1/31/23	901	01-481-461-6066-6341 Office Rent	265.00	D	MDH: Rent				1
134	1/31/23	901	01-481-461-6067-6464 General Supplies & Outreach	351.93	D	Wear Pink Donations 1/2				1
135	1/31/23	901	01-481-461-6067-6464 General Supplies & Outreach	29.95	D	Wear Pink Donations 2/2				1
136	1/31/23	901	01-481-461-6067-6464 General Supplies & Outreach	33.84	D	Candy Canes for Steele Fit				1
137	1/31/23	901	01-481-462-6047-6806 COVID Testing - Employees	13.55	D	CID: Returning Immunizations				1
138	1/31/23	901	01-481-465-6057-6410 Office Supplies	15.32	D	LPHG: Office Supplies				1
139	1/31/23	901	01-481-465-6057-6410 Office Supplies	32.99	D	Headset for PHN				1
140	1/31/23	901	01-481-465-6057-6410 Office Supplies	8.49	D	QA Wipes/Calendar/LPHG:Stamp				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	1/31/23	901	01-481-465-6057-6410 Office Supplies	39.00	D	LPHG: Office Supplies				1
142	1/31/23	901	01-521-000-0000-6261 Conference & Training	19.00	D	Electrical License Fee				1
143	1/31/23	901	01-550-000-0000-6314 Zamboni Repairs	9.22	D	LP Zamboni Parts				1
144	1/31/23	901	01-550-000-0000-6314 Zamboni Repairs	13.95	D	LP Zamboni Parts				1
145	1/31/23	901	01-550-000-0000-6410 Operating Supplies - Contracts	78.04	D	Misc. Shop Supplies				1
146	1/31/23	901	01-550-000-0000-6410 Operating Supplies - Contracts	7.59	D	Shop Supplies				1
147	1/31/23	901	01-550-000-0000-6410 Operating Supplies - Contracts	1,788.02	D	Memorial Bench				1
148	1/31/23	901	01-550-000-0000-6410 Operating Supplies - Contracts	53.26	D	Misc. Shop Supplies				1
149	1/31/23	901	01-550-000-0000-6410 Operating Supplies - Contracts	8.29	D	First Aid kit Supplies				1
150	1/31/23	901	01-550-000-0000-6410 Operating Supplies - Contracts	3.38	D	First Aid kit Supplies				1
151	1/31/23	901	10-000-000-0000-1001 Cash	1,794.51	C	BMO Charges Jan				1
152	1/31/23	901	10-301-000-0000-6410 Office Supplies	9.28	D	Coat hook for Ilkka's office				1
153	1/31/23	901	10-302-000-0000-6525 CSAH Supplies - Aggregate/Asphalt	129.99	D	6" hitch mount				1
154	1/31/23	901	10-302-000-0000-6525 CSAH Supplies - Aggregate/Asphalt	14.99	D	6" hitch mount				1
155	1/31/23	901	10-302-000-0000-6801 Osha/Safety Supplies	216.34	D	Lodging - Robinson				1
156	1/31/23	901	10-302-000-0000-6801 Osha/Safety Supplies	216.34	D	Lodging - Witter				1
157	1/31/23	901	10-302-000-0000-6801 Osha/Safety Supplies	216.34	D	Lodging - Jensen				1
158	1/31/23	901	10-302-000-0000-6801 Osha/Safety Supplies	216.34	D	Lodging - Kasper				1
159	1/31/23	901	10-302-000-0000-6801 Osha/Safety Supplies	216.34	D	Lodging - Born				1
160	1/31/23	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	134.95	D	Snowbroom, propane & marker				1

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	1/31/23	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	59.91	D	Fiberglass marker & bolt				1
162	1/31/23	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	261.50	D	Spare tire kit unit #101				1
163	1/31/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	32.21	D	Blizzard Wizard decals				1
164	1/31/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	69.98	D	Firehawk LED bulbs				1
165	1/31/23	901	23-000-000-0000-1001 Cash	26.83	C	BMO Charges Jan				1
166	1/31/23	901	23-609-000-0000-6806 Miscellaneous	26.83	D	Storage Container				1
167	1/31/23	901	38-000-000-0000-1001 Cash	578.28	C	BMO Charges Jan				1
168	1/31/23	901	38-251-000-0000-6600 Capital Outlay - Detention Center	578.28	D	TV Mounts for SCDC Pods				1
169	1/31/23	901	81-000-000-0000-1001 Cash	159.98	C	BMO Charges Jan				1
170	1/31/23	901	81-230-000-0000-6410 Office Supplies	19.98	D	Post-it Notes				1
171	1/31/23	901	81-230-000-0000-6410 Office Supplies	140.00	D	Copy Paper				1
Debit Total				34,362.73		Credit Total	34,362.73	Net:	0.00	

Steele County
JOURNAL ENTRIES



Description MM - 2022 NOV JE C8

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/22	908	01-000-000-0000-1001 Cash	420.34	D	VEBA Refund				1
2	11/30/22	908	01-003-000-0000-6354 Misc Insurance Acct	420.34	C	VEBA Refund				1
Debit Total				420.34		Credit Total	420.34	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM- JAN 2023 C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/23	906	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	55,800.80	D	State Mortgage Tax				1
2	1/31/23	906	72-000-000-0000-1001 Cash	1,674.02	C	State Mortgage Tax				1
3	1/31/23	906	72-000-000-0000-1001 Cash	54,126.78	C	State Mortgage Tax				1
4	1/31/23	906	01-000-000-0000-1001 Cash	1,674.02	D	State Mortgage Tax				1
5	1/31/23	906	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,674.02	C	State Mortgage Tax				1
6	1/31/23	906	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	49,266.89	D	State Deed Tax				1
7	1/31/23	906	72-000-000-0000-1001 Cash	1,478.01	C	State Deed Tax				1
8	1/31/23	906	72-000-000-0000-1001 Cash	47,788.88	C	State Deed Tax				1
9	1/31/23	906	01-000-000-0000-1001 Cash	1,478.01	D	State Deed Tax				1
10	1/31/23	906	01-003-000-0000-5014 State Deed Tax Revenue	1,478.01	C	State Deed Tax				1
11	1/31/23	906	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	2,664.00	D	Sales Tax				1
12	1/31/23	906	72-000-000-0000-1001 Cash	2,664.00	C	Sales Tax				1
13	1/31/23	906	53-398-000-0000-6540 Machine Fuel	276.00	D	Usage Diesel Tax				1
14	1/31/23	906	53-000-000-0000-1001 Cash	276.00	C	Usage Diesel Tax				1
15	1/31/23	906	53-398-000-0000-6540 Machine Fuel	81.51	D	Diesel Tax				1
16	1/31/23	906	53-000-000-0000-1001 Cash	81.51	C	Diesel Tax				1
17	1/31/23	906	10-304-000-0000-6522 Diesel Fuel Tax	2,173.70	D	Diesel Tax				1
18	1/31/23	906	10-000-000-0000-1001 Cash	2,173.70	C	Diesel Tax				1
19	1/31/23	906	01-003-000-0000-6961 Visa One Card Program	31,541.68	D	BMO One Card Payment				1
20	1/31/23	906	01-000-000-0000-1001 Cash	31,541.68	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description MM- JAN 2023 C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/23	906	53-398-000-0000-6801 General Expense	280.59	D	Landfill CC Fees				1
22	1/31/23	906	53-000-000-0000-1001 Cash	280.59	C	Landfill CC Fees				1
23	1/31/23	906	01-091-000-0000-6540 Gas & Oil	39.64	D	WEX Enterprise Payment Jan2023				1
24	1/31/23	906	01-251-000-0000-6562 Gas & Oil	19.09	D	WEX Enterprise Payment Jan2023				1
25	1/31/23	906	01-000-000-0000-1001 Cash	58.73	C	WEX Enterprise Payment Jan2023				1
26	1/31/23	906	01-521-000-0000-6540 Gas & Oil	88.16	D	WEX NASPO Payment Jan 2023				1
27	1/31/23	906	01-111-000-0000-6540 Gas & Oil	222.45	D	WEX NASPO Payment Jan 2023				1
28	1/31/23	906	01-000-000-0000-1001 Cash	310.61	C	WEX NASPO Payment Jan 2023				1
29	1/31/23	906	70-000-000-0000-2163 Unapportioned Other State Revenue	8,588.43	D	State of MN - 3rd Settlement				1
30	1/31/23	906	70-000-000-0000-1001 Cash	8,588.43	C	State of MN - 3rd Settlement				1
31	1/31/23	906	70-000-000-0000-2460 School District 2168	8,730.00	D	ISD # 2168 - 3rd Settlement				1
32	1/31/23	906	70-000-000-0000-1001 Cash	8,730.00	C	ISD # 2168 - 3rd Settlement				1
33	1/31/23	906	01-032-000-0000-6260 Background Checks	26.40	D	Background Checks				1
34	1/31/23	906	01-000-000-0000-1001 Cash	26.40	C	Background Checks				1
35	1/31/23	906	70-000-000-0000-2417 City Of Owatonna	33,331.97	D	City Owatonna - 3rd Settlement				1
36	1/31/23	906	70-000-000-0000-1001 Cash	33,331.97	C	City Owatonna - 3rd Settlement				1
37	1/31/23	906	01-003-000-0000-6171 Workers Comp	230,710.00	D	MCIT 2023 WC Renewal				1
38	1/31/23	906	01-003-000-0000-6893 Unallocated Insurance	330,216.00	D	MCIT 2023 PC Renewal				1
39	1/31/23	906	01-000-000-0000-1001 Cash	560,926.00	C	MCIT 2023 WC & PC Renewal				1
40	1/31/23	906	53-398-000-0000-6171 Workers Comp	8,798.00	D	Landfill 2023 WC Allocation				1

Steele County

JOURNAL ENTRIES



Description MM- JAN 2023 C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	1/31/23	906	53-000-000-0000-1001 Cash	8,798.00	C	Landfill 2023 WC Allocation				1
42	1/31/23	906	01-000-000-0000-1001 Cash	8,798.00	D	Landfill 2023 WC Allocation				1
43	1/31/23	906	01-003-000-0000-6171 Workers Comp	8,798.00	C	Landfill 2023 WC Allocation				1
44	1/31/23	906	53-398-000-0000-6350 Property & Liability Insurance	9,527.00	D	Landfill 2023 PL Allocation				1
45	1/31/23	906	53-000-000-0000-1001 Cash	9,527.00	C	Landfill 2023 PL Allocation				1
46	1/31/23	906	01-000-000-0000-1001 Cash	9,527.00	D	Landfill 2023 PL Allocation				1
47	1/31/23	906	01-003-000-0000-6893 Unallocated Insurance	9,527.00	C	Landfill 2023 PL Allocation				1
48	1/31/23	906	53-398-000-0000-6301 Equip Repairs	2,500.00	D	Landfill 2023 CPU & Microsoft				1
49	1/31/23	906	53-000-000-0000-1001 Cash	2,500.00	C	Landfill 2023 CPU & Microsoft				1
50	1/31/23	906	01-000-000-0000-1001 Cash	2,500.00	D	Landfill 2023 CPU & Microsoft				1
51	1/31/23	906	01-062-000-0000-5831 Miscellaneous	2,500.00	C	Landfill 2023 CPU & Microsoft				1
52	1/31/23	906	10-301-000-0000-6171 Workers Comp	1,555.00	D	Highway 2023 WC Allocation				1
53	1/31/23	906	10-302-000-0000-6171 Workers Comp	30,242.00	D	Highway 2023 WC Allocation				1
54	1/31/23	906	10-303-000-0000-6171 Workers Comp	7,468.00	D	Highway 2023 WC Allocation				1
55	1/31/23	906	10-304-000-0000-6171 Workers Comp	3,867.00	D	Highway 2023 WC Allocation				1
56	1/31/23	906	10-000-000-0000-1001 Cash	43,132.00	C	Highway 2023 WC Allocation				1
57	1/31/23	906	01-000-000-0000-1001 Cash	43,132.00	D	Highway 2023 WC Allocation				1
58	1/31/23	906	01-003-000-0000-6171 Workers Comp	43,132.00	C	Highway 2023 WC Allocation				1
59	1/31/23	906	10-301-000-0000-6350 Property & Liability Insurance	79,376.00	D	Highway 2023 PL Allocation				1
60	1/31/23	906	10-000-000-0000-1001 Cash	79,376.00	C	Highway 2023 PL Allocation				1

Steele County

JOURNAL ENTRIES



Description MM- JAN 2023 C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	1/31/23	906	01-000-000-0000-1001 Cash	79,376.00	D	Highway 2023 PL Allocation				1
62	1/31/23	906	01-003-000-0000-6893 Unallocated Insurance	79,376.00	C	Highway 2023 PL Allocation				1
63	1/31/23	906	01-481-464-6061-6383 Contract Services	18.76	D	Optum Invoice #P23010200004381				1
64	1/31/23	906	01-000-000-0000-1001 Cash	18.76	C	Optum Invoice #P23010200004381				1
65	1/31/23	906	10-301-000-0000-6341 Office Rent	18,000.00	D	Highway 2023 Office Rent				1
66	1/31/23	906	10-000-000-0000-1001 Cash	18,000.00	C	Highway 2023 Office Rent				1
67	1/31/23	906	01-000-000-0000-1001 Cash	18,000.00	D	Highway 2023 Office Rent				1
68	1/31/23	906	01-111-000-0000-5810 Rental Revenue	18,000.00	C	Highway 2023 Office Rent				1
69	1/31/23	906	10-301-000-0000-6381 Cpu Usage & Network Support	17,300.00	D	2023 CPU Usage & Network Suprt				1
70	1/31/23	906	10-000-000-0000-1001 Cash	17,300.00	C	2023 CPU Usage & Network Suprt				1
71	1/31/23	906	01-000-000-0000-1001 Cash	17,300.00	D	2023 CPU Usage & Network Suprt				1
72	1/31/23	906	01-062-000-0000-5831 Miscellaneous	17,300.00	C	2023 CPU Usage & Network Suprt				1
73	1/31/23	906	01-201-000-0000-6172 Unemployment Benefit	69.31	D	4th Quarter 2022 Unemployment				1
74	1/31/23	906	01-000-000-0000-1001 Cash	69.31	C	4th Quarter 2022 Unemployment				1
75	1/31/23	906	01-111-043-0000-6250 Utilities	254.82	D	OPU Payment Invoice # 718547				1
76	1/31/23	906	01-000-000-0000-1001 Cash	254.82	C	OPU Payment Invoice # 718547				1
77	1/31/23	906	01-111-043-0000-6250 Utilities	213.04	D	OPU Payment Invoice # 705296				1
78	1/31/23	906	01-000-000-0000-1001 Cash	213.04	C	OPU Payment Invoice # 705296				1
79	1/31/23	906	01-111-043-0000-6250 Utilities	742.53	D	OPU Payment Invoice # 718546				1
80	1/31/23	906	01-000-000-0000-1001 Cash	742.53	C	OPU Payment Invoice # 718546				1

Steele County

JOURNAL ENTRIES



Description MM- JAN 2023 C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	1/31/23	906	01-502-000-0000-6250 Utilities	720.18	D	OPU Payment Invoice # 718550				1
82	1/31/23	906	01-000-000-0000-1001 Cash	720.18	C	OPU Payment Invoice # 718550				1
83	1/31/23	906	10-304-000-0000-6514 Utility Services	156.44	D	OPU Payment Invoice # 718553				1
84	1/31/23	906	10-000-000-0000-1001 Cash	156.44	C	OPU Payment Invoice # 718553				1
85	1/31/23	906	01-111-047-0000-6250 Utilities	94.45	D	OPU Payment Invoice # 716285				1
86	1/31/23	906	01-000-000-0000-1001 Cash	94.45	C	OPU Payment Invoice # 716285				1
87	1/31/23	906	01-111-041-0000-6250 Utilities	2,633.44	D	OPU Payment Invoice # 718556				1
88	1/31/23	906	01-000-000-0000-1001 Cash	2,633.44	C	OPU Payment Invoice # 718556				1
89	1/31/23	906	01-111-042-0000-6250 Utilities	5,956.20	D	OPU Payment Invoice # 718555				1
90	1/31/23	906	01-000-000-0000-1001 Cash	5,956.20	C	OPU Payment Invoice # 718555				1
91	1/31/23	906	01-111-040-0000-6250 Utilities	5,939.83	D	OPU Payment Invoice # 718557				1
92	1/31/23	906	01-000-000-0000-1001 Cash	5,939.83	C	OPU Payment Invoice # 718557				1
93	1/31/23	906	01-111-044-0000-6250 Utilities	15,818.15	D	OPU Payment Invoice # 718563				1
94	1/31/23	906	01-000-000-0000-1001 Cash	15,818.15	C	OPU Payment Invoice # 718563				1
95	1/31/23	906	10-304-000-0000-6514 Utility Services	5,213.31	D	OPU Payment Invoice # 718562				1
96	1/31/23	906	10-000-000-0000-1001 Cash	5,213.31	C	OPU Payment Invoice # 718562				1
97	1/31/23	906	81-230-000-0000-6172 Unemployment Benefit	2,949.08	D	4th Quarter 2022 Unemployment				1
98	1/31/23	906	81-000-000-0000-1001 Cash	2,949.08	C	4th Quarter 2022 Unemployment				1
99	1/31/23	906	53-000-000-0000-1001 Cash	2,117.83	D	Void Check # 177464				1
100	1/31/23	906	53-398-000-0000-6304 Contract Services	2,117.83	C	Void Check # 177464				1

Steele County

JOURNAL ENTRIES



Description MM- JAN 2023 C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	1/31/23	906	01-000-000-0000-1001 Cash	3,349.40	D	Void Check # 177737				1
102	1/31/23	906	01-602-000-0000-6210 Telephone	3,349.40	C	Void Check # 177737				1
103	1/31/23	906	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	776,164.90	D	Purchase of 2655 Alexander St				1
104	1/31/23	906	38-000-000-0000-1001 Cash	776,164.90	C	Purchase of 2655 Alexander St				1
105	1/31/23	906	70-000-000-0000-2105 Unapportioned Delinquent Tax	2,675.05	D	RE TFY 17-127-0113 (22)				1
106	1/31/23	906	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	251.57	D	RE TFY PEN 17-127-0113 (22)				1
107	1/31/23	906	70-000-000-0000-2105 Unapportioned Delinquent Tax	1,809.53	C	RE TFY 17-127-0113 (21)				1
108	1/31/23	906	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	366.50	C	RE TFY PEN 17-127-0113 (21)				1
109	1/31/23	906	70-000-000-0000-2105 Unapportioned Delinquent Tax	569.25	C	RE TFY 17-127-0113 (20)				1
110	1/31/23	906	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	175.93	C	RE TFY PEN 17-127-0113 (20)				1
111	1/31/23	906	70-000-000-0000-1001 Cash	5.41	C	RE TFY FEE 17-127-0113 (20)				1
112	1/31/23	906	01-041-000-0000-5520 Fees	5.41	C	RE TFY FEE 17-127-0113 (20)				1
113	1/31/23	906	01-000-000-0000-1001 Cash	5.41	D	RE TFY FEE 17-127-0113 (20)				1
Debit Total				1,939,819.04		Credit Total	1,939,819.04	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM - 2023 JAN - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/23	905	01-003-000-0000-5710 Interest From Investments	91,825.29	C	Jan Interest From Investments				1
2	1/31/23	905	01-003-000-0000-5710 Interest From Investments	656.47	C	Jan Interest ROI				1
3	1/31/23	905	01-000-000-0000-1001 Cash	95,617.38	D	Jan Investment				1
4	1/31/23	905	01-003-000-0000-6801 General Expense	3,031.23	C	Jan Interest Adjustment				1
5	1/31/23	905	01-003-000-0000-6801 General Expense	104.39	C	Jan Investment Adjustment				1
6	1/31/23	905	75-000-000-0000-1001 Cash	536.05	D	Jan 2023 Missing Heir Interest				1
7	1/31/23	905	75-870-000-0000-5710 Interest	536.05	C	Jan 2023 Missing Heir Interest				1
Debit Total				96,153.43		Credit Total	96,153.43	Net:	0.00	

PERSONNEL REPORT
February 28, 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>
Garrett Byrnes	Correctional Officer/Detention Ctr.	B24/1	02/13/23
Tazio Lombardo	Asst. County Attorney II/Attorney's Office	C45/10	03/06/23

Resignations/Retirements/Terminations:

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

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

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officers (4)	Det. Center/Sheriff's Office	Backgrounding 2 candidates
Road Deputy (2)	Sheriff's Office	Recruiting
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: Out of State Travel

Department: Sheriff's Office

Committee Meeting Date: February 9, 2023

Board Meeting Date: February 14, 2023

Consent Agenda: X Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approval of out of state travel for two SCSO Sergeants.

Recommendation:

Staff recommends approving out of state travel

Background (*Including Budget Impact*):

Two (2) SCSO Sergeants have completed the extensive FBI-LEEDA Trilogy Course. Both will be recognized at the conference in Orlando April 24th.

The Annual Executive Training Conference is in Orlando, FL April 24-26 2023.

Besides attending the extensive conference training, they will be recognized at the banquet on Wednesday night.

The conference training is a budget impact of \$425. Per Sergeant. The airline and hotel trip are paid for out of the forfeiture fund.

Steele County Sheriff will also be attending - Budget impact is 0.

Attachments:

See attachment for conference training.



REGISTRATION INFORMATION

Attendance is open to FBI-LEEDA members, along with sworn and professional staff of law enforcement agencies. Guests, spouses/partners, and children are welcome to attend. Registration for the Conference is anticipated to be limited due to potential health and safety protocol. As a result, attendees are encouraged to register early.

1. REGISTER FOR CONFERENCE

FBI-LEEDA Active Member **\$425**

Law Enforcement Non-Member **\$500**
Active sworn official (non-member status)

Guest (includes meals, networking events, banquet, and spouse event) **\$300**

Day Pass (price per day; no meals or networking events included) **\$200**

Youth (age 12-17; includes breakfasts, lunches, evening events, and banquet) **\$275**

Additional Exhibitors (in excess of complimentary registration) **\$500**

Early Bird Registration Fees — on/before March 17, 2023

CONFERENCE VENUE AND HOTEL:

Loews Sapphire Falls Resort Orlando Universal
6601 Adventure Way, Orlando, Florida 32819

2. RESERVE YOUR ROOM

Access to hotel guestroom reservations will be available to registered attendees only. Once an attendee completes the registration process, the online guestroom reservation booking site will be sent to the registrant.

Special Group Rate: \$199-229 per night + tax
(subject to room availability)

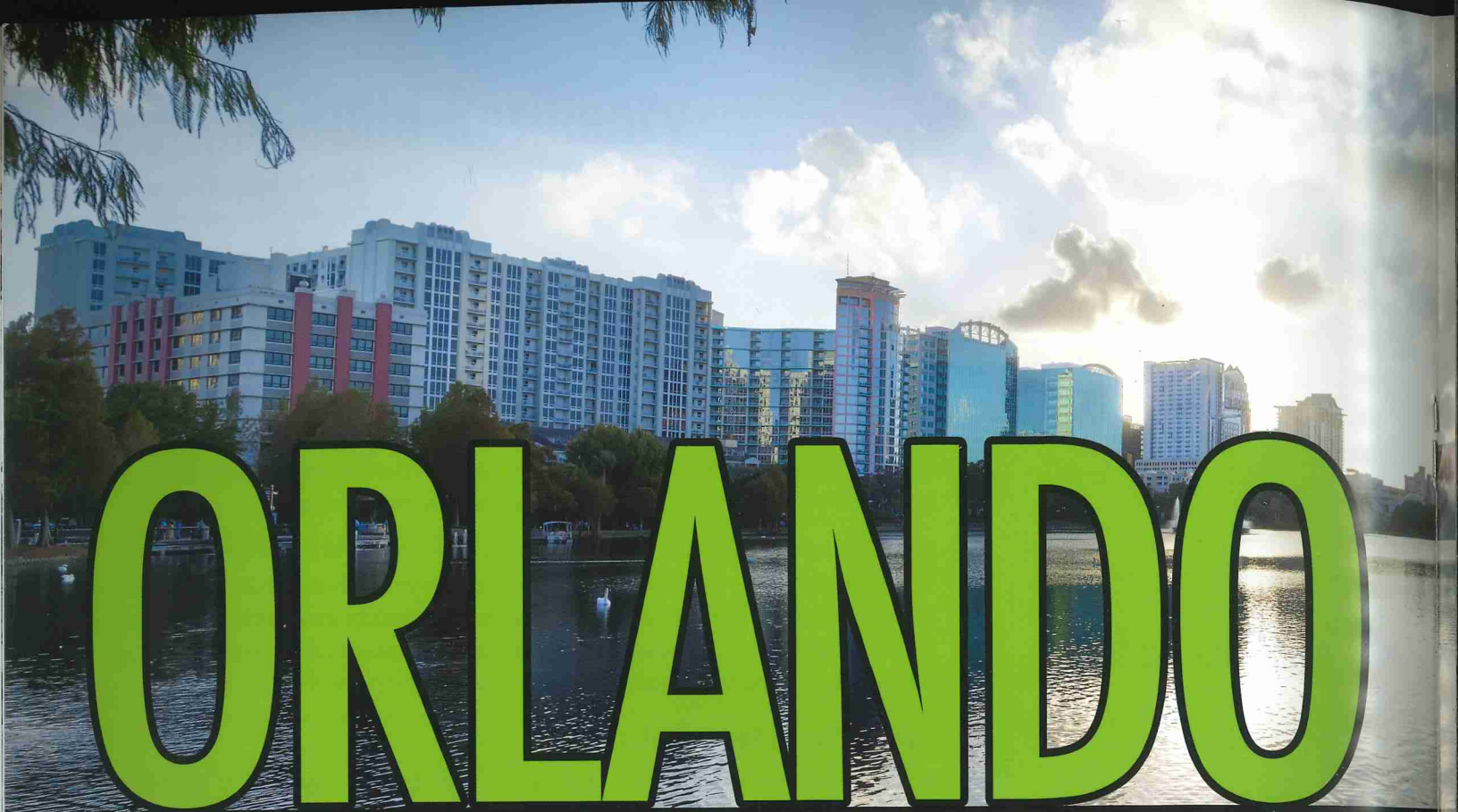
The Conference and the resort do not provide shuttle service to/from the airport.

Options for attendee "on own" ground transportation is ride share and taxi.

EVENTS:

- Sunday, April 23 — Get Acquainted Social Reception
- Monday, April 24 — Welcome Reception
- Tuesday, April 25 — Top Golf Event
- Wednesday, April 26 — Closing Banquet





ORLANDO

ANNUAL EXECUTIVE TRAINING CONFERENCE

April 24-26, 2023 – Orlando, Florida

Loews Sapphire Falls Resort Orlando Universal

FBI-LEEDA is proud to host our annual education-based conference with some of law enforcement's top leaders. We offer cutting-edge plenary sessions from the top thought-leaders in our industry, as well as networking events, dining and engagement at a modest registration fee.



The hotel offers attendees and their guests' beautiful accommodations with spectacular attractions near Disney World. There is no annual educational conference in the nation that offers more return on your investment. Attendance is open to all FBI-LEEDA members, along with sworn and professional staff of law enforcement agencies. Guests, spouses/partners, and children are welcome to attend. Registration fees include all meals and networking events.

Our conference is set to incorporate innovative sessions on vital topics such as community violence prevention programs, crisis communications, recruitment and retention, cybercrimes investigations, mental health, and more. Additionally, our networking events will include receptions and banquets, Top Golf, and a poolside event.





Steele County Agenda Item

Subject: Steele County Detention Center Security Upgrades/Final Payment

Department: Building & Grounds

Committee Meeting Date: February 21, 2023

Board Meeting Date: February 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approval final payment for the Steele County Detention Center Security Upgrades in an amount of \$55,442.55 to Rochon Corporation

Recommendation:

To approve the Final Payment to Rochon Corporation for the Detention Center Security Upgrades Project in the amount of \$55,442.55.

Background (*Including Budget Impact*):

Rochon Corporation was awarded the contract for the Detention Center Security Upgrades project in the amount of \$1,596,000.00. The project is completed with all punchlist items and closeout documents completed. The final contract amount after change orders was \$1,506,597.11.

Attachments:

Final Pay Application



Suite 200
28 2nd St NW
Osseo, MN 55369
Office 763.559.9393
Fax 763.559.8101
www.rochoncorp.com

January 9, 2023

Mr. Todd Wetzel
ICS
1331 Tyler Street NE
Suite 101
Minneapolis, MN 55413

Re: Pay Application for Steele County Detention Center

Dear Todd:

Enclosed is our twelfth and final Application for Payment of retainage for work performed through December 31, 2022 at Steele County Detention Center in Owatonna, MN. Please process promptly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Lindquist".

Tim Lindquist
Senior Project Manager

TL/glb
Enclosures

Commitment

Flexibility

Reliability

Capability

Equal Opportunity Employer

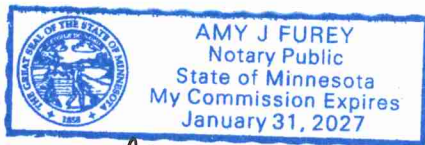
**WAIVER OF CONSTRUCTION LIEN, PAYMENT
BOND AND LIEN FUNDS**

January 9, 2023

For good and valuable consideration, the undersigned hereby irrevocably and unconditionally waives and releases any and all (a) rights and claims for a construction or other lien on land and buildings being constructed, altered, erected or repaired and to the appurtenances thereunto, (b) rights and claims on any payment bond(s) furnished in conjunction with said construction, alteration, erection or repair, and (c) rights and claims for lien on money, bonds, or warrants due or to become due to the prime contractor therefor. The property covered by this waiver is owned by Steele County (owner), is located at 2500 Alexander Street SW, Owatonna, MN is described as Steele County Detention Center and this waiver pertains to a portion of the work to be performed by Rochon Corporation (prime contractor).

This waiver covers all labor, material and supplies for construction, alteration, erection, and repairs furnished by the undersigned under a contract with Steele County through the date of this waiver in the amount of FIFTY FIVE THOUSAND FOUR HUNDRED FORTY TWO & 55/100 DOLLARS (\$55,442.55)

This lien waiver is not valid until the amount listed above has been received.



Company Name Rochon Corporation

By [Signature]
Paul Braton
Its Executive Vice President

Contractor Waiver Form

APPLICATION AND CERTIFICATE FOR PAYMENT

DOCUMENT SUMMARY SHEET

TO OWNER:

Steele County Administration
630 Florence Avenue
Owatonna, Minnesota 55060

PROJECT:

Steele County - Detention Center
2500 Alexander Street SW
Owatonna, Minnesota 55060

APPLICATION NO: 12

INVOICE NO: Rochon invoice #12

PERIOD: 01/01/23 - 01/31/23

PROJECT NO: S20030C-SCD

CONTRACT DATE:

DISTRIBUTION TO:

FROM SUBCONTRACTOR:

Rochon Corporation
28 2nd Street NW, Suite 200
Osseo, Minnesota 55369

SUBCONTRACT DATE: //

SUBCONTRACT FOR: Rochon Single Prime Contract

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1. Original Contract Sum	\$ 1,596,000.00
2. Net change by change orders	(\$89,402.89)
3. Contract sum to date (line 1 ± 2)	\$ 1,506,597.11
4. Total completed and stored to date (Column G on detail sheet)	\$ 1,506,597.11
5. Retainage:	
a. 0.00% of completed work:	\$ 0.00
b. 0.00% of stored material:	\$ 0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$ 0.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$ 1,506,597.11
7. Less previous certificates for payment (Line 6 from prior certificate)	\$ 1,451,154.56
8. Current payment due:	\$ 55,442.55
9. Balance to finish, including retainage (Line 3 less Line 6)	\$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner:	\$ 94,255.86	(\$183,658.75)
Total approved this Month:	\$ 0.00	\$ 0.00
Totals:	\$ 94,255.86	(\$183,658.75)
Net change by change orders:	(\$89,402.89)	

The undersigned certifies that to the best of the Subcontractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Subcontract documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner, and that current payments shown herein is now due.

SUBCONTRACTOR: Rochon Corporation

By:

State of: Minnesota

County of: Hennepin

Subscribed and sworn to before

me this 9th

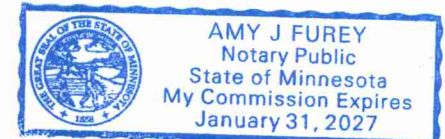
day of January, 2023

Date:

1-9-23

Notary Public:

My commission expires: 1/31/2027



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certifies to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$ 55,442.55

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified)

CONSTRUCTION MANAGER:

By:

Todd Wetzel

Date: 1/9/2023

ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

DocuSigned by:

By: Richard Munitsky

Date: 1/9/2023

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

DOCUMENT DETAIL SHEET

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 12

APPLICATION DATE: 01/25/2023

PERIOD: 01/01/23 - 01/31/23

ARCHITECTS/ENGINEERS PROJECT NO:

Contract Lines

A		B	C	D	E	F	G	H		I
ITEM NO.	COST CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	A.-5.01 - Rochon Single Prime	General Conditions	\$ 88,618.00	\$ 88,618.00	\$ 0.00	\$ 0.00	\$ 88,618.00	100.00%	\$ 0.00	\$ 0.00
2	A.-5.01 - Rochon Single Prime	Operations and Maintenance Manuals	\$ 1,995.00	\$ 1,995.00	\$ 0.00	\$ 0.00	\$ 1,995.00	100.00%	\$ 0.00	\$ 0.00
3	A.-5.01 - Rochon Single Prime	As-Built Drawings	\$ 997.50	\$ 997.50	\$ 0.00	\$ 0.00	\$ 997.50	100.00%	\$ 0.00	\$ 0.00
4	A.-5.01 - Rochon Single Prime	Owner Training	\$ 1,995.00	\$ 1,995.00	\$ 0.00	\$ 0.00	\$ 1,995.00	100.00%	\$ 0.00	\$ 0.00
5	A.-5.01 - Rochon Single Prime	Attick Stock Materials	\$ 997.50	\$ 997.50	\$ 0.00	\$ 0.00	\$ 997.50	100.00%	\$ 0.00	\$ 0.00
6	A.-5.01 - Rochon Single Prime	Bonds	\$ 10,802.00	\$ 10,802.00	\$ 0.00	\$ 0.00	\$ 10,802.00	100.00%	\$ 0.00	\$ 0.00
7	A.-5.01 - Rochon Single Prime	Casework	\$ 3,000.00	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 3,000.00	100.00%	\$ 0.00	\$ 0.00
8	A.-5.01 - Rochon Single Prime	Detention Doors/Hardware	\$ 73,000.00	\$ 73,000.00	\$ 0.00	\$ 0.00	\$ 73,000.00	100.00%	\$ 0.00	\$ 0.00
9	A.-5.01 - Rochon Single Prime	Low voltage power wire & cables	\$ 15,000.00	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 15,000.00	100.00%	\$ 0.00	\$ 0.00
10	A.-5.01 - Rochon Single Prime	Raceways & boxes for electrical systems	\$ 25,000.00	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 25,000.00	100.00%	\$ 0.00	\$ 0.00
11	A.-5.01 - Rochon Single Prime	Wiring devices, misc hardware	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 2,500.00	100.00%	\$ 0.00	\$ 0.00
12	A.-5.01 - Rochon Single Prime	Lighting fixtures and controls	\$ 3,500.00	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 3,500.00	100.00%	\$ 0.00	\$ 0.00
13	A.-5.01 - Rochon Single Prime	Grounding, bonding, surge , UPS systems	\$ 24,000.00	\$ 24,000.00	\$ 0.00	\$ 0.00	\$ 24,000.00	100.00%	\$ 0.00	\$ 0.00
14	A.-5.01 - Rochon Single Prime	Digital addressable fire alarm system	\$ 3,500.00	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 3,500.00	100.00%	\$ 0.00	\$ 0.00
15	A.-5.01 - Rochon Single Prime	Labor & equipment	\$ 140,000.00	\$ 140,000.00	\$ 0.00	\$ 0.00	\$ 140,000.00	100.00%	\$ 0.00	\$ 0.00
16	A.-5.01 - Rochon Single Prime	Mobilization, equipment, general conditions	\$ 10,000.00	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 10,000.00	100.00%	\$ 0.00	\$ 0.00
17	A.-5.01 - Rochon Single Prime	Electrical inspection permit fee	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 2,500.00	100.00%	\$ 0.00	\$ 0.00
18	A.-5.01 - Rochon Single Prime	Engineering/Startup	\$ 3,600.00	\$ 3,600.00	\$ 0.00	\$ 0.00	\$ 3,600.00	100.00%	\$ 0.00	\$ 0.00
19	A.-5.01 - Rochon Single Prime	Backbone System Cabling for Electronic Security	\$ 19,763.24	\$ 19,763.24	\$ 0.00	\$ 0.00	\$ 19,763.24	100.00%	\$ 0.00	\$ 0.00

CONTINUATION SHEET

DOCUMENT DETAIL SHEET

A		B	C	D	E	F	G	H		I
ITEM NO.	COST CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
20	A.-5.01 - Rochon Single Prime	Horizontal Cables and Conductors for Electronic Security	\$ 227,036.76	\$ 226,174.01	\$ 862.75	\$ 0.00	\$ 227,036.76	100.00%	\$ 0.00	\$ 0.00
21	A.-5.01 - Rochon Single Prime	Access Control Alarm for Electronic Security	\$ 51,056.00	\$ 51,056.00	\$ 0.00	\$ 0.00	\$ 51,056.00	100.00%	\$ 0.00	\$ 0.00
22	A.-5.01 - Rochon Single Prime	Video Surveillance for Electronic Security	\$ 304,111.00	\$ 304,111.00	\$ 0.00	\$ 0.00	\$ 304,111.00	100.00%	\$ 0.00	\$ 0.00
23	A.-5.01 - Rochon Single Prime	PLC Hardware for Electronic Security Install Labor	\$ 17,318.00	\$ 17,318.00	\$ 0.00	\$ 0.00	\$ 17,318.00	100.00%	\$ 0.00	\$ 0.00
24	A.-5.01 - Rochon Single Prime	Intercom and Paging System for Electronic Security Install Labor	\$ 4,910.00	\$ 4,910.00	\$ 0.00	\$ 0.00	\$ 4,910.00	100.00%	\$ 0.00	\$ 0.00
25	A.-5.01 - Rochon Single Prime	VE -	\$ 8,000.00	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 8,000.00	100.00%	\$ 0.00	\$ 0.00
26	A.-5.01 - Rochon Single Prime	Submittal Development	\$ 20,500.00	\$ 20,500.00	\$ 0.00	\$ 0.00	\$ 20,500.00	100.00%	\$ 0.00	\$ 0.00
27	A.-5.01 - Rochon Single Prime	Engineering	\$ 30,000.00	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 30,000.00	100.00%	\$ 0.00	\$ 0.00
28	A.-5.01 - Rochon Single Prime	Project Management	\$ 63,000.00	\$ 63,000.00	\$ 0.00	\$ 0.00	\$ 63,000.00	100.00%	\$ 0.00	\$ 0.00
29	A.-5.01 - Rochon Single Prime	Onsite Tech Assis, Training	\$ 59,000.00	\$ 59,000.00	\$ 0.00	\$ 0.00	\$ 59,000.00	100.00%	\$ 0.00	\$ 0.00
30	A.-5.01 - Rochon Single Prime	Shop Assembly & Inhouse Testing	\$ 28,000.00	\$ 28,000.00	\$ 0.00	\$ 0.00	\$ 28,000.00	100.00%	\$ 0.00	\$ 0.00
31	A.-5.01 - Rochon Single Prime	Computers & Monitors	\$ 28,000.00	\$ 28,000.00	\$ 0.00	\$ 0.00	\$ 28,000.00	100.00%	\$ 0.00	\$ 0.00
32	A.-5.01 - Rochon Single Prime	Software Dev. Touchscreen	\$ 30,000.00	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 30,000.00	100.00%	\$ 0.00	\$ 0.00
33	A.-5.01 - Rochon Single Prime	Software	\$ 21,500.00	\$ 21,500.00	\$ 0.00	\$ 0.00	\$ 21,500.00	100.00%	\$ 0.00	\$ 0.00
34	A.-5.01 - Rochon Single Prime	PLC Equipment & SubSys	\$ 16,000.00	\$ 16,000.00	\$ 0.00	\$ 0.00	\$ 16,000.00	100.00%	\$ 0.00	\$ 0.00
35	A.-5.01 - Rochon Single Prime	DR Relays & Power Supplies	\$ 18,500.00	\$ 18,500.00	\$ 0.00	\$ 0.00	\$ 18,500.00	100.00%	\$ 0.00	\$ 0.00
36	A.-5.01 - Rochon Single Prime	Cabinets & Enclosures	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 2,500.00	100.00%	\$ 0.00	\$ 0.00
37	A.-5.01 - Rochon Single Prime	Network Equipment	\$ 33,000.00	\$ 33,000.00	\$ 0.00	\$ 0.00	\$ 33,000.00	100.00%	\$ 0.00	\$ 0.00
38	A.-5.01 - Rochon Single Prime	Misc Equipment	\$ 5,000.00	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 5,000.00	100.00%	\$ 0.00	\$ 0.00
39	A.-5.01 - Rochon Single Prime	Audio Comm Headend	\$ 16,000.00	\$ 16,000.00	\$ 0.00	\$ 0.00	\$ 16,000.00	100.00%	\$ 0.00	\$ 0.00
40	A.-5.01 - Rochon Single Prime	Audio Comm Field Devices	\$ 38,000.00	\$ 38,000.00	\$ 0.00	\$ 0.00	\$ 38,000.00	100.00%	\$ 0.00	\$ 0.00
41	A.-5.01 - Rochon Single Prime	VE- network switches	\$ 64,000.00	\$ 64,000.00	\$ 0.00	\$ 0.00	\$ 64,000.00	100.00%	\$ 0.00	\$ 0.00
42	A.-5.01 - Rochon Single Prime	Overhead & Profit	\$ 79,800.00	\$ 79,800.00	\$ 0.00	\$ 0.00	\$ 79,800.00	100.00%	\$ 79,800.00	\$ 0.00

CONTINUATION SHEET

DOCUMENT DETAIL SHEET

A		B	C	D	E	F	G	H		I
ITEM NO.	COST CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
		TOTALS:	\$ 1,596,000.00	\$ 1,595,137.25	\$ 862.75	\$ 0.00	\$ 1,596,000.00	100.00%	\$ 0.00	\$ 0.00

Whole Change Order Packages

CONTINUATION SHEET

DOCUMENT DETAIL SHEET

A	B	C	D	E	F	G	H		I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
43	CCO # 001 Change Order 01								
43.1	A.-5.01 ASI #001 - VE and Scope Reductions	(\$151,030.00)	(\$151,030.00)	\$ 0.00	\$ 0.00	(\$151,030.00)	100.00%	\$ 0.00	\$ 0.00
44	CCO # 002 Change Order #002								
44.1	A.-5.01 CE #002 - DDN Intelliflash SAN	(\$20,040.00)	(\$20,040.00)	\$ 0.00	\$ 0.00	(\$20,040.00)	100.00%	\$ 0.00	\$ 0.00
45	CCO # 003 Change Order #003								
45.1	A.-5.01 CE #003 - UPS Disconnect	\$ 5,107.20	\$ 5,107.20	\$ 0.00	\$ 0.00	\$ 5,107.20	100.00%	\$ 0.00	\$ 0.00
46	CCO # 004 Change Order #004								
46.1	A.-5.01 CE #004 - Overhead Doors Wiring	\$ 2,487.45	\$ 2,487.45	\$ 0.00	\$ 0.00	\$ 2,487.45	100.00%	\$ 0.00	\$ 0.00
46.2	A.-5.01 Change Event #006	\$ 978.60	\$ 978.60	\$ 0.00	\$ 0.00	\$ 978.60	100.00%	\$ 0.00	\$ 0.00
46.3	A.-5.01 CE #007 - 4 post server rack	\$ 6,153.00	\$ 6,153.00	\$ 0.00	\$ 0.00	\$ 6,153.00	100.00%	\$ 0.00	\$ 0.00
46.4	A.-5.01 CE #008 - Camera Changes	\$ 7,239.75	\$ 7,239.75	\$ 0.00	\$ 0.00	\$ 7,239.75	100.00%	\$ 0.00	\$ 0.00
46.5	A.-5.01 CE #010 - Add Temp Camera Power	\$ 834.75	\$ 834.75	\$ 0.00	\$ 0.00	\$ 834.75	100.00%	\$ 0.00	\$ 0.00
47	CCO # 005 Change Order #005								
47.1	A.-5.01 CE #009 - Change to doors and security	\$ 22,763.08	\$ 22,763.08	\$ 0.00	\$ 0.00	\$ 22,763.08	100.00%	\$ 0.00	\$ 0.00
47.2	A.-5.01 CE #012 - Room & Door Numbering	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	\$ 0.00
47.3	A.-5.01 CE #013 - Delete demo of casework in E166	(\$640.00)	(\$640.00)	\$ 0.00	\$ 0.00	(\$640.00)	100.00%	\$ 0.00	\$ 0.00
47.4	A.-5.01 CE #014 - Fingerprinting	(\$365.75)	(\$365.75)	\$ 0.00	\$ 0.00	(\$365.75)	100.00%	\$ 0.00	\$ 0.00
47.5	A.-5.01 CE #016 - Server Change	(\$11,583.00)	(\$11,583.00)	\$ 0.00	\$ 0.00	(\$11,583.00)	100.00%	\$ 0.00	\$ 0.00
47.6	A.-5.01 CE #017 - Missing Intercoms	\$ 11,212.73	\$ 11,212.73	\$ 0.00	\$ 0.00	\$ 11,212.73	100.00%	\$ 0.00	\$ 0.00
48	CCO # 006 Change Order #006								
48.1	A.-5.01 CE #015 - Added Card Readers	\$ 27,680.70	\$ 14,475.70	\$ 13,205.00	\$ 0.00	\$ 27,680.70	100.00%	\$ 0.00	\$ 0.00
48.2	A.-5.01 CE #018 - Replace (2) exterior cameras	\$ 1,080.45	\$ 1,080.45	\$ 0.00	\$ 0.00	\$ 1,080.45	100.00%	\$ 0.00	\$ 0.00
48.3	A.-5.01 CE #020 - Cable rough in	\$ 772.80	\$ 772.80	\$ 0.00	\$ 0.00	\$ 772.80	100.00%	\$ 0.00	\$ 0.00

CONTINUATION SHEET

DOCUMENT DETAIL SHEET

Page 7 of 8

A	B	C	D	E	F	G	H		I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
48.4	A.-5.01 CE #021 - Change Electric strike to Hes	\$ 413.70	\$ 413.70	\$ 0.00	\$ 0.00	\$ 413.70	100.00%	\$ 0.00	\$ 0.00
49	CCO # 007 Change Order #007								
49.1	A.-5.01 CE #023 - Graphics card upgrade	\$ 3,206.70	\$ 0.00	\$ 3,206.70	\$ 0.00	\$ 3,206.70	100.00%	\$ 0.00	\$ 0.00
49.2	A.-5.01 CE #024 - Repair plugged conduit	\$ 490.35	\$ 490.35	\$ 0.00	\$ 0.00	\$ 490.35	100.00%	\$ 0.00	\$ 0.00
49.3	A.-5.01 CE #025 - Add microphones in locker rooms	\$ 3,834.60	\$ 0.00	\$ 3,834.60	\$ 0.00	\$ 3,834.60	100.00%	\$ 0.00	\$ 0.00
	TOTALS:	(\$89,402.89)	(\$109,649.19)	\$ 20,246.30	\$ 0.00	(\$89,402.89)	100.00%	\$ 0.00	\$ 0.00

Grand Totals

A	B	C	D	E	F	G	H		I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	GRAND TOTALS:	\$ 1,506,597.11	\$ 1,485,488.06	\$ 21,109.05	\$ 0.00	\$ 1,506,597.11	100.00%	\$ 0.00	\$ 0.00

DOCUMENT DETAIL SHEET- APPLICATION AND CERTIFICATE FOR PAYMENT



Steele County Agenda Item

Subject: Out of State travel

Department: Recorder's Office

Committee Meeting Date: February 21, 2023

Board Meeting Date: February 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approval of Out of State Travel for the Recorder and one deputy in May

Recommendation:

Approve out of State travel to Davenport Iowa for the annual Fidlal Technology Educational Symposium for County Recorder and 1 Deputy for May 22nd thru May 24th.

Background (*Including Budget Impact*):

There is great value in meeting directly with the company and developers in an open educational forum. The cost to the County will be 2 nights lodging for 2 people. No transportation cost as that is paid for by Fidlal Technologies. No budget impact as this is paid out of the Recorder's Technology Fund.

Attachments:

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Steele County Agenda Item

Subject: Consultant agreement with the American Lung Association

Department: Public Health

Committee Meeting Date: February 21, 2023

Board Meeting Date: February 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends renewal of the Consultant Agreement with American Lung Association of MN

Recommendation:

Renewal of the Consultant Agreement with the American Lung Association

Background (*Including Budget Impact*):

The Youth Tobacco was developed to engage youth as essential partners to raise awareness and change social norms and behaviors around youth e-cigarette use as part of a comprehensive, statewide initiative to reduce youth e-cigarette use. Steele County Public Health has been working with the American Lung Association for the past year on this grant and are requesting to continue with this consultant agreement.

Attachments:

ALA Contract

Exhibit A

CONSULTANT AGREEMENT

This consultant agreement is entered into this first day of March 1, 2023 between **STEELE COUNTY PUBLIC HEALTH** (referred to as "SCPH"), and the **AMERICAN LUNG ASSOCIATION OF MN** (referred to as the "Consultant").

AGREEMENT

SECTION 1. Term. This Agreement will begin on March 1, 2023 and end on February 28, 2024, unless terminated earlier in accordance with provision of Section 10 of this agreement.

SECTION 2. Relation of the Parties. The relationship of the Consultant to SCPH is, and always shall be deemed to be that of an Independent Contractor. SCPH will not provide fringe benefits, including health insurance benefits, paid vacation, or any other benefits. The Consultant will work at their discretion sufficient to complete agreed upon tasks.

SECTION 3. Services to be Performed. SCPH retains the Consultant to provide the following services set forth in the estimate set forth and hereby attached as Exhibit A, which may be amended in writing from time to time or supplemented with subsequent estimates for services to be rendered by the Contractor and agreed to by SCPH, and which collectively are hereby incorporated by reference.

The Consultant will determine the method, details, and means of performing the above-described services, subject to the specifications and limitations of SCPH.

The Consultant may, at the Consultant's own expense, employ such assistants as the Consultant deems necessary to perform the services required of the Consultant by this Agreement. The Consultant assumes full and sole responsibility for the payment of all compensation and expenses of these assistants and for any state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholdings.

SECTION 4. Obligations of the Consultant. The Consultant will supply all equipment and instrumentalities necessary to perform the services of this agreement. The Consultant is not required to purchase or rent any tools, equipment, or services from SCPH.

SECTION 5. Compensation. The Consultant will be compensated for work done according to the terms of this agreement set forth by Exhibit A. Consultant will submit invoices to SCPH for all services rendered. The Consultant will be compensated in accordance with the Finance Payment Schedule in Exhibit A.

SECTION 6. Income Tax Designation and Indemnification. SCPH will not withhold from sums becoming payable to the Consultant under this Agreement, any amounts for federal, state, or local taxes. SCPH shall report all payments to the Consultant on Internal Revenue Service form 1099. The Consultant will provide a W9 to SCPH for the preparation of the 1099 form. The Consultant agrees that any tax obligation of the Consultant arising from the payments made under this Agreement will be the Consultant's sole responsibility.

SECTION 7. Confidentiality. The Consultant recognizes that work products are proprietary property of SCPH. During and after the term of this Agreement, the Consultant agrees that any information received by the Consultant, while performing the services under this Agreement, which concerns the personal, financial, or other affairs of SCPH, its officers and employees will be kept in full confidence and will not be revealed to any other persons, firms or other organizations. Further, the terms of this agreement shall remain confidential.

SECTION 8. Assignability. The Consultant may not assign the Agreement to any other party.

SECTION 9. Termination of Agreement. SCPH or the Consultant may terminate this Agreement at any time with thirty (30) day's written notice. Consultant must continue to perform the duties for the 30 days as determined by the agreement and will be compensated for work performed.

SECTION 10. Indemnification and Insurance. The Consultant shall indemnify and save SCPH harmless from any personal injury or death that may arise from the work or operations under this agreement. The Consultant is responsible for his own liability and worker's compensation coverage.

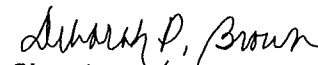
SECTION 11. Disclosure. The Consultant shall promptly disclose to SCPH in writing any outside activities or interests that relate to, conflict with, or affect the programs or positions of SCPH.

SECTION 12. Acceptance of Agreement. All terms of this agreement are in effect when signed below by both SCPH and the Consultant.

Steele County

American Lung Association (Consultant)

Signature


Signature

Printed Name:

Printed Name: Deborah P Brown

Date:

Date: 2/23/23

**SCHEDULE A
DUTIES, TERM, AND COMPENSATION**

DUTIES/RESPONSIBILITIES:

See Attached:

Work Plan, from Initial Grant Application and *Exhibit A*, from MDH Contract

The Consultant may also participate in the MDH contract voter registration requirement.

19.1. Voter Registration Requirement

Grantee will comply with Minn. Stat. § 201.162 by providing voter registration services for its employees and for the public served by the grantee.

The Consultant must follow the MDH contract requirements outlined below:

14. Publicity and Endorsement

14.1. Publicity

Any publicity given to the program, publications, or services provided resulting from this grant agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees shall identify MDH as the sponsoring agency and shall not be released without prior written approval by MDH's Authorized Representative, unless such release is a specific part of an approved work plan included in this grant agreement.

14.2. Endorsement

Grantee must not claim that MDH endorses its products or services.

18. Lobbying

18.1. Grantee must ensure that grant funds are not used for lobbying, which includes paying or compensating any person for influencing or attempting to influence legislators or other public officials on behalf or against proposed legislation, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

18.2. In accordance with the provisions of 31 USC § 1352, if Grantee uses any funds other than federal funds from MDH to conduct any of the aforementioned activities, Grantee must complete and submit to MDH the disclosure form specified by MDH. Further, Grantee must include the language of this section in all contracts and subcontracts, and all contractors and subcontractors must comply accordingly.

18.3. Providing education about the importance of policies as a public health strategy, however, is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.

18.4. By signing this grant agreement, Grantee certifies that it will not use any funds received from MDH to employ, contract with, or otherwise coordinate the efforts of a lobbyist, as defined in Minn. Stat. § 10A.01, subd. 21. This requirement also applies to any subcontractors or subgrantees that Grantee may engage for any activities pertinent to this grant.

TERM:

This engagement shall commence upon execution of this Agreement and shall continue in full force and effect until February 28, 2024, unless terminated earlier by operation of and in accordance with this Agreement.

COMPENSATION-FINANCE PAYMENT SCHEDULE:

As compensation for the duties pursuant to this Agreement, SCPH shall provide up to \$20,000 for the engagement period from March 1, 2023 to February 28, 2024 while performing all necessary duties associated with this activity. The Consultant will work with SCPH to follow the MDH contract requirements listed below regarding travel expenses and payment schedule.

4.1.2. Travel Expenses

Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"), or at the Grantee's established rate, whichever is lower, at the time travel occurred.

Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless Grantee has received MDH's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.



Steele County Agenda Item

Subject: Resolution – Authorize Acquisition by Expedited (“Quick Take”) Eminent Domain Proceedings for S.A.P. 074-648-007

Department: Highway

Committee Meeting Date: February 9, 2023

Board Meeting Date: February 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for approval on consent

Recommendation:

Adopt resolution authorizing acquisition by expedited (“quick take”) eminent domain proceedings for the CSAH 48 at 18th St SE Roundabout.

Background (*Including Budget Impact*):

The Owatonna School District is building a new high school west of the CSAH 48 and 18th St. SE intersection. A Traffic Impact Study was completed to identify impacts associated with the proposed development. The study identified a roundabout as the best solution to address operational and safety issues associated with the increase in traffic expected at the intersection.

The project schedule has been expedited to make up time due to the delay by the Canadian Pacific Railroad. This action is necessary to support the construction schedule and have the roundabout open to traffic prior to the High School opening this fall.

Additional right of way to be acquired in fee title and temporary easements is needed on 8 parcels with 4 property owners (due to multiple parcels under the same ownership). Department staff have had productive discussions with the property owners and are optimistic about direct purchase. However, if staff is unable to obtain the parcels by direct purchase, eminent domain will be required to ensure that the rights-of-way are obtained in time to support the construction schedule.

Staff will continue to negotiate with property owners to achieve either a direct purchase before filing with the court, or a settlement subsequent to filing.

Attachments:

Resolution

**RESOLUTION AUTHORIZING ACQUISITION BY EXPEDITED (“QUICK TAKE”)
EMINENT DOMAIN PROCEEDINGS FOR S.A.P. 074-648-007
CSAH 48 AT 18TH ST SE ROUNDABOUT**

WHEREAS, Steele County Highway Department is preparing plans and specifications for the construction of a roundabout at the intersection of County State Aid Highway 48 (CSAH 48) at 18th Street SE and,

WHEREAS, the project is designated as SAP 074-648-007 and includes grading, aggregate base, storm sewer, concrete curb & gutter, drainage improvements and paving; and

WHEREAS, this construction project will require the acquisition of additional right of way to accommodate the improvements; and

WHEREAS, Steele County has the legal authority to acquire the necessary land interests by eminent domain, pursuant to Minnesota Statute Section 163.02 and Minnesota Statutes Chapter 117; and

WHEREAS, road right of way constitutes a public use of land and serves a public purpose; and

WHEREAS, Steele County will continue negotiations in an attempt to acquire necessary right of way by direct purchase.

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners does hereby authorize the acquisition of right of way for S.A.P. 074-648-007 by eminent domain including the use of the expedited (“quick take”) procedure, pursuant to Minnesota Statutes 163.02 and Chapter 117 and directs the County Attorney to file the necessary petition therefore and to prosecute such action to a successful conclusion or until it is abandoned, dismissed or terminated by the County or the Court. The County Attorney is also authorized to engage independent legal counsel to represent the County in the eminent domain proceedings and any related legal proceedings and to engage such other experts as the County Attorney deems necessary and convenient for the purpose of acquiring the necessary land rights for the reconstruction project.

STEELE COUNTY
BOARD OF COMMISSIONERS

Greg Krueger, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 14th day of February, 2023, as shown by the minutes of said meeting in my possession.

Steele County Auditor



Steele County Agenda Item

Subject: Contract Award – CSAH 49 Reconstruction SAP 074-649-001, SAP 074-645-042, & CP 074-023-004

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: February 28, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Award a contract for the CSAH 49 Reconstruction project, SAP 074-649-001, SAP 074-645-042, & CP 074-023-004 to Ims Contracting, LLC in the amount of \$3,647,863.10.

Background (*Including Budget Impact*):

CSAH 49 reconstruction from CSAH 45 to the Rice County Line has been in the Highway Capital Improvement Plan for several years. The project will reconstruct CSAH 49 from a gravel road to a paved road using State Aid Standards on a new alignment. Work will also include improvements to CSAH 45 at its new intersection with CSAH 49. The project is programmed with a budget of \$3,700,000 using State Aid and Sales Tax funds.

The contract was advertised for bids, which were opened on Thursday, February 16, 2023. Five bids were received.

Bidder Name	Bid	% Over/Under Estimate
Engineer's Estimate	\$3,331,119.77	-
Ims Contracting, LLC.	\$3,647,863.10	9.51% OVER
Heselton Construction	\$3,668,619.00	10.13% OVER
Northland Grading and Excavating	\$3,800,000.00	14.08% OVER
BCM Construction, Inc	\$3,857,165.39	15.79% OVER
Wencl Construction, Inc	\$4,218,492.70	26.64% OVER

Ims Contracting, LLC is a responsible contractor capable of performing the work.

Attachments:

N/A



Steele County Agenda Item

Subject: 2023 Non-Represented Employee COLA & Wage Grid Modification

Department: HUman Resources

Committee Meeting Date:

Board Meeting Date: February 28, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Recommendation:

Recommend approving a 4% COLA for all regular, non-represented employees, retroactive to 01/01/23; and recommend eliminating the first 3 steps on the wage grid.

Background (*Including Budget Impact*):

Historically, all regular, non-represented employees have received the same annual general wage increase/COLA as represented employees in the County. The Road Deputy Unit recently settled their contract with the following compensation terms and we're recommending that the non-represented employees receive the same terms, as follows:

- 4% general wage increase/COLA for 2023, retroactive to 01/01/23
- Eliminate the first 3 steps of the wage grid

This action will also better position the County from a recruiting standpoint for current and future position vacancies.

Attachments:

N/A



Steele County Agenda Item

Subject: Admin Building Lower Level/Mail Room Renovation /Advertisement for Bids

Department: Building & Grounds

Committee Meeting Date: February 28, 2023

Board Meeting Date: February 28, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as “N/A” or a reason why.

Recommendation:

To approve the Facilities and Fleet Director to Advertise for Bids for the Steele County Admin Building Lower Level/Mail Room Renovation.

Background (*Including Budget Impact*):

Previously the County Board approved the Steele County Admin Building Lower Level/Mail Room Renovation through the approval of the 2023 CIP. The plans are 95% complete with minor adjustments to make. The scope of work includes renovation of the Planning and Zoning Area, Veterans Area, and the GIS area. These areas will have new service counters installed to make the space more efficient and secure. The lower level will also get new carpet to match the rest of the building. The mail room will have minor modifications done by adding a door and infilling the existing door leading into the HR area. With plans near completion, we would like to advertise for bids for the project with Bids being received on March 28, 2023 at 2:00pm.

Attachments:

Advertisement for Bids

3D Renderings

Floor Plan



Steele County Agenda Item

Subject: Auditor-Treasurer-Finance Department Restructure

Department: Administrator's Office

Committee Meeting Date: February 28, 2023

Board Meeting Date: February 28, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Recommendation:

Approve the restructuring of the Auditor-Treasurer-Finance Departments into one department, Finance, Property Tax, & Elections, per attached department structure plan

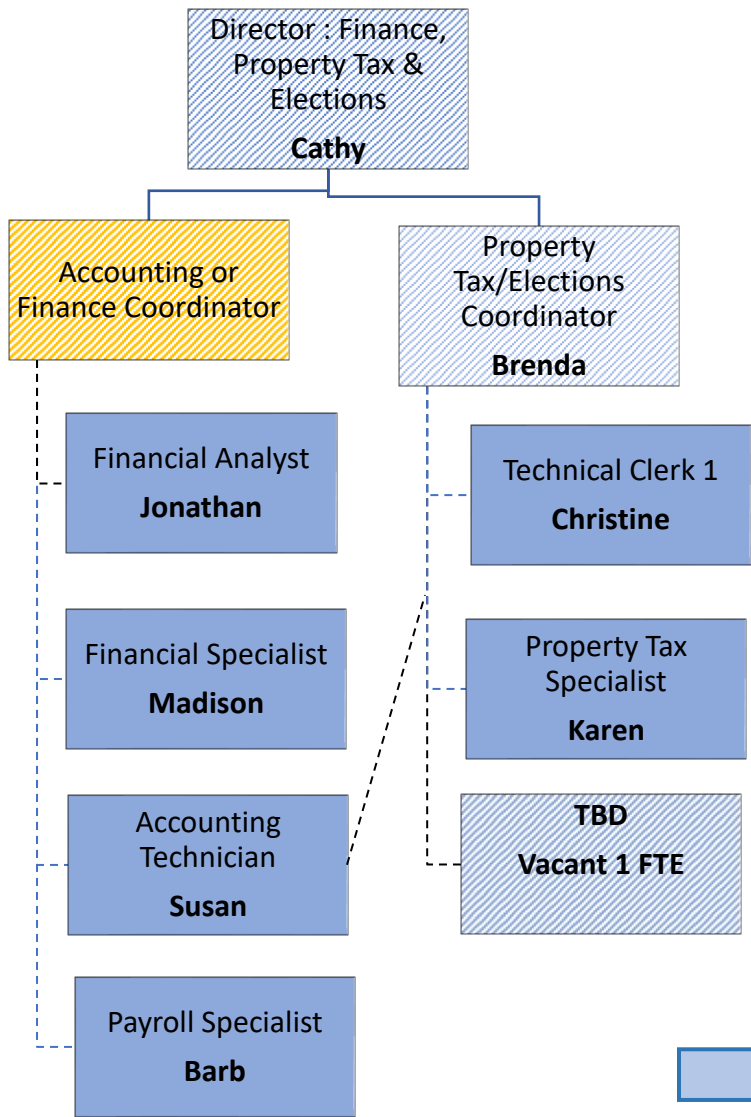
Background (*Including Budget Impact*):

The retirement of the County Auditor at the end of last year and the change in the Auditor and Treasurer positions from elected to appointed in 2022 presented an opportunity to review the current department structure in the Auditor, Treasurer, and Finance departments. Steele County is one of the remaining few counties in the state who has not combined its Auditor and Treasurer departments. The Administrator is proposing this new consolidated structure with the goal to provide more collaboration, work efficiencies, and more effective customer service delivery.

Attachments:

Proposed Structure

Finance, Property Tax, & Election Services Proposed Department Structure
(combining Finance, Treasurer, and Auditor into one department)



Current Position



New Accounting/Finance Coordinator position will need new job description, rating, and posting



Shaded areas indicate positions that will need new job descriptions and ratings. Brenda and Cathy will be appointed to their respective positions as position reclassifications, no posting

Finance, Property Tax, & Election Services Proposed Department Structure

(combining Finance, Treasurer, and Auditor into one department)

Services provided by Finance, Property Tax, & Elections Department

- Tax administration
- Election administration
- Financial management & budgeting
- Payroll
- Drainage ditch liens, records, meetings
- County licenses
- Records management
- Other statutory requirements

Structure Overview

- The director position will serve as the supervisor for all positions and handle performance learning/reviews and the overall strategic direction for the department
- The proposed **Property Tax/Elections Coordinator** position would be responsible for the coordination and oversight of the day-to-day operations in Property Tax and Elections service areas, including the assignment of work tasks and work direction for the other employees in this area
- The proposed **Accounting or Finance Coordinator** position would be responsible for the coordination and oversight of the day-to-day operations in the Accounting/Finance service areas, including the assignment of work tasks and work direction for the other employees in this area
- The Coordinator positions will ensure that day-to-day tasks and responsibilities are completed in timely manner by their teams and be in communication with the director on key issues, processes, deadlines, and other matters

Timeline

Immediate Actions

- Review proposed structure with Board and get approval
- Complete new position descriptions and ratings for Director, Coordinator positions in the reclassification process (Cathy, Brenda, Administration, HR)
- Post and appoint someone to the Accounting/Finance Coordinator position

2023 and Beyond Tasks

- **This process of reorganizing into one department is fluid** and issues will be addressed as we move forward; this will truly be a “work in progress”

Finance, Property Tax, & Election Services Proposed Department Structure
(combining Finance, Treasurer, and Auditor into one department)

- Evaluate duties of Auditor, Treasurer, and Finance departments for workflow efficiencies, process improvement, and service delivery enhancements (i.e. AP process, property tax settlements, etc.)
- Review other job descriptions and update rating/classifications to reflect job duties/responsibilities after review/assignment of all tasks in the three departments
- Determine need for backfill of vacant 1 FTE (Laura's vacancy)

Consideration of proposed functions transitioning to other departments

- Board meeting minutes recording to Administration
- Extension Committee minutes
- Ditch system records ongoing maintenance



Steele County Agenda Item

Subject: Steele County Fairgrounds Electrical Safety Project

Department: Administrator's Office

Committee Meeting Date: February 21, 2023

Board Meeting Date: February 28, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Committee Recommendation:

Committee recommends authorizing signatures and submitting to the state.

Recommendation:

Authorize the Chair, Administrator and Finance Director to sign the Steele County Fairgrounds Electrical Safety Project documents and submit to the state.

Background (Including Budget Impact):

Steele County Fairgrounds Electrical Safety Project will put electrical wiring underground to meet 326B.35 Safety Standards and 525.5 overhead conductor clearances.

The preliminary engineering plans have been submitted by ISG for the secondary electrical conversion along with the plans from OPU for the primary electrical conversion for underground electrical.

Before the project goes out for bid, Steele County should have approval from MMB in the form of an agreement. In order for this to happen, MMB needs the following documents to approve; Grantee COI Form signed by the Chair and one for the Administrator, a recorded Declaration stating the Restricted Property shall remain subject to this State of Minnesota General Obligation Bond Financed Declaration for 125% of the useful life of the Restricted Property or until the Restricted Property is sold with the written approval and the SPAP Application containing the preliminary plans along with the costs and secured funds. Once received it will take appx. 4 weeks for MMB approval.

The current estimated cost of the project is \$1.789MM using single phase for the primary lines. Funding Sources: \$750K from the state through a DEED Grant, \$750K from Steele County General Funds, \$180K from the Ag. Society - \$90K for the secondary lines and will set aside an additional \$90K if there is a project shortfall. *(The \$180K from the Ag. Society does not include the \$90K already spent on underground electrical and Engineering plans which this already spent \$90k is also NOT included in the cost of the project.)* OPU is contributing 50% of the cost of the primary lines. Their current estimate is for single phase, if three phase is required, the cost of the primary lines will change.

Attachments:

- **Conflict of Interest Disclosure – Chair**
- **Conflict of Interest Disclosure – Administrator**
- **General Obligation Bond Financed - DECLARATION**
- **DEED Special Appropriation Grant Application**

Instructions: Please return your completed form as part of the Response submittal.

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making \(August 2020 Effective Date 1/1/21\)](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Greg Krueger, Chair

Signature:

Organization: Steele County Board of Commissioners

Date:

Instructions: Please return your completed form as part of the Response submittal.

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making \(August 2020 Effective Date 1/1/21\)](#) and to disclose any conflicts of interest accordingly.

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☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Scott Golberg, Administrator

Signature:

Organization: Steele County

Date:

Attachment I to Grant Agreement

**State of Minnesota
General Obligation Bond Financed
DECLARATION**

The undersigned has the following interest in the real property located in the County of Steele, State of Minnesota that is legally described in **Exhibit A** attached and all facilities situated thereon (collectively, the "Restricted Property"):

- ☒ a fee simple title,
- ☐ a lease, or
- ☐ an easement,

and as owner of such fee title, lease or easement, does hereby declare that such interest in the Restricted Property is hereby made subject to the following restrictions and encumbrances:

- A. The Restricted Property is bond financed property within the meaning of Minn. Stat. § 16A.695, is subject to the encumbrance created and requirements imposed by such statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget, which approval must be evidenced by a written statement signed by said commissioner and attached to the deed, mortgage, encumbrance or instrument used to sell or otherwise dispose of the Restricted Property; and
- B. The Restricted Property is subject to all of the terms, conditions, provisions, and limitations contained in that certain General Obligation Bond Proceeds Grant Agreement for the Steele County Fairgrounds Electrical Safety Project between the Department of Employment and Economic Development and the County of Steele dated October 22, 2020 (the "G. O. Grant Agreement").

The Restricted Property shall remain subject to this State of Minnesota General Obligation Bond Financed Declaration for 125% of the useful life of the Restricted Property or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget, at which time it shall be released therefrom by way of a written release in recordable form signed by the Commissioner of Minnesota Management and Budget, and such written release is recorded in the real estate records relating to the Restricted Property. This Declaration may not be terminated, amended, or in any way modified without the specific written consent of the Commissioner of Minnesota Management and Budget.

County of Steele

By: _____
Commissioner Greg Krueger, Chair

By: _____
Administrator

By: _____
Finance Director

Executed on the _____ Day of _____, 2023
96 of 136

STATE OF MINNESOTA)

) ss.

COUNTY OF STEELE)

This Department of Employment and Economic Development Declaration was Executed and acknowledged before me on the _____ day of _____, 2023, by Greg Krueger the County Chair, Scott Golberg the Administrator, and Cathy Piepho the County Finance Director of the County of Steele on behalf of said County.

Notary Public

This Declaration was drafted by:

Office of Attorney General
Suite 300
400 Sibley Street
St. Paul, MN 55101-1996

Exhibit A to Declaration
LEGAL DESCRIPTION OF RESTRICTED PROPERTY
See attached exhibit "A"

Exhibit "A"

Legal Description Parcel C

All that part of the S1/2 SW1/4 of Section 15-T107N-R20W, Steele County, Minnesota; described as follows:

Beginning at the northeast corner of PARK PLACE ADDITION, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota; thence North 89°04'18" West a distance of 39.19 feet, on an assumed bearing, to the northwest corner of OUTLOT A, of said Addition;
thence South 00°56'19" West a distance of 270.29 feet, to the southwest corner of said OUTLOT A;
thence North 89°41'46" West a distance of 90.92 feet;
thence South 00°18'14" West a distance of 198.93 feet;
thence North 89°41'46" West a distance of 32.00 feet;
thence South 45°00'11" West a distance of 6.07 feet;
thence South 00°26'35" West a distance of 102.93 feet;
thence South 89°36'53" East a distance of 257.00 feet;
thence South 00°26'35" West a distance of 185.00 feet;
thence North 89°36'53" West a distance of 281.00 feet;
thence South 00°26'35" West a distance of 22.0 feet;
thence North 89°36'53" West a distance of 88.00 feet;
thence North 00°26'35" East a distance of 46.00 feet;
thence North 89°36'53" West a distance of 151.00 feet, to the west line of said SW1/4;
thence South 00°26'35" West a distance of 703.37 feet, to the southwest corner of said SW1/4;
thence South 88°46'04" East a distance of 1284.94 feet, on the south line of said SW1/4;
thence North 23°19'05" East a distance of 598.55 feet;
thence North 17°29'58" East a distance of 77.66 feet;
thence North 12°30'52" East a distance of 130.46 feet;
thence South 87°01'01" East a distance of 488.29 feet;
thence North 02°46'48" East a distance of 140.00 feet;
thence North 87°13'12" West a distance of 43.00 feet;
thence North 02°46'48" East a distance of 130.40 feet;
thence South 87°13'12" East a distance of 43.00 feet;
thence North 02°46'48" East a distance of 27.80 feet;
thence North 85°50'44" East a distance of 218.14 feet, to the centerline of Austin Road;
thence North 27°54'28" West a distance of 302.62 feet, on said centerline, to the north line of the S1/2 of said SW1/4;
thence North 89°07'28" West a distance of 1484.64 feet, on said north line;
thence South 04°11'35" West a distance of 182.66 feet;
thence North 89°16'39" West a distance of 214.54 feet;
thence North 00°37'58" East a distance of 182.92 feet;
thence North 00°37'58" East a distance of 132.45 feet to the point of beginning.

Subject to public road easements and any other easements or restrictions of record, if any.

Exhibit "A"

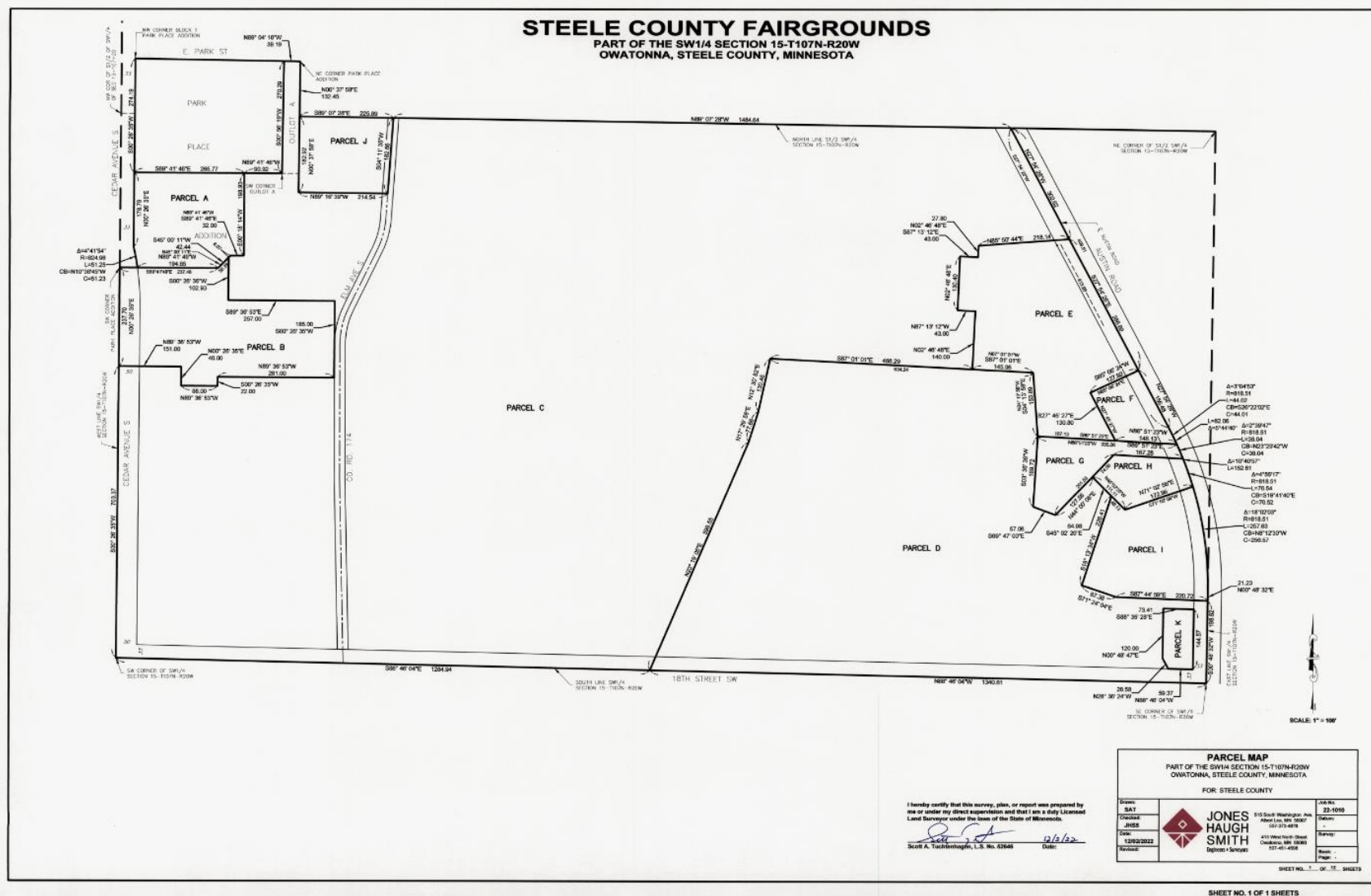
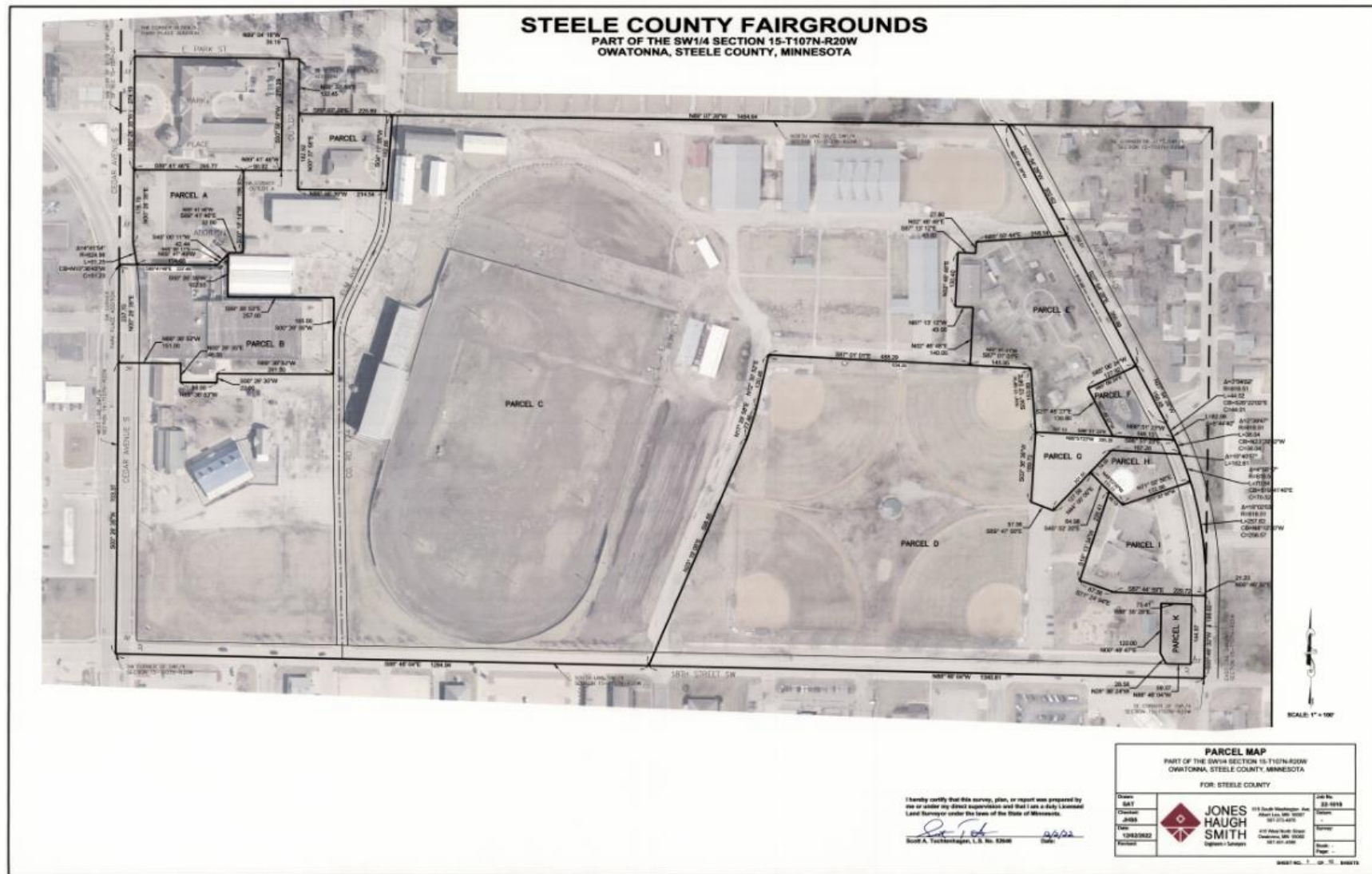


Exhibit "A"



Special Appropriation Grant Grant Application

The Cover Sheet must be completed by all applicants requesting financial assistance.

Project Name and Address:	Steele County Fairgrounds Electrical Safety Project 1525 Cedar Ave So. Owatonna, MN 55060
----------------------------------	---

Applicant: Steele County	
Project Contact Person: Scott Golberg	Email address: Scott.golberg@co.steele.mn.us
Title: Administrator	
Address: 630 Florence Ave, PO Box 890	
City: Owatonna	MN, Zip Code: 55060
Phone: 507-444-7431	

Engineer/Architect Information - ISG

Project Contact Person: Royal Streed	Email address: Royal.streed@ISGinc.com
Title: PE	
Address: 115 East Hickory St, Suite 300	
City: Mankato	MN, Zip Code: 55060
Phone: 507.387.6651	

The following describes the grant information and allowable expenditures.

Qualified grantee – Steele County

Qualified expenditures- General Obligation Bond eligible expenses directly related to construct underground electrical infrastructure at the Steele County Fairgrounds.

Grant Amount- \$750,0000 – This appropriation is not available until the Commissioner of Minnesota Management and Budget determines that full funding has been committed to the project.

Submittal:

Minnesota Department of Employment and Economic Development
 Attention: Patrick H. Armon/Community Finance Office
 First National Bank Building
 332 Minnesota Street, Suite E200
 St. Paul, MN 55101

If some attachments are not easily e-mailed as a pdf, please contact Patrick Armon.

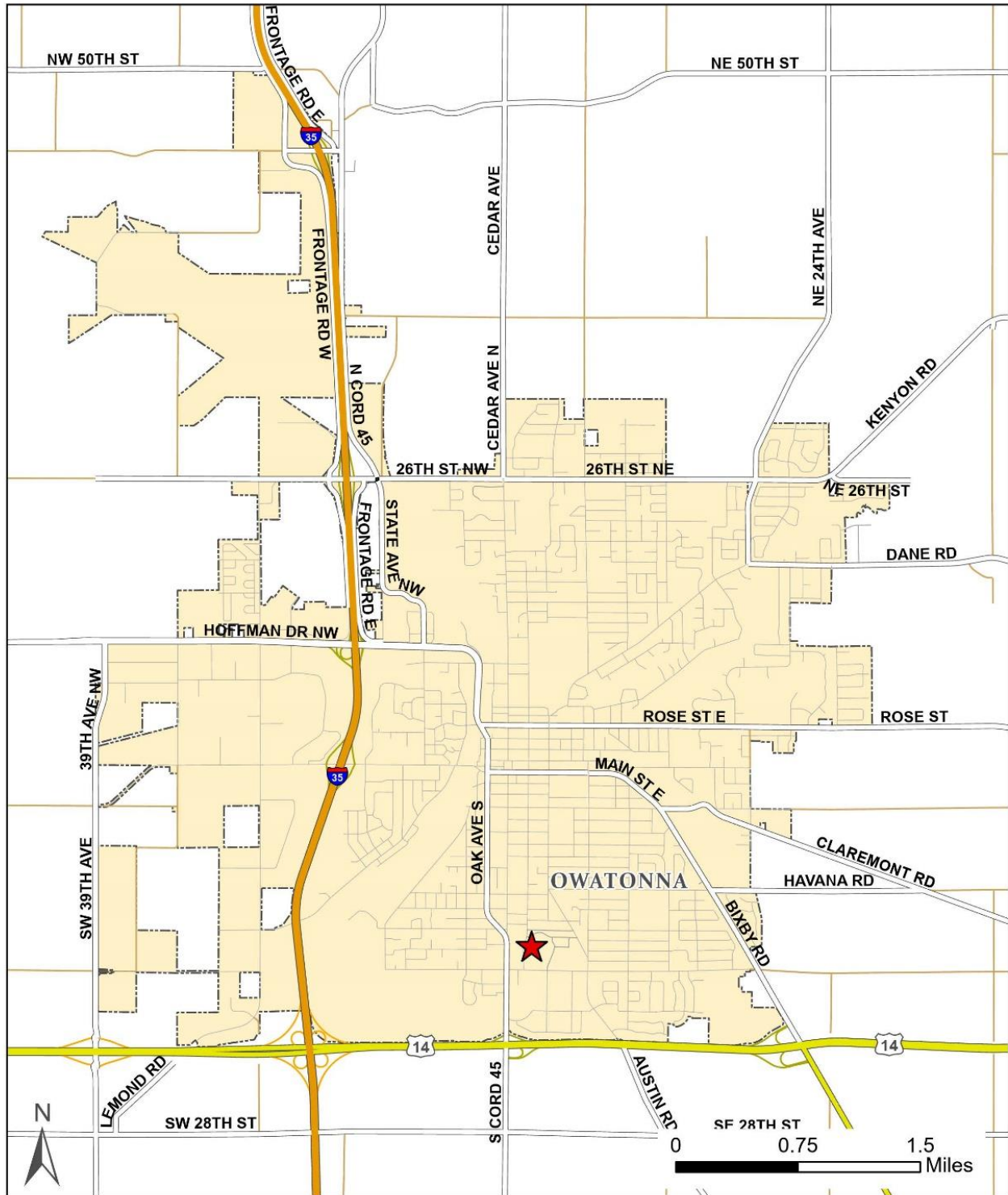
Narrative Section

Please provide your answer to each question in the space provided. Attach any supporting documents to the back of this application.

General Narrative

1. Please give a general summary of the project.
This project will put electrical wiring underground to meet 326B.35 Safety Standards and 525.5 overhead conductor clearances.
2. How will the electricity infrastructure be used at the fairgrounds, including which specific elements at the fairgrounds will be using the electrical infrastructure:
The entire complex is connected, and every part of the electrical infrastructure will be used through-out the year for entertainment stages, equipment, lights, food refrigeration and commercial vendor booths. Also, Carnival rides, game booths, barns and barn ventilation/fans. This will also power all restrooms and showers on the grounds, dairy milking parlor and camping areas.
The Agricultural Society rents out the grounds and buildings to private groups, for events, and storage through-out the year, this infrastructure will power those needs as well.

- Provide a map of the city of Owatonna with the location of the project indicated on the map.



Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or reuse of the data provided herein, regardless of the format or the means of transmission. THE DATA IS PROVIDED "AS IS" WITHOUT GUARANTEE, WARRANTY, REPRESENTATION, OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN, shall not be liable for any direct, indirect, special, incidental, consequential or consequential damages or third party claims resulting from the use of this data, even if Steele County, MN, has been advised of the possibility of such potential loss or damage. This data may not be used in states that do not allow the exclusion or limitation of incidental or consequential damages.

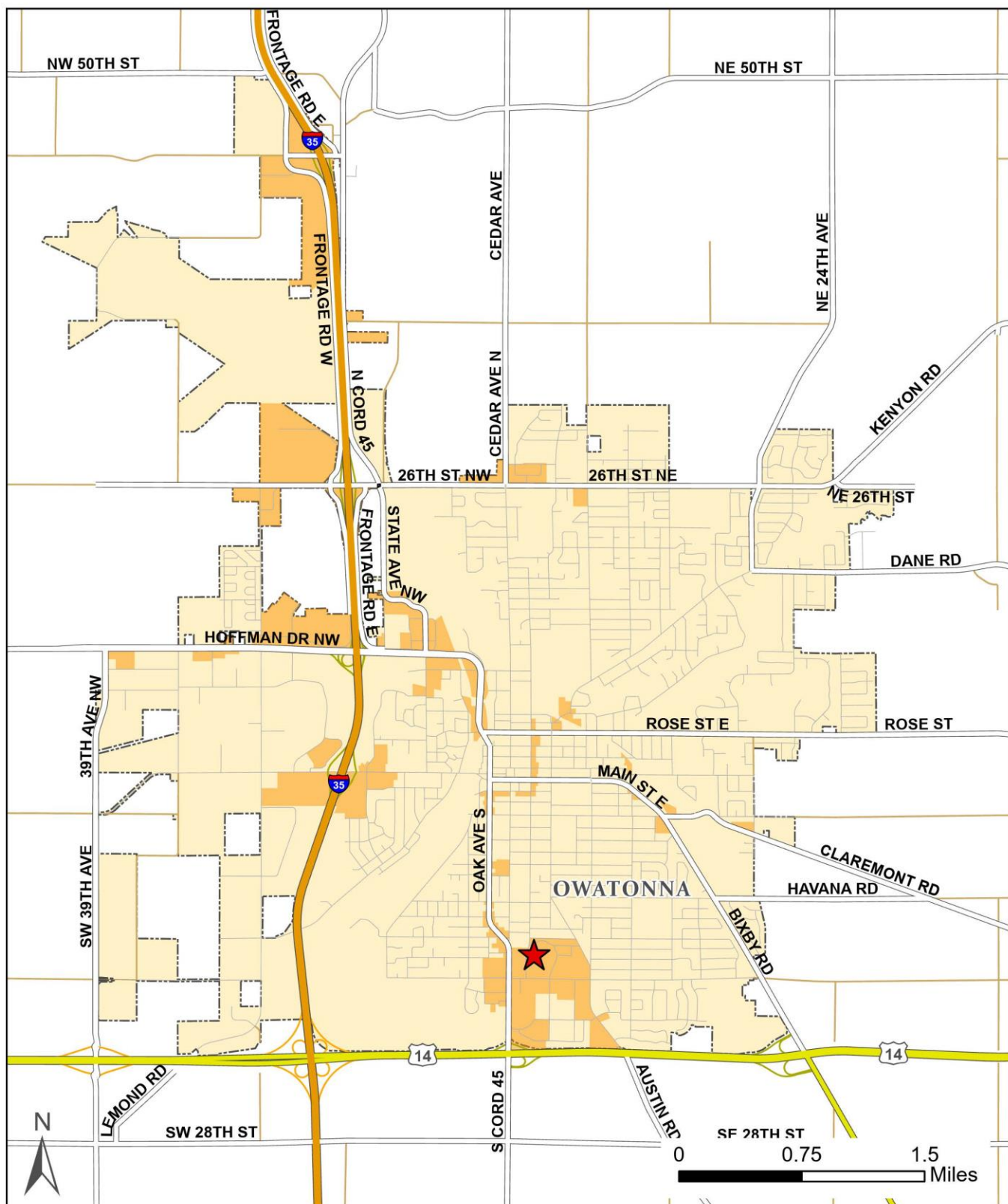


Project Location

**Steele County
Fairgrounds**
Underground Electric Project



Also provide a zoning map with the location of the project indicated on the zoning map:



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

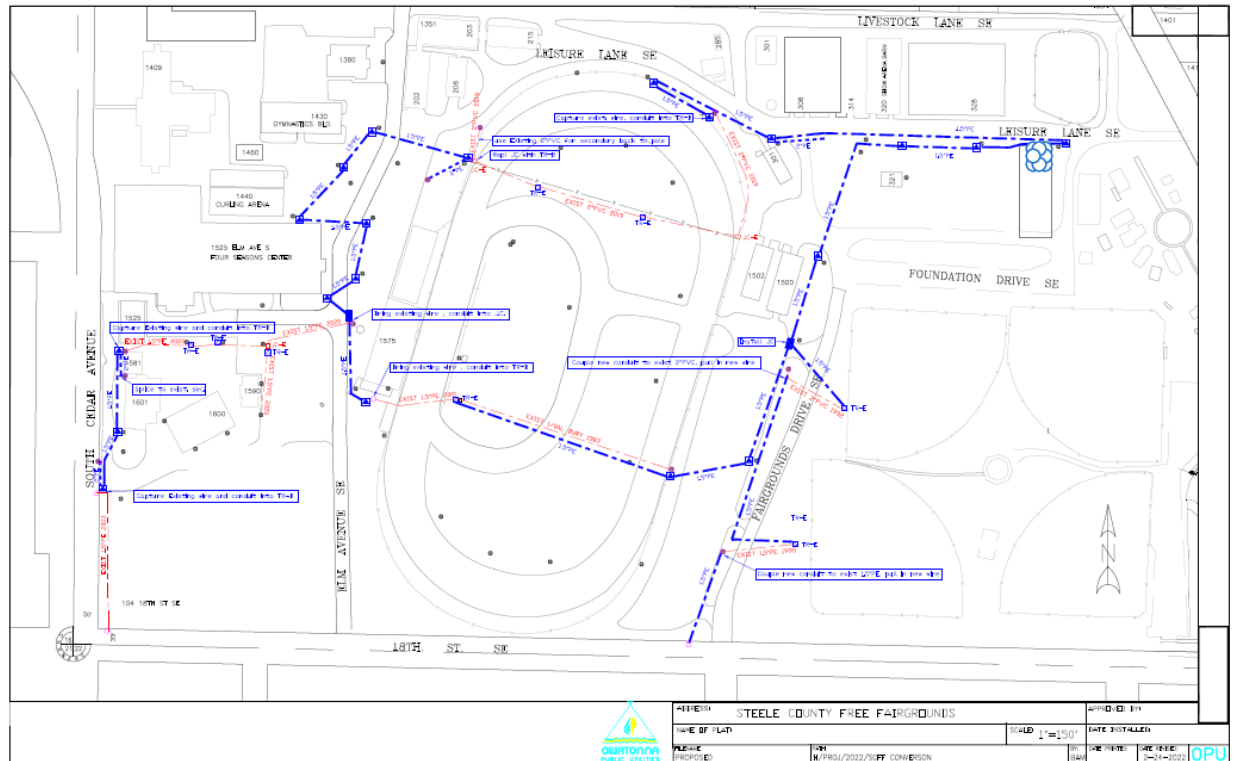
-  Project Location
-  B-2 Community Business Zoning

Steele County
Fairgrounds
Underground Electric Project



4. Provide engineering and/or architectural total project cost estimate documents:

Primary Conversion Estimate:



- Material Estimate= \$103,327.00
- Labor Estimate= \$45,211.00
- Boring Estimate at \$15/ft (Based off average bore cost in 2020)= \$86,400.00

* Total cost of conversion= \$234,938.00



SHEET NOTES

1. WORK SHALL BE IN ACCORDANCE WITH ALL CITY, STATE AND FEDERAL REQUIREMENTS FOR ALL ELECTRICAL PERMITS AND ALL ELECTRICAL PERMITS SHALL BE OBTAINED PRIOR TO ANY WORK.

2. COORDINATE WORK WITH OTHER TRUCKS.

ELECTRICAL KEYNOTE LEGEND	
KEY	KEYNOTE TEXT
1	EXISTING ELECTRICAL SYSTEM TO REMAIN
2	NEW ELECTRICAL SYSTEM TO BE INSTALLED
3	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING
4	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS
5	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING
6	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT
7	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS
8	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING
9	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS
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12	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING
13	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS
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16	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING
17	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS
18	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING
19	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS
20	NEW ELECTRICAL SYSTEM TO BE INSTALLED WITH NEW WIRING AND NEW PANELS AND NEW TRUNKING AND NEW CONDUIT AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING AND NEW RACEWAYS AND NEW TRUNKING

DESIGNED BY: ROYAL D. STINEBACH
DATE: 11/11/2024
PROJECT: STEEL COUNTY FAIRGROUNDS ELECTRICAL UPGRADES
SHEET: E2-01C
TITLE: SITE ELECTRICAL PLAN - AREA C

STEEL COUNTY FAIRGROUNDS ELECTRICAL UPGRADES

PROJECT NO.	22-27851
FILE NAME	27851 E2-01C.dwg
DATE	11/11/2024
DESIGNED BY	ROYAL D. STINEBACH
REVIEWED BY	
ORIGINAL DATE	11/11/2024
CLIENT PROJECT NO.	

SITE ELECTRICAL PLAN - AREA C

E2-01C



1 SITE ELECTRICAL PLAN - AREA C
1" = 20'-0"



HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR SPECIFICATION IS THE PROPERTY OF A.B. GROUP, INC. AND THAT IT IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT PRIOR WRITTEN CONSENT OF A.B. GROUP, INC. UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROYAL D. STINEB

DATE: _____ LIC. NO. 57164

THIS DOCUMENT IS THE PROPERTY OF A.B. GROUP, INC. AND THAT IT IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT PRIOR WRITTEN CONSENT OF A.B. GROUP, INC. UNDER THE LAWS OF THE STATE OF MINNESOTA.

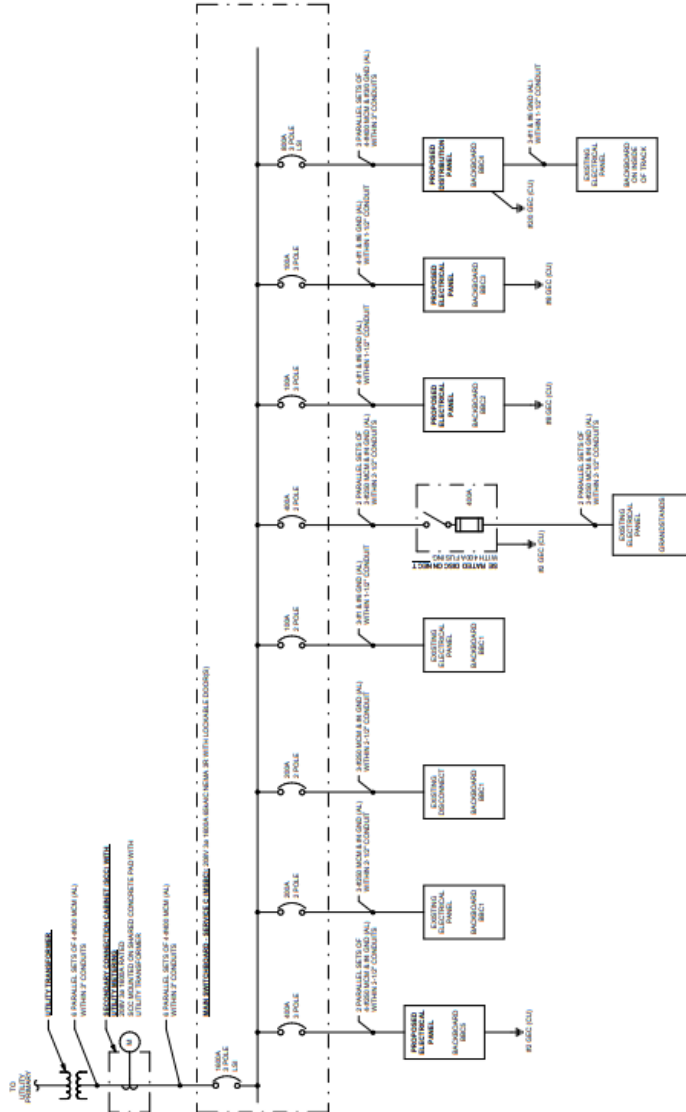
DATE: _____ LIC. NO. _____

STEEL COUNTY FAIRGROUNDS ELECTRICAL UPGRADES

CONTRACT NO.	MINNESOTA
PROJECT NO.	22-27851
FILE NAME	27851 ELEC 022.dwg
DATE	08/01/2022
DESIGNED BY	RODOLPH
CHECKED BY	RODOLPH
ORIGINAL ISSUE DATE	MINNESOTA
CLIENT PROJECT NO.	
TITLE	

ELECTRICAL ONE LINE - SERVICE C

E4-11C



1 ELECTRICAL ONE LINE - SERVICE C
NOT TO SCALE

ROYAL D. STREED

DATE _____ LC NO. 57104
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR
 REPORT WAS PREPARED BY ME OR UNDER MY DIRECT
 SUPERVISION AND THAT I AM A DULY LICENSED
 ARCHITECT UNDER THE LAWS OF THE STATE OF
 MINNESOTA.

DATE _____ LIC. NO. _____

**STEELE COUNTY
FAIRGROUNDS
ELECTRICAL
UPGRADES**

MINNESOTA
OWATONNA

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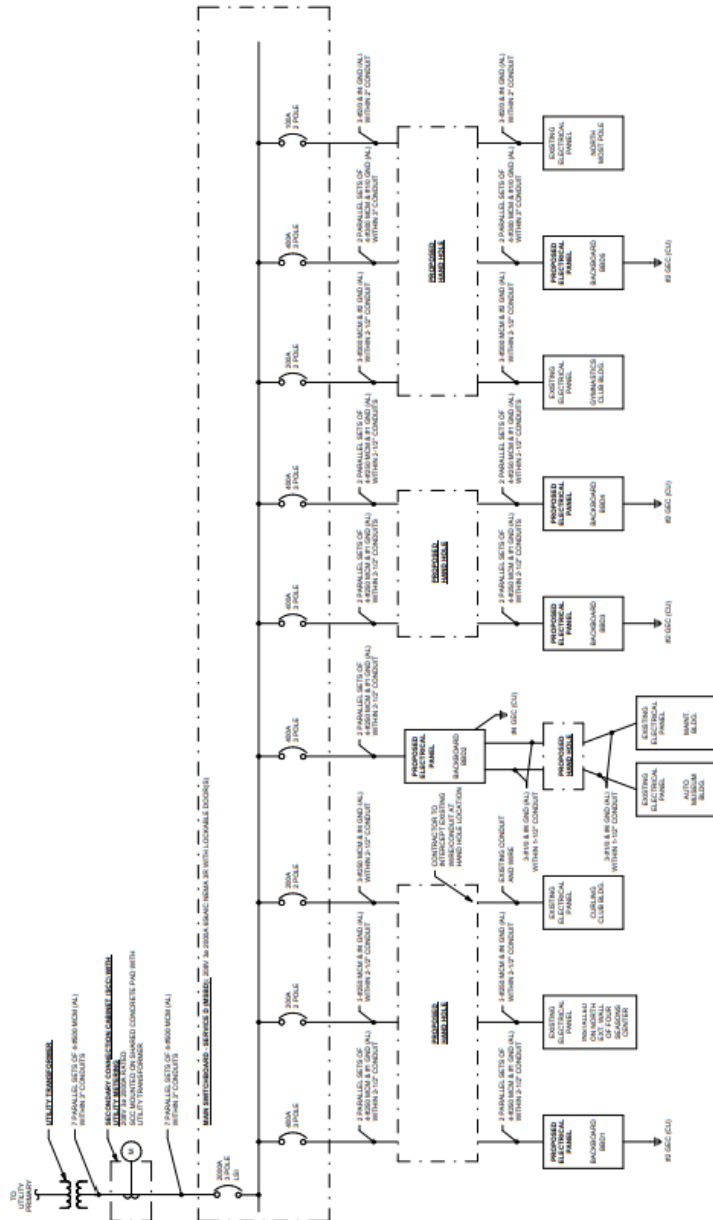
PROJECT NO.	22-27851
FILE NAME	27851.DWG 222.MT
DRAWN BY	RSB
DESIGNED BY	RSB
REVIEWED BY	RSB/CMN
ORIGINAL ISSUE DATE	11/02/2022

TIME

**ELECTRICAL ONE
LINE - SERVICE D**

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E4-11D



1 ELECTRICAL ONE LINE - SERVICE D
NOT TO SCALE



DESIGNER: STEELE COUNTY
PROJECT: FAIRGROUNDS ELECTRICAL UPGRADES
DATE: 11/11/2014
DRAWN BY: J. D. STREED

DATE: 11/11/2014
DRAWN BY: J. D. STREED
CHECKED BY: J. D. STREED
APPROVED BY: J. D. STREED

DATE: 11/11/2014
DRAWN BY: J. D. STREED
CHECKED BY: J. D. STREED
APPROVED BY: J. D. STREED

DATE: 11/11/2014
DRAWN BY: J. D. STREED
CHECKED BY: J. D. STREED
APPROVED BY: J. D. STREED

DATE: 11/11/2014
DRAWN BY: J. D. STREED
CHECKED BY: J. D. STREED
APPROVED BY: J. D. STREED

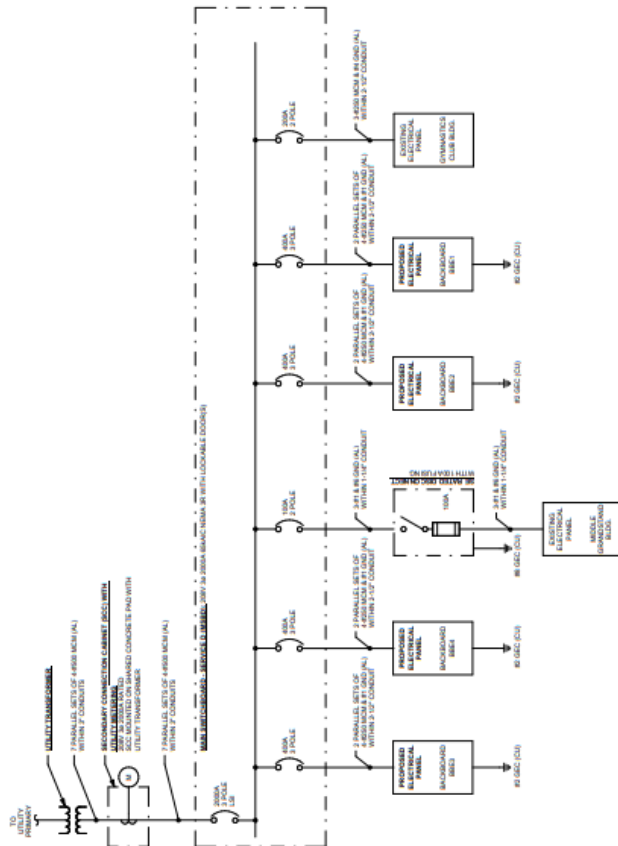
DATE: 11/11/2014
DRAWN BY: J. D. STREED
CHECKED BY: J. D. STREED
APPROVED BY: J. D. STREED

DATE: 11/11/2014
DRAWN BY: J. D. STREED
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APPROVED BY: J. D. STREED

DATE: 11/11/2014
DRAWN BY: J. D. STREED
CHECKED BY: J. D. STREED
APPROVED BY: J. D. STREED

DATE: 11/11/2014
DRAWN BY: J. D. STREED
CHECKED BY: J. D. STREED
APPROVED BY: J. D. STREED

DATE: 11/11/2014
DRAWN BY: J. D. STREED
CHECKED BY: J. D. STREED
APPROVED BY: J. D. STREED



1 ELECTRICAL ONE LINE - SERVICE E
NOT TO SCALE



- Exhibit A

Deed Record No. 68

a.

6. Provide a current operating, maintenance, and reserve (OM&R) budget as well as projected budgets that correspond with a completed and operational project for its first two years. If not yet available, please indicate when they would be:

Steele County, Minnesota

Capital Improvement Plan

2022 thru 2026

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2022	2023	2024	2025	2026	Total
Fairgrounds							
Bury Wires Underground	FG-23-01		1,500,000				1,500,000
Fairgrounds Hard Surfacing	FG-25-01				900,000		900,000
	Fairgrounds Total		1,500,000		900,000		2,400,000
<i>Grants</i>			750,000				750,000
<i>Reserves</i>			750,000		900,000		1,650,000
	<i>Fairgrounds Total</i>		1,500,000		900,000		2,400,000
	Grand Total		1,500,000		900,000		2,400,000

Steele County
Balance Sheet
Governmental Funds
December 31, 2021

	General Fund	Special Revenue Road and Bridge	Ditch	Debt Service	Capital Projects	Total Governmental Funds
Assets						
Cash and investments	\$ 27,495,886	\$ 17,615,600	\$ 675,205	\$ 1,113,393	\$ 3,794,933	\$ 50,695,017
Receivables:						
Taxes	270,239	34,748	-	22,716	8,332	336,035
Special assessments	37,268	-	463,336	-	-	500,604
Accounts	122,696	194	979	-	-	123,869
Loans	228,436	-	-	-	-	228,436
Interest	308,974	-	-	-	-	308,974
Due from other governments	641,381	3,804,629	21,599	-	-	4,467,609
Due from other funds	-	6,634	-	-	-	6,634
Inventories and prepaid items	211,985	185,492	-	-	-	397,477
Advances to other funds	449,000	-	-	-	-	449,000
Total assets	\$ 29,765,865	\$ 21,647,297	\$ 1,161,119	\$ 1,136,109	\$ 3,803,265	\$ 57,513,655
Liabilities, Deferred Inflows of Resources and Fund Balances						
Liabilities						
Accounts payable	\$ 145,096	\$ 175,011	\$ 3,472	\$ -	\$ 21,207	\$ 344,786
Construction contracts payable	50,577	-	-	-	117,497	168,074
Accrued liabilities	575,432	61,485	-	-	-	636,917
Due to other governments	47,513	104,076	85,341	-	-	236,930
Due to other funds	6,634	-	-	-	-	6,634
Advances from other funds	-	-	449,000	-	-	449,000
Unearned revenues	-	-	-	-	3,559,319	3,673,845
Total liabilities	1,145,266	340,572	537,813	-	3,698,023	5,516,186
Deferred Inflows of Resources						
Unearned revenues	146,425	222,984	-	-	-	370,409
Unavailable revenues	683,684	3,085,190	466,048	20,128	7,367	4,262,417
Total deferred inflows of resources	830,109	3,309,174	466,048	20,128	7,367	4,632,826
Fund Balances						
Nonspendable	835,687	185,492	-	-	-	1,021,179
Restricted	1,363,209	8,439,166	157,258	1,115,981	109,441	11,185,055
Committed	-	294,087	-	-	-	294,087
Assigned	5,517,975	9,078,806	-	-	(11,566)	14,596,781
Unassigned (deficit)	20,279,107	-	-	-	-	20,267,541
Total fund balances	27,995,978	17,997,551	157,258	1,115,981	97,875	47,364,643
Total liabilities, deferred inflows of resources and fund balances	\$ 29,765,865	\$ 21,647,297	\$ 1,161,119	\$ 1,136,109	\$ 3,803,265	\$ 57,513,655

See notes to financial statements

Steele County Agricultural Society
Final FY 2023 Budget

Income	
Camping	50,000
Carnaval	205,000
Liquor Sales	325,000
Concessions	280,000
Donations	20,000
Government Aid	42,000
Grandstand	220,000
Grants	20,000
Parking	27,000
Reimbursed Expenses	12,000
Sponsorships	194,000
Off Season Rental	150,000
All other	50,000
Project Carry Forward	200,000
Total Income	1,795,000

Expense	
Advertising	40,000
Beer Garden	100,000
Concessions	10,000
Contract Labor	12,000
Electrical	50,000
Entertainment (Total)	125,000
Equipment Rental	40,000
Grand Stand	180,000
Insurance	58,000
Interest - loans	3,200
Judges	10,000
Operating (General) ³	200,000
Payroll	275,000
Plumbing	20,000
Premiums Paid	28,000
Promotion & Hospitality	22,000
Repairs & Maintance	120,000
Sanitation	34,000
Security	40,000
Taxes	25,000
Utilities	75,000
Other Expense	20,000
Total Operating Exp	1,487,200
Major Improvements	200,000
Total Expenses	1,687,200
Net Income	107,800
Reserve For Electric Project	250,000

7. Will any functions of the project's operation after completion be contracted out to entity(s) that are not employees of the county? If so, please describe those functions and outline their role(s): who is in charge of the maintenance at the FG, who will be responsible for any work that may need to be done?
 - a. The Agricultural Society leases the property from Steele County and will be responsible for maintenance and upkeep of this system.
8. Outline what permits will be needed for project construction:
Pending Engineering Plans
9. Will any employees or entities operating and maintaining the electrical infrastructure need certification or a license to carry out their duties. If so, please describe:
Operation of the electrical updates should be basic, and employees should be able to operate. Any maintenance of the electrical infrastructure will need to be done by a licensed electrician which will need to be hired.
10. Does the county have any future plans to use this facility for a purpose other than electrical infrastructure for the fairgrounds?
No
11. Will the county or fair board be renting any of the park or park facilities to any entities? If so, would any of them be frequent users? Please describe if applicable.
 - Owatonna Gymnastic Club
 - Owatonna Curling Club
 - Year-Round Storage for several companies and private users
 - Buildings/Grounds – annually events, shows, etc.
 - Camping for events
12. Please review the STATE OF MINNESOTA CAPITAL GRANTS MANUAL (https://mn.gov/mmb/assets/Capital%20Grants%20Manual%20May%202014%20REVISED_updated%20links_tcm1059-291111.pdf) and attach a completed copy of the CAPITAL PROJECT CHECKLIST (pages 7-10 of manual) with this application:

Sources and Uses Budget (\$750,000 Grant)

Project Activities	DEED	County	Bank	Ag Society	Total
Conversion of Primary Electrical Material Estimate	0	103,327	0		103,327
Conversion of Primary Electrical Labor Estimate	0	45,211	0		45,211
Conversion of Primary Electrical Boring Estimate	0	86,400	0		86,400
Campus Electrical Service A	147,500	117,500	0	30,000	295,000
Campus Electrical Service B	130,000	100,000	0	30,000	260,000
Campus Electrical Service C	102,500	82,500	0	20,000	205,000
Campus Electrical Service D	165,000	155,000	0	10,000	330,000
Campus Electrical Service D	112,500	112,500	0	0	225,000
Campus Electrical Service E	92,500	57,500	0	90,000	240,000
Running Estimated Total					\$1,789,938
Total Costs					\$1,789,938

Project Timeline

Activity	Finish 12/2024
All permits in place	June 1 , 2023
Project out for public bid	April 12, 2023
Bid accepted	May 9, 2023
Project started	May 9, 2023
Project complete	November 15, 2024
Project inspected and operational	December 15, 2024

LOCAL GOVERNMENT RESOLUTION
Special Appropriation General Obligation Bond Grant

Applicants must adopt and submit the following resolution.

BE IT RESOLVED that Steele County act as the legal sponsor for project contained in this Application to be submitted on _____ and that the Administrator, Scott Golberg and Finance Director, Catherine Piepho are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of Steele County.

BE IT FURTHER RESOLVED that Steele County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate construction, operation, maintenance, and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that Steele County has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, Steele County, may enter into an agreement with the State of Minnesota for the above-referenced project, and that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT RESOLVED that the county of Steele has committed \$750,000 from the 2023 CIP account held by Steele County General Reserves as funds for the Steele County Fairgrounds Electrical Safety Project.

NOW, THEREFORE BE IT RESOLVED that Steele County Administrator, Scott Golberg and Steele County Finance Director, Catherine Piepho, or their successors in office, are hereby authorized to sign and execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

Steele County
Board of Commissioners

Greg Krueger, Chair

Certification

I CERTIFY THAT the above resolution was adopted by the Board of Commissioners of Steele County on _____ (Date).

Witness

Title

Date

CAPITAL PROJECT CHECKLIST

This checklist highlights the requirements that grantees must satisfy to receive most state grants. All of the following questions must be answered “Yes” to comply with requirements of the Minnesota Constitution, state statutes, state accounting policies and federal tax regulations. Any “No” answer is problematic and will likely result in the grant not being processed. This checklist does not need to be submitted to the state; rather, it is for grantees’ use to determine whether their projects are eligible for state bonding proceeds.

****Grantees should NOT incur project costs or expect state reimbursement until the following requirements have been satisfied.**

The following steps are not necessarily sequential. Grantees may wish to complete some or all of the steps simultaneously. The granting agency will advise the grantee accordingly. The grantee should verify that the answers to Questions 1 through 3 are “yes” before requesting a state grant.

1. **Public Purpose** (see pages 9-10 of this manual) - *Yes*
 - a. Are the programs and services to be provided by the project consistent with the public purpose expressed in the state appropriation or statutes?
2. **Public Ownership** (see pages 9-11) - *Yes*
 - a. If the project is financed by state general obligation bonds or if the project is financed with general fund cash that is appropriated to a specific public entity, will the public entity that will receive the grant possess a qualifying ownership interest in the capital project? A “qualifying ownership interest” means fee ownership or a long-term noncancellable lease or easement covering at least 125% of the useful life of the project.
3. **Qualified Capital Expenditures** (see pages 9-11)
 - a. Will expenditures for the portion of the project paid by state funds constitute qualified capital costs? *Yes - all DEED costs will be for construction*
4. **Total Project Funding** (see pages 12-14) (For projects that will be financed from multiple funding sources, with total project costs in excess of the state appropriation. For projects funded entirely from the state appropriation, proceed to the next question.)
 - a. Are all non-state funding sources committed or legally binding? - *Yes*
 - b. Has documentation of all funding sources been received and approved by both the granting agency and MMB? *Pending*
5. **Predesign Review by the Department of Administration** (see pages 15-16)

The grantee should read the predesign requirements of Minn. Stat. § 16B.335 to verify whether the requirements contained in that section apply to its project. Predesign review must occur before design can begin. A predesign manual is available from the Department of Administration (see page 24 for a link to the manual).

 - a. If Minn. Stat. § 16B.335, subd. 3 does not exempt the project from predesign review, has the Department of Administration received and approved the project predesign?
We are exempt from predesign
6. **Legislative Design Review** (see pages 15-16) *Pending*

The grantee should read the design review requirements of Minn. Stat. § 16B.335 to verify whether the requirements apply to its project. Design review must occur before bid documents can be prepared.

- a. If Minn. Stat. § 16B.335, subd. 1(b) does not exempt the project from design review, have the chairs of the House Ways and Means Committee and Senate Finance Committee received and approved the project design and have the chairs and ranking minority members of the House Capital Investment Committee and the Senate Capital Investment Committee been notified?
- b. If Minn. Stat. § 16B.335, subd. 1(b) does not exempt the project from design review, have the chairs of the House Ways and Means Committee and Senate Finance Committee received and approved the project design and have the chairs and ranking minority members of the House Capital Investment Committee and the Senate Capital Investment Committee been notified?

Questions 7 and 8 apply to projects financed by state general obligation bonds only. For general fund cash projects, proceed to Question 9.

7. **Approval of Use Agreements** (see pages 17-18) - *current use agreement O.K. with MMB.*

The grantee should read the requirements of Minn. Stat. § 16A.695 and the *Fourth Order Amending Order of Commissioner of Finance Relating to Use and Sale of State Bond Financed Property* dated July 30, 2012 (the "Commissioner's Order"), to verify whether the requirements apply to its project (the statute and order are available at the MMB website link on page 24).

8. **Program Operational Funding Review** (see page 19)

The grantee should read the requirements of Minn. Stat. § 16A.695 to verify whether the requirements apply to its project.

- a. In all cases, will the public grantee have substantial ongoing oversight of the public program contained in the facility or operated on the property? No
- b. If the project will be operated by the public agency, has the state granting agency received and approved a budget document or resolution of the local governing board pledging to support and fund the operations of the program?
- c. If the project will be used or operated by a private, non-profit entity, has the state granting agency received and approved the program operating budget, which may include pro-forma financial statements?

9. **Agreements** (see pages 20-21) *Pending*

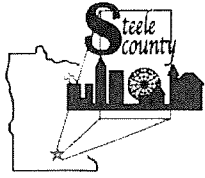
- a. Has the state granting agency prepared a grant agreement for review by the grantee?
Yes
- b. Has the grantee signed the grant agreement? Pending
- c. Other than ongoing requirements, have all the conditions contained in the grant agreement been met and all required information supplied to the granting agency?
Pending
- d. (For projects financed by state general obligation bonds only) Has a bond-financed property declaration been filed that prohibits the sale of the project property without the consent of the commissioner of MMB? Waiting Signatures

10. **Project Cancellation** (see page 22) *No default expected*

- a. To avoid automatic cancellation of any appropriation, will all grant funds be encumbered or spent within the time period specified under Minn. Stat. § 16A.642? -
Yes

This table shows the differences in requirements for projects funded by general obligation bonds and by general fund cash.

LEGAL REQUIREMENTS	GENERAL OBLIGATION BOND PROJECT	GENERAL FUND CASH PROJECT
Public purpose	Required	Required
Public ownership	Required	Required if specified in law
Public program oversight	Required	Required if specified in law
Predesign review by Department of Administration	Required for most projects. See Minn. Stat. § 16B.335	Required for most projects. See Minn. Stat. § 16B.335
Design review by legislative chairs	Required for most projects. See Minn. Stat. § 16B.335	Required for most projects. See Minn. Stat. § 16B.335
Qualified capital expenditures	Required	May be required when specified in law
Matching funds	Required when specified in law or if total capital costs exceed the state appropriation	Required when specified in law or if total capital costs exceed the state appropriation
Use agreement review by MMB	Required if facility will be operated by an entity (whether public or private) other than the public entity receiving the grant	Not required
Program operational funding review by granting agency	Required	Required
Grant agreement	Required	Required
Appropriation cancellation after four years	Required for balances that are neither spent nor encumbered	Required for balances that are neither spent nor encumbered



Steele County Agenda Item

Subject: 2022 Planning and Zoning Activities

Department: Planning & Zoning

Committee Meeting Date: February 21, 2023

Board Meeting Date: February 28, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Info Only

Background (*Including Budget Impact*):

The planning and zoning office provides a yearly report on activities in the department.

Attachments:

2022 P&Z Activities

2022 County Building Permit Summary

2022 Blooming Prairie Building Permit Summary

2022 Medford Building Permit Summary

2022 Ellendale Building Permit Summary

2022 Planning and Zoning Department Review

Zoning Program (21 hearings)

9 Conditional Use Permits (approved)

- 3 Gravel Pits Amended or Reviewed
- 3 New or Expanded Businesses
- 2 Kennels
- 1 Pond

5 Interim Use Permits (approved)

- 4 Gravel Pit Reviewed
- 1 Asphalt / Bituminous Processing

5 Variance Requests (2 approved)

- Lake Setback
- Road Setback

(3 denied)

- Septic Setback
- Additional residence in ¼, ¼
- Lot without frontage on road

2 Rezone Requests

- 1 Approved - Agricultural to Residential
- 1 Denied - Agricultural to Industrial

0 Ordinance Amendment

Subdivisions

- 0 Plats
- 41 Rural parcel splits

Septic Program

43 Compliance Inspections

48 Permits Issued

40 Systems Installed

- 7 triggered by building permits
- 17 triggered by property transfer
- 16 as a result of existing system failure

Feedlot / Agricultural Inspection Program

5 New or Expansion of Feedlot Sites (Cattle)

20 Feedlot inspections

5 Complaint investigations (1 manure app, 2 *site run-off*, 1 *stockpile*, 1 *spills*)

9 Noxious Weed Enforcement Actions

243 Pesticide Applicators Test Given

Building Inspections Program

411 Building / Zoning Permits

- 242 Rural Steele County Building Permits
- 17 Agricultural Permits
- 84 City of Blooming Prairie Permits
- 38 City of Medford Permits
- 30 City of Ellendale Permits

2022
Annual Summary of Building Permits Issued
Steele County

Type	Number	2017		2018		2019		2020		2021		2022	
		Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation
1. Farm Home New Replacement		0	\$0	0	\$0	0	\$0	0	\$0	0		0	
		4	771,488	0	0	1	296,105.00	0	-	0		0	
2. Non Farm Home New Replacement		0	0	0	0	2	933,000.00	3	1,371,000.00	1	\$725,000	1	\$32,640
		12	2,514,767	11	2,444,373	13	3,764,362.00	5	1,157,064.00	9	2,828,817.00	9	2,955,752.00
3. Garage/Storage		27	777,579	34	908,079	35	1,516,256.00	36	1,337,855.00	25	1,335,497.00	27	1,471,426.00
4. Additions		13	530,196	9	395,425	3	111,500.00	2	129,000.00	5	552,536.00	7	690,000.00
5. Remodeling		4	137,600	3	72,000	3	51,500.00	13	660,500.00	7	269,278.00	15	563,089.00
6. Agricultural Buildings		21	17,289,784	18	2,509,678	18	23,287,735.00	9	727,496.00	20	2,238,246.00	17	1,936,100.00
							587,288.00						
7. Commercial/Industrial		12	1,819,441	26	1,071,852	17	587,288.00	12	1,640,973.00	29	913,006.00	14	1,871,221.00
8. Building Maintenance		84	606,758	72	648,739	86	841,955.00	116	1,055,758.00	111	1,329,173.00	124	1,524,059.00
9. Miscellaneous		20	841,760	14	152,700	18	436,565.00	36	441,064.00	41	671,204.00	45	1,244,219.00
10. Public Buildings		0	0	0	0	0	-	0	-	0	-	0	-
Total		197	\$25,289,373	187	\$8,202,846	196	\$37,116,266	\$232	\$8,520,710	248	\$10,862,757	259	\$12,288,506

2022

Annual Summary of Building of Building Permits Issued
City of Blooming Prairie

	2018		2019		2020		2021		2022	
Type	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation
Type	2018		2019		2020		2021		2022	
1. New Homes	6	\$ 1,013,279	1	55,000	2	\$ 393,535	4	\$ 672,608	3	\$ 875,000
2. Garages	5	91,472	5	81,800	4	\$ 60,000	4	\$ 99,552	6	\$ 144,820
3. Additions	3	44,100	3	113,840		\$ -	0	\$ -	0	\$ -
4. Remodeling	1	43,000	10	115,500	3	\$ 40,500	3	\$ 64,500	4	\$ 18,653
5. Commercial/Industrial	1	157,000	11	368,500	12	\$ 135,500	11	\$ 2,609,207	16	\$ 4,033,780
6. Building Maintenance	38	435,509	32	303,296	42	\$ 249,783	29	\$ 246,356	47	\$ 406,468
7. Misc. (Decks, etc.)	1	1,600	6	38,895	6	\$ 58,069	15	\$ 38,645	8	\$ 93,962
8. Public Buildings	0	0	0	-						
Total	55	1,785,960	68	1,076,831	69	\$937,387.00	66	\$ 3,730,868.00	84	\$ 5,572,683.00

2022

Annual Summary of Building Permits Issued
City of Medford

Type	2018		2019		2020		2021		2022	
	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation
1. New Homes	1	\$234,890	3	\$984,944	2	\$545,000	0	\$0	0	\$0
2. Garages	2	26,000	0	-	2	60,673	1	40,000	0	-
3. Additions	0	0	1	35,520	1	13,000	2	57,000	0	-
4. Remodeling	2	15,016	4	146,000	2	4,000	6	126,000	3	28,817
5. Commercial/Industrial	3	2,274,000	3	252,090	13	2,301,544	12	2,874,829	1	17,060
6. Building Maintenance	16	101,428	29	223,386	138	1,520,176	40	491,489	29	338,117
7. Misc. (Decks, etc.)	3	13,500	3	28,860	8	49,800	2	20,550	5	29,400
8. Public Buildings	1	82,000	0	-	0	-	0	-	0	-
Total	28	\$2,746,834	43	\$4,670,800.00	166	\$4,494,193.00	63	\$3,609,868.00	38	\$ 413,394.00

2022
Annual Summary of Building Permits Issued
City of Ellendale

Type	2017		2018		2019		2020		2021		2022	
	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation
1. New Homes	1	\$140,400	1	\$262,470	1	\$210,000	3	\$1,100,000	2	\$560,000	2	\$505,000
2. Garages	0	0	4	56,681	1	49,247	1	34,055	1	150,000	0	0
3. Additions	0	0	0	0	0	0	1	35000	1	32000	2	48100
4. Remodeling	2	16,000	0	0	0	0	1	12000	1	1858	2	19165
5. Commercial/Industrial	0	0	1	7,200	1	60,000	2	220,800	5	89,550	5	46,800
6. Building Maintenance	3	26,620	9	65,572	8	40,681	11	96,551	8	48,311	11	91,713
7. Misc. (Decks, etc.)	0	0	1	3,840	1	10,000	1	10,000	2	14,000	8	87,960
8. Public Buildings	1	10,000	0	0	0	0	0	0	0	0	0	0
Total	7	\$193,020	16	\$395,763	12	\$370,428	20	\$1,111,260	20	\$895,719	30	\$798,738



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

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

Tuesday, February 21, 2023, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Gnemi, Commissioner Krueger, Planning & Zoning Director Dale Oolman, County Recorder Rick Kvien, Treasurer Cathy Piepho, Chief Deputy Auditor Brenda Blood, Public Health Director Amber Aaseth, Facilities and Fleet Director Jake Rysavy, and Administrator Scott Golberg.

Consent:

1. Committee recommends renewal of the Consultant Agreement with American Lung Association of MN
2. Committee recommends approval of Out of State Travel for the Recorder and one deputy in May.
3. Committee recommends approval final payment for the Steele County Detention Center Security Upgrades in an amount of \$55,442.55 to Rochon Corporation.

General:

4. Committee recommends authorizing the Chair, Administrator and Finance Director to sign the Steele County Fairgrounds Electrical Safety Project documents and submit to the state.

Information:

5. Planning and Zoning Department provided a yearly report on activities in the department including the following: P&Z Activities, County Building Permit Summary, Blooming Prairie Building Permit Summary, Medford & Ellendale Building Permits. There were twenty-one PZ activities along with three variances that were denied. Similar to previous years, septic systems averaged around 40 to 50 for the year. Regarding feedlot complaints and Ag. inspections are primarily for runoff or spills. Building inspection had 259 permits in the county. The full report will be attached in the coming Board packet.

Department Head Reports

Recorder: Document processing counts are down by 30%. This will affect how much the state takes in. Passports are up about 40%.

Auditor: Delinquent parcel tax update was given; delinquent parcels – 263, Confession of Judgement – 13, coming up for tax forfeiture – 6.

Planning & Zoning: Working on Recycling contract bid.

Treasurer: Working on Audits and cash flow template.

Administration: Meeting with Auditor, Treasurer and Finance departments today about upcoming structure and will be bringing this information forward to the Board next week.

Public Health: New health educator starting today.

Facilities and Fleet: Courthouse process close to being done. Wall at the detention center waiting for security ceiling, LEC working through roof and generator, admin center project coming next Tuesday, Agile fleet data is continuing forward with a completion date of May.