



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, MARCH 14, 2023, at 4:00 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 28, 2023, Board Minutes (pg. 3)
5. Approve February 28, 2023, Board Work Session Minutes (pg. 6)
6. Approve Bills (pg. 7)

7. Approve Personnel Report (pg. 32)
8. Approve 2023 ACH Contract Amendment (pg. 33)
9. Approve Temporary Body Art Establishment License for Kat's Tat's pending approval from Public Health (pg. 35)
10. Approve Community Corrections additional Advisory Board Member Kim Purscell (pg. 36)

General

11. March Anniversary Report (pg. 37)

County Board Work Session – March 14, 2023

12. Approve proposal from Wold in the amount \$299,250 for project oversight of the Sheriff's office Addition and Renovation to the Detention Center. (pg. 38)

Information Items

13. Property and Maintenance Policy Committee Minutes – March 2, 2023 (pg. 39)
14. Internal Central Services Policy Committee Minutes - March 7, 2023 (pg. 40)
15. Public Safety and Health Policy Committee Minutes – March 8, 2023 (pg. 41)
16. Public Works Policy Committee Minutes – March 9, 2023 (pg. 42)

Presentations:

Commissioner Reports:

Next Meeting Notices:

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

County/Township Annual Meeting - **Monday, March 27 at 4 p.m. at Community Center**

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

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

Adjourn

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

necessary and convenient for the purpose of acquiring the necessary land rights for the reconstruction project.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Brady absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to award the contract for the CSAH 49 Reconstruction project, SAP 074-649-001, SAP 074-645-042 and CP 074-023-004 to IMS Contracting, LLC in the amount of \$3,647,863.10. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the 2023 Non-Represented Employee COLA & Wage Grid Modification of the 4% COLA for all regular, non-represented employees, retroactive to 01/01/2023 and eliminating the first 3 steps on the wage grid. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the Facilities and Fleet Director to Advertise for Bids for the Steele County Administration Center Building Lower level/Mail Room Renovation with bids being received on March 28, 2023 at 2:00 p.m. Ayes all.

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

LOCAL GOVERNMENT RESOLUTION
Special Appropriation General Obligation Bond Grant

BE IT RESOLVED that Steele County act as the legal sponsor for project contained in this Application to be submitted on February 28, 2023 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.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Brady 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 authorize the Chair, Administrator and Finance Director to sign the Steele County Fairgrounds Electrical Safety Project Conflict of Interest Disclosure documents and the General Obligation Bond Finance Declaration. Ayes all.

Commissioner Reports:

Commissioner Brady – No report.

Commissioner Glynn reported on this attendance at an Extension Committee meeting.

Commissioner Gnemi reported on his attendance at Energy Forum, Drug Court meeting, Historical Society meeting, Land Use meeting, South Central Human Relations Center meeting and a Work Session.

Commissioner Abbe reported on his attendance at MnPrairie meeting and a Work Session.

Commissioner Krueger reported on his attendance at Owatonna Chamber Business Breakfast meeting, Land Use meeting, MnPrairie Joint Powers Board meeting and a Work Session.

LISTING OF BILLS
02/28/2023

Advanced Correctional Healthcare Inc	9,796.69
Community Co-op Oil Assn	22,260.00
Counties Providing Technology	4,547.00
Fred Pryor Seminars	3,184.00
J R's Advanced Recyclers Inc	5,370.40
Jones Haugh & Smith Inc	3,360.00
Mayo Clinic	3,600.00
Medford Sand & Gravel LLC	3,465.11
Mike's Repair	2,034.00
Minnesota Valley Testing Labs	5,666.00
Moore Md/Kellyanna J	3,751.69
New Line Mechanical	4,149.54
Rice Lake Fabricating Inc	2,679.60
Short Elliott Hendrickson Inc	27,949.29
Steele County Highway Dept	8,884.53
Summit Food Services LLC	9,151.54
Towmaster	9,431.87
Vertiv Corporation	2,188.00
71 Payments less than 2,000	<u>33,071.18</u>
Total:	164,541.04

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to adjourn to the Call of the Chair
at 5:16 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

February 28, 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 28, 2023 with Commissioners Gnemi, Abbe, Krueger and Glynn present, Commissioner Brady absent. Also present were Human Resources Director Julie Johnson, County Treasurer Cathy Piepho, IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, County Administrator Scott Golberg and County Auditor Brenda Blood.

County Administrator presented the Auditor-Treasurer-Finance Department Restructure. Job descriptions and ratings to be completed and presented to the Board prior to Board action.

Facilities and Fleet Director Jake Rysavy discussed the Administration Building Phase I Lower Level and Mail Room renovations, and the Board members toured the areas to be renovated as part of the discussion. Item moved to the Board meeting agenda.

County Administrator presented the draft Vehicle Policy and Procedure Manual to the Board for their review. The policy is being reviewed by Department Heads and will be brought forward at a future meeting for further discussion and review prior to Board action.

County Administrator has set up a meeting with Senator Jasinski on March 8th, to discuss legislative priorities. Commissioners Krueger and Abbe will be attending along with Golberg.

Meeting was adjourned at 4:50 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR

SBENDORF

3/9/23

9:43AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

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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

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3/9/23 9:43AM

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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT			Administration			
	6032	APG Media of Southern Minnesota LLC					
1		10-301-000-0000-6242	48.84	Aggregate material quote	13097-0223	Publishing	N
	6032	APG Media of Southern Minnesota LLC	48.84	1 Transactions			
	61505	Gopher State One-Call					
12		10-301-000-0000-6260	8.10	February locates	3021469	Consultants/Admin Fee	N
	61505	Gopher State One-Call	8.10	1 Transactions			
	68420	Plunkett's Pest Control, Inc.					
19		10-301-000-0000-6512	105.40	March pest control	7934200	Bldg Repair & Maintenance	N
	68420	Plunkett's Pest Control, Inc.	105.40	1 Transactions			
301	DEPT Total:		162.34	Administration	3 Vendors	3 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	48700	M-R Sign Company, Inc					
18		10-302-000-0000-6534	1,546.05	Reflective sheeting	218960	Supplies - Signing	N
	48700	M-R Sign Company, Inc	1,546.05	1 Transactions			
302	DEPT Total:		1,546.05	Road & Bridge Maintenance Expense	1 Vendors	1 Transactions	
303	DEPT			Construction Expense			
	3738	Arrow Ace Hardware					
2		10-303-000-0000-6510	20.58	QT humidifier treatment	271237/2	Engineering & Surveying Supplies	N
	3738	Arrow Ace Hardware	20.58	1 Transactions			
303	DEPT Total:		20.58	Construction Expense	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
	10150	Carquest Auto Parts					
3		10-304-000-0000-6520	300.51	Battery/fuel filter for unit #	723547	Machinery/Vehicle Parts	N
	10150	Carquest Auto Parts	300.51	1 Transactions			
	3963	Clean Plus Inc - CPI Divisions					
4		10-304-000-0000-6511	49.90	Speedsorb	2302138	Maint Shop Supplies & Materials	N
	3963	Clean Plus Inc - CPI Divisions	49.90	1 Transactions			

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16480	Crysteel Truck Equipment Inc					
5	10-304-000-0000-6252	140.00	Labor repair for unit #2213	L34403	Contracted Services	N
6	10-304-000-0000-6520	608.46	Cylinder for unit #2200	LP214599	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc	748.46	2 Transactions			
8882	D & M Construction LLC					
7	10-304-000-0000-6520	27.24	Propane, unit#2186	13036	Machinery/Vehicle Parts	Y
8	10-304-000-0000-6520	40.19	Forklift propane, unit 2186	13071	Machinery/Vehicle Parts	Y
8882	D & M Construction LLC	67.43	2 Transactions			
4329	Express Pressure Washers Inc					
9	10-304-000-0000-6512	315.23	3/8"x100' 6000PSI hose	1-128702	Bldg Repair & Maintenance	N
10	10-304-000-0000-6520	273.06	Hose for shop pressure washer	I-128702	Machinery/Vehicle Parts	N
11	10-304-000-0000-6520	178.57	Hose for pressure washer	I-128735	Machinery/Vehicle Parts	N
4329	Express Pressure Washers Inc	766.86	3 Transactions			
36550	IFACS					
13	10-304-000-0000-6520	30.86	Hex jam nut & washer,unit#2171	5308815	Machinery/Vehicle Parts	N
14	10-304-000-0000-6511	291.58	Plow bolts & nuts	5308817	Maint Shop Supplies & Materials	N
15	10-304-000-0000-6520	32.38	Carriage bolts, unit#2170	5309040	Machinery/Vehicle Parts	N
16	10-304-000-0000-6520	17.54	Carriage bolts, unit#2171	5309083	Machinery/Vehicle Parts	N
36550	IFACS	372.36	4 Transactions			
85167	Stewart Sanitation					
20	10-304-000-0000-6514	114.61	February garbage services	0000770062	Utility Services	N
85167	Stewart Sanitation	114.61	1 Transactions			
99500	Ziegler,Inc					
21	10-304-000-0000-6520	279.95	Element & bulb, unit#2150	N000890186	Machinery/Vehicle Parts	N
99500	Ziegler,Inc	279.95	1 Transactions			
304	DEPT Total:	2,700.08	Equipment Maintenance & Shops	8 Vendors	15 Transactions	
310	DEPT		Capital Construction			
8686	Anderson/James Hurd					
17	10-310-000-0000-6518	2,643.48	Legal services 074-649-001	230203	State Aid Constr Right Of Way Exp	Y
8686	Anderson/James Hurd	2,643.48	1 Transactions			

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10 Road & Bridge Fund

Steele County



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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
310	DEPT Total:		2,643.48	Capital Construction	1 Vendors	1 Transactions
10	Fund Total:		7,072.53	Road & Bridge Fund		21 Transactions
	Final Total:		7,072.53	14 Vendors	21 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	7,072.53	Road & Bridge Fund	
	All Funds	7,072.53	Total	Approved by,
				
				

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S - Condensed Audit List

Save Report Options?: N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5	DEPT		Board Of Commissioners			
	6032 APG Media of Southern Minnesota LLC					
89	01-005-000-0000-6242	10.48-	Credit	12944-0223	Publishing	N
87	01-005-000-0000-6242	15.00	Synopsis - 01/03/2023	Ad 128201	Publishing	N
88	01-005-000-0000-6242	20.72	Synopsis - 01/24/2023	Ad 128924	Publishing	N
	6032 APG Media of Southern Minnesota LLC	25.24	3 Transactions			
	4319 Association Of Mn Counties					
2	01-005-000-0000-6261	350.00	Legislative conference-Gnemi	64704	Conference & Training	N
3	01-005-000-0000-6261	350.00	Legislative conference-Krueger	64705	Conference & Training	N
	4319 Association Of Mn Counties	700.00	2 Transactions			
5	DEPT Total:	725.24	Board Of Commissioners	2 Vendors	5 Transactions	
31	DEPT		County Administrator			
	4319 Association Of Mn Counties					
4	01-031-000-0000-6261	350.00	Legislative conference-Golberg	64703	Conference & Training	N
	4319 Association Of Mn Counties	350.00	1 Transactions			
31	DEPT Total:	350.00	County Administrator	1 Vendors	1 Transactions	
41	DEPT		Auditor			
	8589 Baker Tilly US, LLP					
5	01-041-000-0000-6279	2,100.00	2022 financial statement audit	BT2323743	Audit Costs	Y
	8589 Baker Tilly US, LLP	2,100.00	1 Transactions			
	1883 MACATFO					
25	01-041-000-0000-6261	50.00	Registration-region mtg-Winter		Conference & Training	N
26	01-041-000-0000-6261	50.00	Registration-region mtg-Laue		Conference & Training	N
27	01-041-000-0000-6261	50.00	Registration-region mtg-Blood		Conference & Training	N
	1883 MACATFO	150.00	3 Transactions			
41	DEPT Total:	2,250.00	Auditor	2 Vendors	4 Transactions	
62	DEPT		Central Services			
	8499 Counties Providing Technology					
93	01-062-000-0000-6301	4,467.00	Gen tech assist/suppoort-Mar	March 2023	Equip/Software Maint	Y

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1 General Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8499	Counties Providing Technology		4,467.00	1 Transactions		
16282	Crosstown Cartage Inc					
166	01-062-000-0000-6801		324.00	Contracted mail services	03/03/2023	General Expense N
167	01-062-000-0000-6802		105.00	Additional mail services	03/03/2023	Internal Chargeback N
16282	Crosstown Cartage Inc		429.00	2 Transactions		
18305	Dell Marketing LP					
11	01-062-000-0000-6480		1,622.02	Laptop for commissioner	10656116125	Non-Capitalized Inventory N
18305	Dell Marketing LP		1,622.02	1 Transactions		
572	Kronos Incorporated					
63	01-062-000-0000-6301		3,296.87	HRIS operating cost - January	12031809	Equip/Software Maint N
572	Kronos Incorporated		3,296.87	1 Transactions		
4419	Matrix Communications Inc					
64	01-062-000-0000-6210		753.46	Monthly phone maintenance	M006631	Telephone N
4419	Matrix Communications Inc		753.46	1 Transactions		
3778	SHI International Corp					
70	01-062-000-0000-6301		507.20	Windows server licensing	B16544336	Equip/Software Maint N
3778	SHI International Corp		507.20	1 Transactions		
62	DEPT Total:		11,075.55	Central Services	6 Vendors	7 Transactions
91	DEPT			County Attorney		
37025	Innovative Office Solutions LLC					
16	01-091-000-0000-6410		147.97	Copy paper,pens,folders,tape	4100506	Office Supplies N
17	01-091-000-0000-6410		7.76	Manilla folders	4109240	Office Supplies N
18	01-091-000-0000-6410		16.00	Credit-return folders	SCN-119826	Office Supplies N
37025	Innovative Office Solutions LLC		139.73	3 Transactions		
9018	Karpel Solutions					
20	01-091-000-0000-6241		17,557.01	Annual PBK maintenance/storage	60678	Membership Dues N
21	01-091-000-0000-6315		241.60	PBK document conversion	60790	County Attorney Forfeiture Expenditu N
9018	Karpel Solutions		17,798.61	2 Transactions		
977	Minnesota Supreme Court					
35	01-091-000-0000-6261		131.00	Atty registration - SHamasoor	0403314	Conference & Training N

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1 General Revenue Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
54	01-091-000-0000-6261		Atty registration - CHoush	0403385	Conference & Training	N
977	Minnesota Supreme Court		2 Transactions			
9363	PITNEY BOWES GLOBAL FINANACIAL SVC					
42	01-091-000-0000-6410		Postage meter lease 1/1-3/31	3105979486	Office Supplies	N
9363	PITNEY BOWES GLOBAL FINANACIAL SVC		1 Transactions			
91	DEPT Total:	18,363.87	County Attorney	4 Vendors	8 Transactions	
101	DEPT		County Recorder			
48501	MACO					
67	01-101-000-9305-6261		2023 annual MACO conf-Kvien	200002823	Conference & Training - Tech Fund	N
48501	MACO		1 Transactions			
101	DEPT Total:	325.00	County Recorder	1 Vendors	1 Transactions	
103	DEPT		Assessor			
51300	Metro Sales Inc					
66	01-103-000-0000-6301		Ricoh/MP color copier contract	INV2227714	Equip/Software Maint	N
51300	Metro Sales Inc		1 Transactions			
103	DEPT Total:	387.54	Assessor	1 Vendors	1 Transactions	
105	DEPT		Planning & Zoning			
9612	Brooks/Amber					
58	01-105-000-0000-6410		MBC field guides - 2 count	2/28/2023	Office Supplies	N
9612	Brooks/Amber		1 Transactions			
13000	City Of Blooming Prairie					
92	01-105-000-0000-6805		Bldg permit reimb - February		Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie		1 Transactions			
8738	Murphy/Daniel					
37	01-105-000-0000-6330		Lodging - 2 nights & 2 meals		Travel Expenses	N
36	01-105-000-0000-6331		Mileage 2/12 - 2/14		Mileage Reimbursement	N
8738	Murphy/Daniel		2 Transactions			

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1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
105 DEPT Total:		590.10	Planning & Zoning	3 Vendors	4 Transactions
111 DEPT			Buildings & Grounds		
10018 CDW Government Inc					
126 01-111-044-0000-6480		1,635.20	SCDC Inmate tablets	GZ29247	Non-Capitalized Inventory N
10018 CDW Government Inc		1,635.20		1 Transactions	
32300 Honeywell Inc					
14 01-111-040-0000-6300		3,866.07	Controls contract - Admin	5262706144	Bldg Repairs & Maintenance N
15 01-111-041-0000-6300		3,866.06	Controls contract - Annex	5262706144	Bldg Repairs & Maintenance N
13 01-111-042-0000-6300		7,732.13	Controls contract -CH	5262706144	Bldg Repairs & Maintenance N
32300 Honeywell Inc		15,464.26		3 Transactions	
8955 Kurita America Inc					
22 01-111-041-0000-6300		477.94	#5 gallon procorr 3200	INV737413	Bldg Repairs & Maintenance N
23 01-111-041-0000-6300		426.12	#5 gallon boil out	INV737413	Bldg Repairs & Maintenance N
24 01-111-041-0000-6300		158.79	Freight & chemical surcharge	INV737413	Bldg Repairs & Maintenance N
8955 Kurita America Inc		1,062.85		3 Transactions	
7906 Mark's					
28 01-111-044-0000-6300		741.24	Elkay water cooler	INV002071619	Bldg Repairs & Maintenance Y
7906 Mark's		741.24		1 Transactions	
52550 MEI Total Elevator Solutions					
30 01-111-040-0000-6300		195.60	Monthly service - March	1008344	Bldg Repairs & Maintenance N
29 01-111-042-0000-6300		182.63	Monthly service - March	1008345	Bldg Repairs & Maintenance N
52550 MEI Total Elevator Solutions		378.23		2 Transactions	
9593 P&R Construction LLC					
40 01-111-049-0000-6380		725.00	Snow removal-Alexander St	1859	Grounds Maintenance N
9593 P&R Construction LLC		725.00		1 Transactions	
65100 Paape Companies Inc					
41 01-111-041-0000-6300		1,901.37	Annual maintenance on boiler	109125	Bldg Repairs & Maintenance N
65100 Paape Companies Inc		1,901.37		1 Transactions	
9113 RSBS Management Inc					
43 01-111-040-0000-6380		237.50	Snow plowing - Admin	177438	Grounds Maintenance N
44 01-111-041-0000-6380		237.50	Snow plowing - Annex	177439	Grounds Maintenance N

Steele County

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45	01-111-044-0000-6380		Snow plowing - DC	177440	Grounds Maintenance	N
46	01-111-042-0000-6380		Snow plowing - CH	177442	Grounds Maintenance	N
50	01-111-043-0000-6380		Snow plowing - Attorney	177443	Grounds Maintenance	N
48	01-111-047-0000-6380		Snow plowing - Gymnastics	177445	Grounds Maintenance-Gymnastics	N
9113	RSBS Management Inc	1,306.25	6 Transactions			
111	DEPT Total:	23,214.40	Buildings & Grounds	8 Vendors	18 Transactions	
121	DEPT		Veteran Service			
6032	APG Media of Southern Minnesota LLC					
57	01-121-000-0000-6242	57.00	Memorial flags - February	13476-0223	Publishing	N
6032	APG Media of Southern Minnesota LLC	57.00	1 Transactions			
14420	Culligan Inc					
9	01-121-000-0000-6301	24.85	Water - February	15391516-22823	Repairs/Maintenance	N
14420	Culligan Inc	24.85	1 Transactions			
37025	Innovative Office Solutions LLC					
61	01-121-000-0000-6410	48.24	Filter, tape, card holders	4107613	Office Supplies	N
60	01-121-000-0000-6410	11.78	Phone message pad	4107639	Office Supplies	N
37025	Innovative Office Solutions LLC	60.02	2 Transactions			
9257	MN Secretary of State - Notary					
68	01-121-751-0000-6820	120.00	Notary - MJBergquist	02242023MJB	Grant Expense	N
9257	MN Secretary of State - Notary	120.00	1 Transactions			
9613	Social Indoor					
71	01-121-751-0000-6820	750.00	Indoor advertising 2023	government 4123	Grant Expense	N
9613	Social Indoor	750.00	1 Transactions			
121	DEPT Total:	1,011.87	Veteran Service	5 Vendors	6 Transactions	
201	DEPT		Sheriff			
8458	American Tower Corporation					
1	01-201-297-0000-6347	652.38	BP tower lease - March	410413204	T-BI Pr Lease Payments	N
8458	American Tower Corporation	652.38	1 Transactions			
1967	BATTERIES PLUS BULBS					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
6	01-201-000-0000-6293		Batteries - doorbell	P60111804	Gun Permit Expenses	N
1967	BATTERIES PLUS BULBS		1 Transactions			
1308	Miners's Outdoor & Rec					
32	01-201-000-0125-6320		Repair EOC trailer generator	200278	21 EOC Trailer Maintenance	N
1308	Miners's Outdoor & Rec		1 Transactions			
201	DEPT Total:		Sheriff	3 Vendors	3 Transactions	
251	DEPT		Jail			
7798	Anchor Paper Company					
56	01-251-000-0000-6560		Bath tissue,can liners,towels	10711036-00	Janitorial Supplies	N
7798	Anchor Paper Company		1 Transactions			
9291	Le Seuer County Sheriff's Office					
96	01-251-000-0000-6439		Inmate boarding - February	291	Prisoner Board	N
9291	Le Seuer County Sheriff's Office		1 Transactions			
8729	McKesson Medical - Surgical					
65	01-251-000-0000-6432		Stock meds	20321084	Medical Payments	N
8729	McKesson Medical - Surgical		1 Transactions			
4498	Oak Glenn					
69	01-251-000-0000-6192		Trainee - transport polos	515	Uniform Allowance	N
4498	Oak Glenn		1 Transactions			
79850	Sheriff Of Waseca County					
98	01-251-000-0000-6439		Inmate housing 2/1 - 2/11	2/2023	Prisoner Board	N
79850	Sheriff Of Waseca County		1 Transactions			
85167	Stewart Sanitation					
99	01-251-000-0000-6254		Waste pickup 3/1 - 3/31	770552	Garbage Disposal	N
85167	Stewart Sanitation		1 Transactions			
85300	Streichers Inc					
75	01-251-000-0000-6192		Employee uniforms-Brynes	I1618422	Uniform Allowance	N
74	01-251-000-0000-6192		Employee uniforms-Brynes	I1618492	Uniform Allowance	N
73	01-251-000-0000-6192		Employee uniforms-Brynes	I1618598	Uniform Allowance	N
72	01-251-000-0000-6192		Employee uniforms-Bahl	I1618740	Uniform Allowance	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
101	01-251-000-0000-6192		Employee uniforms - Kuriger	I1619435	Uniform Allowance	N
102	01-251-000-0000-6192		Employee uniforms - Kuriger	I1620063	Uniform Allowance	N
103	01-251-000-0000-6192		Employee uniforms - Guggisberg	I1620238	Uniform Allowance	N
85300	Streichers Inc	1,964.79	7 Transactions			
8247	Summit Food Services LLC					
76	01-251-000-0000-6441	2,921.38	Inmate meals 2/4 - 2/10	INV2000167139	Prisoner Meals	N
77	01-251-000-0000-6451	64.90	Paper products	INV2000167139	Operating Supplies	N
8247	Summit Food Services LLC	2,986.28	2 Transactions			
618	Turnkey Corrections					
104	01-251-000-0000-6418	13.16	Indigent fees	10024126	Lock-Up Supplies	N
618	Turnkey Corrections	13.16	1 Transactions			
251	DEPT Total:	9,243.58	Jail	9 Vendors	16 Transactions	
252	DEPT		Community Corrections			
4064	Alcohol Monitoring System Inc					
169	01-252-000-0000-6274	1,276.38	SCRAM monitoring fee	273585	Scram Monitoring	N
4064	Alcohol Monitoring System Inc	1,276.38	1 Transactions			
957	AlcoPro Inc					
170	01-252-000-0000-6270	85.50	Mouthpiece-Alco-sensor IV	0268496-IN	Chemical Testing	N
957	AlcoPro Inc	85.50	1 Transactions			
8263	CRK Properties LLC					
7	01-252-000-0000-6341	5,922.00	Rent - April		Office Rent	Y
8	01-252-000-0000-6341	1,086.04	Utilities	1169	Office Rent	Y
8263	CRK Properties LLC	7,008.04	2 Transactions			
8191	Dakota County Financial Services					
59	01-252-775-0000-6261	1,110.00	Control tactics training	32002 Steve/Tim	Conference & Training - CCA Subsidy	N
8191	Dakota County Financial Services	1,110.00	1 Transactions			
6884	Language Line Services Inc					
171	01-252-000-0000-6284	42.01	Translator services	10947484	Interpreter Services	Y
6884	Language Line Services Inc	42.01	1 Transactions			
9084	Metro FiberNet LLC					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
172	01-252-000-0000-6210		Communication charges	1677765	Telephone	Y
9084	Metro FiberNet LLC		1 Transactions			
5830	Midwest Monitoring & Surveillance					
173	01-252-000-0000-6270	59.50	Lab services - February	DT 0223141	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance	59.50	1 Transactions			
9604	Underdahl/Megan					
174	01-252-000-0000-6331	69.44	Milage - meet with client		Mileage Reimbursement	N
9604	Underdahl/Megan	69.44	1 Transactions			
252	DEPT Total:	9,681.02	Community Corrections	8 Vendors	9 Transactions	
253	DEPT		Law Enforcement Center			
52550	MEI Total Elevator Solutions					
31	01-253-000-0000-6304	419.56	Monthly service - March	1008138	Contract Services/Bldg Mtce	N
52550	MEI Total Elevator Solutions	419.56	1 Transactions			
9113	RSBS Management Inc					
51	01-253-000-0000-6304	250.00	Yards pure salt 2/15/23	177441	Contract Services/Bldg Mtce	N
52	01-253-000-0000-6304	12.50-	Early contract discount	177441	Contract Services/Bldg Mtce	N
9113	RSBS Management Inc	237.50	2 Transactions			
85167	Stewart Sanitation					
53	01-253-000-0000-6254	83.24	Garbage removal 3/1-3/31	0000770554	Garbage Disposal	N
85167	Stewart Sanitation	83.24	1 Transactions			
253	DEPT Total:	740.30	Law Enforcement Center	3 Vendors	4 Transactions	
281	DEPT		Emergency Management			
18305	Dell Marketing LP					
78	01-281-000-0000-6410	223.85	Dock for EM office	10655029721	Office Supplies	N
18305	Dell Marketing LP	223.85	1 Transactions			
281	DEPT Total:	223.85	Emergency Management	1 Vendors	1 Transactions	
481	DEPT		Public Health Nursing			
3282	Aaseth/Nijole					

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
127	01-481-460-6009-6331		11.79	Mileage		Mileage Reimbursement N
3282	Aaseth/Nijole		11.79	1 Transactions		
8204	Adams/Penny					
128	01-481-460-6009-6331		41.27	Mileage		Mileage Reimbursement N
8204	Adams/Penny		41.27	1 Transactions		
9226	Ahrens/Ruthie					
129	01-481-460-6009-6331		111.35	Mileage		Mileage Reimbursement N
9226	Ahrens/Ruthie		111.35	1 Transactions		
2574	Archambault/Kristi					
130	01-481-460-6009-6331		80.57	Mileage		Mileage Reimbursement N
2574	Archambault/Kristi		80.57	1 Transactions		
8783	Availity LLC					
156	01-481-460-6009-6383		20.00	Medicare billing charges	INV00911852	Contract Services N
8783	Availity LLC		20.00	1 Transactions		
7	Bartsch/Christine					
131	01-481-460-6009-6331		107.42	Mileage		Mileage Reimbursement N
7	Bartsch/Christine		107.42	1 Transactions		
8486	Baumgartner/Ann					
132	01-481-460-6009-6331		11.79	Mileage		Mileage Reimbursement N
8486	Baumgartner/Ann		11.79	1 Transactions		
9413	Benson/Robert					
133	01-481-460-6009-6331		135.59	Mileage		Mileage Reimbursement N
9413	Benson/Robert		135.59	1 Transactions		
6267	Brinkman/Stacie Lynn					
135	01-481-461-6025-6331		24.29	Mileage		Mileage Reimbursement N
134	01-481-461-6030-6331		16.64	Mileage		Mileage Reimbursement N
136	01-481-461-6059-6331		3.28	Mileage		Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		44.21	3 Transactions		
12590	Christenson/Yukari					
137	01-481-460-6009-6331		50.44	Mileage		Mileage Reimbursement N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
12590	Christenson/Yukari		50.44	1 Transactions		
8389	Healthcare First					
157	01-481-460-6009-6383		104.74	HHCAHPS fee - March 2023	INV5352006	Contract Services N
8389	Healthcare First		104.74	1 Transactions		
5987	Hoffmann/Christine A					
140	01-481-460-6011-6261		85.00	Nursing license renewal		Conference & Training N
139	01-481-460-6011-6331		5.24	Mileage		Mileage Reimbursement N
138	01-481-464-6061-6331		3.28	Mileage		Mileage Reimbursement N
5987	Hoffmann/Christine A		93.52	3 Transactions		
5109	Houck Transit Advertising					
159	01-481-460-6011-6243		280.00	Bus ad transit media space	107937	Advertising,Marketing & Promotional N
158	01-481-460-6011-6243		280.00	Bus ad transit media space	115914	Advertising,Marketing & Promotional N
5109	Houck Transit Advertising		560.00	2 Transactions		
1669	Houser/Jodi					
142	01-481-460-6012-6261		85.00	Nursing license renewal		Conference & Training N
141	01-481-460-6012-6331		23.58	Mileage		Mileage Reimbursement N
1669	Houser/Jodi		108.58	2 Transactions		
9458	Jongbloedt/Beth					
143	01-481-460-6009-6331		108.14	Mileage		Mileage Reimbursement N
9458	Jongbloedt/Beth		108.14	1 Transactions		
3256	Kofstad/Melissa					
146	01-481-460-6012-6331		56.99	Mileage		Mileage Reimbursement N
147	01-481-464-6052-6331		104.80	Mileage		Mileage Reimbursement N
148	01-481-465-6057-6331		2.62	Mileage		Mileage Reimbursement N
3256	Kofstad/Melissa		164.41	3 Transactions		
41040	KOWZ-KRUE Radio					
160	01-481-460-6011-6243		180.00	Radio air time - Feb 2023	9692-2	Advertising,Marketing & Promotional N
41040	KOWZ-KRUE Radio		180.00	1 Transactions		
9444	MCINTEE/KELLY					
177	01-481-461-6066-6464		61.76	Bagels/coffee for meeting	0024	General Supplies & Outreach N
175	01-481-461-6066-6331		212.88	Mileage	0026	Mileage Reimbursement N

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
176	01-481-461-6066-6464		94.49	Stickers/tabling events	0026	General Supplies & Outreach	N
9444	MCINTEE/KELLY		369.13	3 Transactions			
5754	McMann/Katy						
149	01-481-460-6009-6331		189.30	Mileage		Mileage Reimbursement	N
5754	McMann/Katy		189.30	1 Transactions			
9246	Meagan Katchmark						
145	01-481-461-6034-6331		2.10	Mileage		Mileage Reimbursement	N
144	01-481-461-6059-6331		34.19	Mileage		Mileage Reimbursement	N
9246	Meagan Katchmark		36.29	2 Transactions			
51087	Medtox Laboratories Inc						
178	01-481-461-6025-6383		10.92	Lead blood test	0220231690896	Contract Services	N
51087	Medtox Laboratories Inc		10.92	1 Transactions			
7848	Nelson/Connie						
150	01-481-460-6009-6331		2.62	Mileage - January		Mileage Reimbursement	N
7848	Nelson/Connie		2.62	1 Transactions			
2587	Piepho/Nancy June						
151	01-481-461-6034-6331		83.12	Mileage		Mileage Reimbursement	N
2587	Piepho/Nancy June		83.12	1 Transactions			
7944	Red Oxygen						
161	01-481-460-6011-6210		16.84	Textng services	608656	Telephone	N
162	01-481-461-6040-6210		16.84	Textng services	608656	Telephone	N
7944	Red Oxygen		33.68	2 Transactions			
77316	Schroeder/Greg						
164	01-481-460-6009-6331		22.27	Mileage		Mileage Reimbursement	Y
163	01-481-460-6009-6383		821.01	Physical therapist		Contract Services	Y
77316	Schroeder/Greg		843.28	2 Transactions			
81597	Spee Dee Delivery Service Inc						
165	01-481-463-6049-6322		127.50	Well water sample	761942	Well Water Service Agreements	N
81597	Spee Dee Delivery Service Inc		127.50	1 Transactions			
90609	Urch/Mary						

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154	01-481-461-6032-6261		Nursing license renewal		Conference & Training	N
152	01-481-461-6032-6331		Mileage		Mileage Reimbursement	N
153	01-481-465-6057-6331	1	Mileage - December		Mileage Reimbursement	N
90609	Urch/Mary		3 Transactions			
4100	Wencl/Dianne Marie					
155	01-481-460-6009-6331		Mileage		Mileage Reimbursement	N
4100	Wencl/Dianne Marie		1 Transactions			
481	DEPT Total:		3,787.31	Public Health Nursing	28 Vendors	43 Transactions
521	DEPT			Park And Recreation		
26699	Four Seasons Centre					
12	01-521-000-0000-6831		4,050.00	Open ice - February	4526-1	Ice Rental Pymts N
26699	Four Seasons Centre		4,050.00	1 Transactions		
9084	Metro FiberNet LLC					
97	01-521-000-0000-6410		420.69	Monthly internet & cable	1671311	Operating Supplies/Truck Repairs Y
9084	Metro FiberNet LLC		420.69	1 Transactions		
521	DEPT Total:		4,470.69	Park And Recreation	2 Vendors	2 Transactions
550	DEPT			Four Seasons		
1960	Amerigas - Owatonna Mn					
55	01-550-000-0000-6258		607.12	Propane for zamboni	805598677	LP Gas N
1960	Amerigas - Owatonna Mn		607.12	1 Transactions		
3738	Arrow Ace Hardware					
90	01-550-000-0000-6410		50.55	Spray nozzles,soap,socket	271264/2	Operating Supplies - Contracts N
3738	Arrow Ace Hardware		50.55	1 Transactions		
8424	Cintas					
91	01-550-000-0000-6420		196.90	Monthly linens	4148522285	Linen Service Y
8424	Cintas		196.90	1 Transactions		
33550	Hillyard - Hutchinson					
94	01-550-000-0000-6410		364.51	Annual maint-advance scrubber	700537624	Operating Supplies - Contracts N
95	01-550-000-0000-6410		251.00	Annual maint-trident scrubber	700537625	Operating Supplies - Contracts N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
33550	Hillyard - Hutchinson		615.51	2 Transactions			
37025	Innovative Office Solutions LLC						
62	01-550-000-0000-6410		520.97	Office chair,floor runners,etc	4103447	Operating Supplies - Contracts	N
19	01-550-000-0000-6410		441.57	Bleacher garbage cans-3 count	4105201	Operating Supplies - Contracts	N
37025	Innovative Office Solutions LLC		962.54	2 Transactions			
7860	Metropolitan Mechanical Contractors Inc						
34	01-550-000-0000-6410		180.00	Check lobby RTU	910023924	Operating Supplies - Contracts	N
33	01-550-000-0000-6410		329.93	Replace locker room therm	910024266	Operating Supplies - Contracts	N
7860	Metropolitan Mechanical Contractors Inc		509.93	2 Transactions			
62700	Owatonna Fire & Safety LLC						
38	01-550-000-0000-6410		455.50	Annual fire extinguisher insp	43450	Operating Supplies - Contracts	Y
62700	Owatonna Fire & Safety LLC		455.50	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc						
39	01-550-000-0000-6314		92.50	Blade sharpening	78321	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc		92.50	1 Transactions			
9113	RSBS Management Inc						
49	01-550-000-0000-6380		356.25	Snow plowing - Fairgrounds	177444	Snow Removal	N
47	01-550-000-0000-6380		356.25	Snow plowing - parking misc	177446	Snow Removal	N
9113	RSBS Management Inc		712.50	2 Transactions			
85167	Stewart Sanitation						
100	01-550-000-0000-6254		190.63	Monthly garbage	770529	Garbage Disposal	N
85167	Stewart Sanitation		190.63	1 Transactions			
550	DEPT Total:		4,393.68	Four Seasons	10 Vendors	14 Transactions	
602	DEPT			Co-Op Extension			
14420	Culligan Inc						
10	01-602-000-0000-6410		61.22	Water cooler rent - March	15396671-22823	Office Supplies	N
14420	Culligan Inc		61.22	1 Transactions			
602	DEPT Total:		61.22	Co-Op Extension	1 Vendors	1 Transactions	

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1	Fund Total:		91,805.27	General Revenue Fund		148 Transactions

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38 Capital Outlay Fund

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	DEPT			District Court Admin.			
	8756 ICS Consulting Inc						
79	38-011-000-0000-6600		1,886.23	HVAC billing thru 2/28	9524	Capital Outlay - District Court	Y
	8756 ICS Consulting Inc		1,886.23	1 Transactions			
11	DEPT Total:		1,886.23	District Court Admin.	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
	33175 HP Inc						
168	38-111-000-0000-6600		329.60	Monitors for EM	9017174436	Capital Outlay - Buildings and Ground	N
	33175 HP Inc		329.60	1 Transactions			
	5889 Wold Architects and Engineers						
82	38-111-000-0000-6600		567.77	Admin bldg phase 1 reno	84822	Capital Outlay - Buildings and Ground	Y
83	38-111-045-0000-6600		7,000.00	New Comm Corr facility	84835	Capital Outlay - CCA Bldg	Y
	5889 Wold Architects and Engineers		7,567.77	2 Transactions			
111	DEPT Total:		7,897.37	Buildings & Grounds	2 Vendors	3 Transactions	
201	DEPT			Sheriff			
	5889 Wold Architects and Engineers						
84	38-201-000-0000-6600		6,763.81	DC Sheriff add & reno SD	84856	Capital Outlay - Sheriff	Y
	5889 Wold Architects and Engineers		6,763.81	1 Transactions			
201	DEPT Total:		6,763.81	Sheriff	1 Vendors	1 Transactions	
251	DEPT			Jail			
	8681 Mohs Contracting Inc						
80	38-251-000-0000-6600		6,527.81	DC pod renovation	9	Capital Outlay - Detention Center	N
	8681 Mohs Contracting Inc		6,527.81	1 Transactions			
	7887 Streamline Communications LLC						
81	38-251-000-0000-6600		671.00	SCDC pod renovation wiring	1485	Capital Outlay - Detention Center	N
	7887 Streamline Communications LLC		671.00	1 Transactions			
251	DEPT Total:		7,198.81	Jail	2 Vendors	2 Transactions	

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38 Capital Outlay Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
38	Fund Total:		23,746.22	Capital Outlay Fund		7 Transactions

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398 DEPT		Landfill			
9087 7 Rivers Recycling LLC					
125 53-398-000-0000-6304		2,797.78	106 mattresses	8712	Contract Services Y
9087 7 Rivers Recycling LLC		2,797.78	1 Transactions		
5465 B To Z Hardware					
105 53-398-000-0000-6301		201.74	Pliers, pipe wrench, nipples	A160915	Equip Repairs N
106 53-398-000-0000-6301		54.48	Bearings & filters	B346237	Equip Repairs N
107 53-398-000-0000-6301		22.29-	Return nuts & bolts	B346248	Equip Repairs N
108 53-398-000-0000-6301		22.29	Nuts & bolts	B346253	Equip Repairs N
109 53-398-000-0000-6301		18.24	Compact dryer	B346279	Equip Repairs N
110 53-398-000-0000-6301		45.04	Tape & hose clamp	B346410	Equip Repairs N
111 53-398-000-0000-6301		1,068.30	Dispenser, batteries, blower	B346714	Equip Repairs N
5465 B To Z Hardware		1,387.80	7 Transactions		
11215 Central Farm Services					
117 53-398-000-0000-6541		569.70	300 gals LP - old shop	184617	Heating Fuel N
119 53-398-000-0000-6541		961.46	506 gals - shop	184743	Heating Fuel N
120 53-398-000-0000-6541		193.89	102 gals LP - old shop	184744	Heating Fuel N
116 53-398-000-0000-6540		1,640.25	375 gals diesel	24877	Machine Fuel N
118 53-398-000-0000-6540		1,900.80	450 gals diesel	5439	Machine Fuel N
121 53-398-000-0000-6540		1,689.60	400 gals diesel	5458	Machine Fuel N
11215 Central Farm Services		6,955.70	6 Transactions		
14420 Culligan Inc					
112 53-398-000-0000-6304		68.73	Salt & fuel surcharge	3379524	Contract Services N
113 53-398-000-0000-6304		12.94	Cooler rental	3384130	Contract Services N
114 53-398-000-0000-6304		37.15	Softener rental	3395271	Contract Services N
115 53-398-000-0000-6304		39.99	Water delivery	3398368	Contract Services N
14420 Culligan Inc		158.81	4 Transactions		
27350 Frontier Communications					
122 53-398-000-0000-6210		236.82	Telephone & fax line	5075837766	Telephone N
27350 Frontier Communications		236.82	1 Transactions		
36550 IFACS					
85 53-398-000-0000-6301		19.32	Washer & nuts	5308614	Equip Repairs N
36550 IFACS		19.32	1 Transactions		

SBENDORF
 3/9/23 9:43AM
 53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
86	37025 Innovative Office Solutions LLC						
	53-398-000-0000-6410		259.54	Computer paper,folders, pens	4101881	Office Supplies	N
	37025 Innovative Office Solutions LLC		259.54	1 Transactions			
123	65100 Paape Companies Inc						
	53-398-000-0000-6300		864.28	Annual maint-shop boiler	109124	Bldg Repairs & Maintenance	N
	65100 Paape Companies Inc		864.28	1 Transactions			
124	3743 RDO Equipment Co, Inc.						
	53-398-000-0000-6301		2,920.40	Service JD loader	W1693702	Equip Repairs	N
	3743 RDO Equipment Co, Inc.		2,920.40	1 Transactions			
398	DEPT Total:		15,600.45	Landfill	9 Vendors	23 Transactions	
53	Fund Total:		15,600.45	Landfill Fund		23 Transactions	
	Final Total:		131,151.94	113 Vendors	178 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	91,805.27	General Revenue Fund	
	38	23,746.22	Capital Outlay Fund	
	53	15,600.45	Landfill Fund	
	All Funds	131,151.94	Total	Approved by,
				
				

PERSONNEL REPORT
March 14, 2023 at 4:00 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>
Julia Forbes (promotion)	Chief Deputy Cty. Attorney/Attorney's Office	D63/7	03/25/23

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 <i>(Information Only – No Action Required)</i>

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officers (4)	Det. Center/Sheriff's Office	Backgrounding 3 candidates
Road Deputy (2)	Sheriff's Office	Interviewing
RN/PHN	Public Health	Working on recruitment plan
Health Services Asst/LPN (.5 FTE)	Det. Center/Sheriff's Office	On-Hold
County Auditor	Auditor's Office	Restructuring in process

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: ACH Contract Amendment

Department: Sheriff's Office

Committee Meeting Date: 3/8/2023

Board Meeting Date: March 14, 2023

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

Policy Committee Recommendation:

Committee recommends approving the ACH Contract Amendment

Recommendation:

Recommending the approval of the 2023 contract amendment with Advance Correctional Healthcare.

Budget Impact:

- Annual increase in contract pricing is under (0%) CPI (8.7%).
- Cutting services back on medical provider from visit every week to 1 visit every 2 weeks. This will result in a cost saving of roughly \$15,000 annually.
- Increase has been budgeted for through 2023.

Attachments:

Contract Amendment

Steele County, Minnesota 1/20/2023

In July 2022, we agreed to a 3.5% renewal increase on 3/1/23. Instead, we are proposing the below:

Price(s) good for 60 days.	Current 3/1/2022-2/28/2023	Proposed 0% Renewal <i>CPI for medical care is currently 8.7%</i> 3/1/2023-2/29/2024
Annual Price	\$117,560.26	\$102,999
Average Daily Population	90	30
Per Diem Rate (med/mal & civil rights insurance)	\$0.58	\$0.60
Prescriber	Weekly + unlimited 24/7/365 on-call by phone	One time every other week + unlimited 24/7/365 on-call by phone
Nursing	Not Included	
Qualified Mental Health Professional (QMHP) (minimum Master's level)	6 hr/wk	
On-call QMHP	\$150 per hour (minimum 1 hour) In-person or via telehealth (as mutually agreed upon) <i>Responsiveness depends upon amount of notice given</i>	
Monthly Cap	\$3,000 per month (\$36,000 per year) for biomedical waste disposal, dental, mobile services, off-site services. <i>Prices are at cost. ACH does not "mark up" these items.</i>	\$3,700 per month (\$44,400 per year) for biomedical waste disposal, dental, medical supplies , mobile services, off-site services, pharmacy, TB skin tests . <i>Prices are at cost. ACH does not "mark up" these items.</i>
Annual Pool	\$6,500 per year for pharmacy	Cap pays
Medical Supplies (disposable)	ACH pays \$451/year	Cap pays
TB Skin Tests	ACH pays \$1,419/year	Cap pays
Officer Training Spark Training, LLC	Included <i>On-site and online LMS (learning management system)</i>	
Officer Wellness	Included <i>CIERR Program (Critical Incident Employee Rapid Response)</i>	
Medical Claims Re-pricing (bill scrubbing)	Included We saved the county \$12,500 in 2021	
Telehealth (upon request)	Included	
DO YOU NEED ANY TRAINING?	Spark Training provides training on a variety of topics, including but not limited to medical, behavioral health, officer wellness, and Mental Health First Aid (MHFA) certification. Training is upon your request and on the topic(s) you choose. Sign up for Spark Training's blog list by sending an email here: Training@sparktraining.us	

For 3/1/2024-2/28/2025, we are proposing a 4% increase.

Proposal agreed to by: Sign: _____ Print: _____ Date: _____



Steele County Agenda Item

Subject: Body Art Establishment License

Department: Auditor's Office

Committee Meeting Date: March 8, 2023

Board Meeting Date: March 14, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approval of Temporary Body Art Establishment License for Kat's Tat's LLC pending approval from Public Health

Recommendation:

Approve Temporary Body Art Establishment license for Kat's Tat's LLC for an event at 14574 SE 44th Ave, Blooming Prairie, MN 55917 from April 1-15, 2023

Background (*Including Budget Impact*):

Attachments:

Application for a Body Art Establishment License for a Mobile Unit/Temporary Event



Steele County Agenda Item

Subject: Community Corrections Advisory Board - Adding Member

Department: Community Corrections

Committee Meeting Date: March 7, 2023

Board Meeting Date: March 14, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Recommendation is to approve the new CCA Advisory Board membership of Kim Purscell, Outreach Specialist, Workforce Development, Inc.

Background (*Including Budget Impact*):

Steele County Community Corrections is making a formal recommendation to add new Steele County Community Corrections Advisory Board member, Kim Purcell the Outreach Specialist with Workforce Development, Inc. Per MN Statute 401.08 Subd. 2; Members of the corrections advisory board shall be appointment by the board of county commissioners.

Attachments:

List each of the attachments to be included with the agenda item. If no attachments, list "N/A"

STEELE COUNTY PERSONNEL AGENDA ITEM

March 14, 2023 at 3:00 pm

MARCH EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Dave Purcell	Director of IT – IT Dept.	03/01/23	5
Jeffrey Gunther	Patrol Deputy – Sheriff's Office	03/02/23	3
Barb Osman	Financial Specialist/Payroll – Finance	03/04/23	4
Jason Sommer	Maintenance Tech – Highway	03/07/23	1
Amber Brooks	Building Inspector - Planning & Zoning	03/09/23	3
Sasha Henning	Sr. Asst. Cty. Attorney – Attorney's Office	03/12/23	11
Steve Rick	Asst. Director of Comm. Corrections – CCA	03/13/23	6
Doug Jensen	Engineering Tech III – Highway Dept.	03/15/23	38
Tonia Miller	Accounting Tech, Lead – Public Health	03/17/23	14
Lon Thiele	County Sheriff – Sheriff	03/17/23	20
Julie Hanson	RN – Public Health Dept.	03/18/23	4
Kevin Lindquist	Maintenance Supervisor – Highway	03/19/23	5
Gina McGuire	Asst. Director of HR – HR Dept.	03/20/23	9
Joleen Koenig	Admin. Support Asst. – Extension Dept.	03/25/23	21
Kristi Blum	Technical Clerk II – Recorder's Office	03/25/23	10
Tyler Brase	Road Deputy – Sheriff's Office	03/29/23	6
Benji Hager	Property Appraiser II – Assessor's Office	03/29/23	2



Steele County Agenda Item

Subject: Steele County Sheriff's Addition and Renovation to the Detention Center

Department: Building & Grounds

Committee Meeting Date: March 2, 2023

Work Session Date: March 14, 2023

Board Meeting Date: March 14, 2023

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

Policy Committee Recommendation:

Committee recommends discussion at Board work session.

Recommendation:

To approve the proposal from Wold in the amount \$299,250 for the Sheriff's office Addition and Renovation to the Detention Center. This proposal includes Design Development, Contract Documents, Bidding Administration, and Construction Administration.

Background (*Including Budget Impact*):

Previously the County Board approved the schematic design phase of the Sheriff's Office Addition and Renovation to the Detention Center.

The schematic design included a 4500sf renovation to under utilized space at the detention and a 8900sf addition. This phase also took a deep dive into staff efficiencies and areas of cross training which are included in the attached PowerPoint.

The original budget was \$5.8 million and through schematic design cost savings were achieved and reduce the estimated budget to \$5.3 million and presented in the PowerPoint.

Attachments:

Wold Proposal -

PowerPoint Slides



STEELE COUNTY
PROPERTY & MAINTENANCE POLICY COMMITTEE MINUTES
Steele County Administration Center – 630 Florence Ave - Owatonna, MN 55060

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

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

Attendees: Commissioner Glynn, Commissioner Gnemi, Facilities and Fleet Director Jake Rysavy, Treasurer/Finance Director Cathy Piepho, IT Director Dave Purscell, Jail Administrator Anthony Buttera, Assistant Jail Administrator Paul Prissel, Chief Deputy Sheriff Scott Hanson, and Administrator Scott Golberg.

Information:

Wold was present to review proposed Sheriff addition/renovation project at the Detention Center.

An efficiencies section was added to the presentation. Listed are some of the efficiencies currently identified:

Staff: Cross training records department. Sheriff staff is currently shared with the LEC. Assistance for the Detention Center Staff. Janitorial staff will be at one location. Snow removal and lawn mowing would be reduced.

Time savings with Sheriff department. Bookings and reports would be at the same location & evidence storage will be on site saving windshield time. One 24hr wellness room for all staff. Proximity to major highways reduces high speed traffic in town.

Reduces the cost of the maintenance items from the LEC.

The project and construction times along with questions regarding the financials were discussed.

Facilities was asked to bring this item to a work session for review. Attached is the Wold presentation.

Department Head Reports

Facilities & Fleet: Discussion regarding LEC roof system. Still working on the generator at the LEC. Courthouse is about complete. CCA - working through design.

Finance: Budget time will start next month. Working on Audits. Created a cashflow projection and adding in the CIP to see the flow.

Information Technology: MNP currently has hundreds of cyber-attacks daily from all over the world. Firewalls continue to work. Looking at adding filtering on emails.

Detention center: Three new correctional officers have started. Construction is still going on due to supply issues. Working on other items like camera angles. ADP 26/27.

Sheriff: Still needing additional staff. Officers are wanted all over the state.



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

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

Tuesday, March 7, 2023, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Krueger, Commissioner Abbe, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, IT Director Dave Purcell, Community Corrections Director Tim Schammel, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the Community corrections additional Advisory Board member Kim Purscell.
2. Reschedule the July meeting for June 27 at 8:00 a.m.

General Agenda

Information

3. Reunification Center Facility Use Agreement review has been tabled for a future meeting.

Department Head Reports

Treasurer/Finance: Tax statements are calculated and in a draft status. Working on a financing plan for the possible sheriff addition. Budget build for 2024 is about ready to go out. Working on Audit for 2022.

Human Resources: Affordable Care Act (ACA) reporting, payroll needs to submit the final forms to the IRS. Manageable number of vacancies but are located in tough areas. Staffing updates. Training regarding new union contracts with Deputy Union contract. Filed for mediation with 3 AFSME union groups, Correctional Officers/Corporals unit. Two units are still in negotiations are the Detention Center Sergeants and Law Enforcement Sheriff Sergeants. Reaching out to departments for individual supervisor training.

IT: Working on **risk assessment** audit performed by Baker-Tilly as part of the annual audit they we complete an IT-RAS (Information Technology - Reliability, Availability, and Serviceability). Email prefilter program that is currently in testing mode. The system prefilters items for review by IT. Links and attachments can be tested to see if they have an executable file attached. This program is currently free till September. Currently installing a 5G connection at the landfill for better service. Process of collecting job descriptions for cyber security position.

Community Correction: Workload study for funding for the CCA. Preliminary governor's budget is looking at distributing more funds as it has been demonstrated the old way of funding doesn't fit.



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

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

Wednesday, March 8, 2023, at 8:00 a.m. – Board Room

Attendees: Commissioner Brady, Commissioner Glynn, Sheriff Lon Thiele, EM&S Tom Karnauskas, Jail Administrator Anthony Buttera, and Public Health Amber Aaseth.

Consent Agenda

1. Committee recommends approving the ACH Contract Amendment.
The amendment has no increase in cost. There will be someone on site every two weeks with 24/7 access.
2. Committee recommends approving Temporary Body Art Establishment License for Kat's Tat's pending approval from Public Health.

Agenda

Information

Department Head Reports

County Sheriff: Trying to fill open positions. Discussion regarding squad car replacements and take-home vehicle agreement.

Detention Center: The wall is done, and the final touches are being completed. Three new correctional staff have started their training with four positions still open.

Emergency Management: Emergency Management moved to the Detention Center last week. They responded to the expected heavy snow fall a few weeks ago and prepared the Armory. There were no stranded motorists needing assistance. Governor conference was rescheduled to April 24 - 25th. Working on the Multi-hazard mitigation 5-year plan renewal. SkyWarn is having training on March 21st at the firehall.

Public Health: All staff training on Friday was held at OPU. Health educator has been hired. Meeting with Julie and Anthony about a joint position.



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

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

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

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

Consent:

1. Committee recommends approving Cooperative Agreement with the City of Medford for Maintenance Overlay on CSAH 12 with an addition of the sidewalk extension, language changes, and pending review from the County Attorney.

General:

Information:

Department Head Reports

Four Seasons: Ice is out of the west rink. Final ice event is Saturday in the East rink and then the ice will be removed by Sunday, ready for the Farm Show to start setting up. Steve has been contacted by the Owatonna lacrosse teams looking for a practice area due to the poor outside weather conditions. This would mean additional revenue for the Four Seasons. The specifications for painting the Four Seasons building are being put together. The plan is to paint in September.

Landfill: Update was given on the 2022 contract enforcement for the haulers. Greg is currently drafting the letters to go out to the haulers.

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

- Discussion regarding the 18th St/CSAH 48 Roundabout. Offers to the three property owners have been made. One party looks to be okay with the offer, waiting for the other two to respond.
- CSAH 49 – Tree clearing will start next week. The road contract will start as soon as the weather clears.
- Main Street study in Owatonna is coming to a completion.
- Bid opening for pavement marking is coming up.
- Monday there will be a Joint Transportation meeting.