



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, APRIL 25, 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 April 11, 2023 Board Minutes (pg. 3)
5. Approve April 11, 2023 Board Work Session Minutes (pg. 6)
6. Approve Bills (pg. 7)

7. Approve Personnel Report (pg. 42)
8. Approve Cooperative Agreement with City of Owatonna for Pavement Markings (pg. 43)
9. Approve Renewal Agreement with Bureau of Criminal Apprehension, Minnesota Joint Powers Agreement and Community Corrections (pg. 50)
10. Approve Renewal of the SFY 2023 Annual Plan Agreement, an independent contract Agreement for Educational Tobacco Compliance Checks (pg. 57)

General

11. Action Items

County Board Work Session – Tuesday, April 25, 2023

12. Action Items

Information Items

13. Public Safety and Health Committee Meeting Minutes – April 12, 2023 (pg. 66)
14. Public Works Committee Meeting Minutes – April 13, 2023 (pg. 68)

Presentations:

15. OPED Presentation (pg. 69)
 - Troy Klecker, Owatonna Community Development Director
 - Dale Oolman, Steele County Planning & Zoning Director

Commissioner Reports:

Next Meeting Notices:

Internal Central Services Committee – **Tuesday, May 2nd at 8 a.m. in the Boardroom**

S.C. Board of Commissioners/Fair Board Mtg -**Wednesday, May 3rd at 11:30 a.m., Mother's Rest**

Property & Maintenance Committee – **Thursday, May 4th at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, May 9th at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, May 9th 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.

April 11, 2023

3 of 69

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to Award the 2023 pavement marking contract, CP 074-023-001, to Sir Lines-A-Lot, LLC in the amount \$295,971.16. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to Approve the agreement with Canadian Pacific Railroad for crossing improvement at SE 18th Street in an amount of \$479,047.34 and authorized the Chair to sign final agreement. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to Award Professional Services Contract for CSAH 49 construction inspection to ISG not to exceed \$241,500. Ayes all.

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

Resolution
Proclaiming County Government Month - April 2023

WHEREAS, Steele County employees provide essential services to create a healthy, safe and vibrant community; and

WHEREAS, Steele County implements a broad array of programs and services to support and maintain public and transportation infrastructure assets; promote and protect public health and natural resources; ensure public safety to protect citizens; maintain public records, information, and coordinate elections; and much more that impacts the lives of Steele County residents every day; and

WHEREAS, through their commitment to public service, county employees take pride in the responsibility to protect and enhance the health, wellbeing, and safety of Steele County residents in efficient and cost-effective ways; and

WHEREAS, Steele County continues to deliver quality services in a respectful and fiscally responsible way through teamwork, respect, forward-thinking, accountability and integrity;

NOW, THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners recognizes the commitment and dedication to public service excellence of county staff and officials and proclaims April 2023 County Government Month.

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 Glynn, seconded by Commissioner Brady to Approve the Extension Office Summer Coordinator staff request. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to Award the Administration Center Renovation contract in the amount of \$384,096 to low bidder, Mohs Contracting. Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Glynn abstaining.

Commissioner Reports:

Commissioner Brady reported on his attendance at AMC Leadership Summit, Internal Central Services Committee meeting, 911 Dispatch and the Work Session.

Commissioner Glynn reported on his attendance at Property and Maintenance Committee meeting and the Work Session.

Commissioner Gnemi reported on his attendance at AMC Leadership Summit, Drug Court, Drug Court Session, Work Force Center, Property and Maintenance Committee meeting, SEMCAC and the Work Session.

Commissioner Abbe reported on his attendance at the Work Session.

Commissioner Krueger reported on his attendance at South Country Health Alliance, Internal Central Services Committee meeting, Luncheon at the Chamber, and the Work Session.

The Commissioners thanked the County Attorney for his many years of service and wish him well.

LISTING OF BILLS
04/11/2023

7 Rivers Recycling LLC	3,588.13
Advanced Correctional Healthcare Inc	5,504.63

Asbestrol Inc	2,470.00
City Of Owatonna	11,875.00
Cornerstone Evangelical Free Church	11,200.00
Counties Providing Technology	4,467.00
CRK Properties LLC	6,776.10
Energy Sales Inc	5,148.63
Finnly Technology LLC	3,747.10
Forum Communication Printing	6,845.80
ICS Consulting Inc	2,314.29
Jones Haugh & Smith Inc	24,708.13
LVC Companies Inc	12,609.00
Medford Sand & Gravel LLC	3,295.38
Metro Sales Inc	4,960.76
Pichner Farms	25,000.00
Pro- West & Associates Inc	4,185.00
RSBS Management Inc	13,958.32
Soldo Consulting PC	3,720.00
Steele County Highway Dept	5,430.93
Summit Food Services LLC	6,278.32
Wold Architects and Engineers	10,805.01
72 Payments less than 2000	<u>23,576.25</u>
Final Total:	202,463.78

Motion by Commissioner Brady, seconded by Commissioner Gnemi to go into Closed Session for the purpose of discussing negotiation strategy for the matter involving the purchase of right of way parcels located at Bixby Rd and 18th St SE in Owatonna; 117-458-0101, 08-014-2302, and 08-023-1300 pursuant to Minn. Stat. § 13D.05, Subd. 3(c).

Motion by Commissioner Gnemi, seconded by Commissioner Brady to come out of Closed Session at 5:48 p.m. Ayes all.

Motion by Commissioner Gnemi , seconded by Commissioner Glynn to adjourn to the Call of the Chair at 5:48 p.m. Ayes all.

CHAIRMAN

ATTEST:

AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

April 11, 2023

STATE OF MINNESOTA)
)ss
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on April 11, 2023, with Commissioners Krueger, Brady, Glynn, Gnemi, and Abbe present. Also present were Human Resources Director Julie Johnson, Assessor Tom Reineke, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Administrator Scott Golberg brought forward for discussion a Resolution recognizing April as the National County Government month. Commissioners agreed to bring the item forward to the Board meeting.

Tara Reich and Karina Schmitz from MNPrairie delivered the Local Homeless Prevention Aid presentation to the Board. There was a discussion regarding the severe shortage of affordable housing for the homeless in Steele County. A review of the recent Landlord Summit that occurred in 2023 was given. A discussion regarding the various organizations, their available housing programs, and the challenges these organizations face has become more pronounced since the moratorium on rent evictions was lifted. The wait for assistance can be up to a year. Although there is a large number of housing units in Steele County, many of them do not participate in these programs, accept vouchers, or even qualify for vouchers. LHPA (Local Homeless Prevention Aid) dollars are coming twice per year. First installment will be in June 2023, with five years of payments ending with SFY2028. Recommendations for the funds were discussed. There is a request to enact an ordinance, establish a local housing trust fund, and appoint those who will oversee the program.

Meeting was adjourned at 4:58 p.m.

CHAIRMAN

ATTEST: _____

SBENDORF

4/20/23

8:37AM

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

4/20/23 8:37AM

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			
65100	Paape Companies Inc					
33	10-301-000-0000-6512		1,315.50	4th qtr contract 07/22 - 6/23	109468	Bldg Repair & Maintenance N
34	10-301-000-0000-6512		1,974.56	Boiler supplies	109480	Bldg Repair & Maintenance N
65100	Paape Companies Inc		3,290.06	2 Transactions		
68420	Plunkett's Pest Control, Inc.					
35	10-301-000-0000-6512		105.40	Pest control - April	7971633	Bldg Repair & Maintenance N
68420	Plunkett's Pest Control, Inc.		105.40	1 Transactions		
4247	RT Vision Inc					
36	10-301-000-0000-6301		670.00	OneGov permit fees 1/23 - 3/23	INV316	Equip/Software Maint N
4247	RT Vision Inc		670.00	1 Transactions		
77485	Schwaab Inc					
37	10-301-000-0000-6410		40.50	Notary stamp - Grieman	8074157	Office Supplies N
77485	Schwaab Inc		40.50	1 Transactions		
4879	Shred Right					
38	10-301-000-0000-6410		40.00	Qtrly shredding service	596804	Office Supplies Y
4879	Shred Right		40.00	1 Transactions		
301	DEPT Total:		4,145.96	Administration	5 Vendors	6 Transactions
302	DEPT		Road & Bridge Maintenance Expense			
3738	Arrow Ace Hardware					
2	10-302-000-0000-6801		43.99	Trash bags-Bixby Road cleanup	271501/2	Osha/Safety Supplies N
3	10-302-000-0000-6553		49.98	Hi traffic seed	271516/2	Weed Spray & Vegetation Supplies N
3738	Arrow Ace Hardware		93.97	2 Transactions		
8882	D & M Construction LLC					
17	10-302-000-0000-6553		153.50	5 yards of black dirt	13150	Weed Spray & Vegetation Supplies Y
8882	D & M Construction LLC		153.50	1 Transactions		
36550	IFACS					
18	10-302-000-0000-6534		148.96	Screws, washers & nuts	5312113	Supplies - Signing N
36550	IFACS		148.96	1 Transactions		
46551	Locators & Supplies Inc					

Steele County



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
20	10-302-000-0000-6801		Safety vests, gloves & hats	0306082-IN	Osha/Safety Supplies	N
46551	Locators & Supplies Inc		1 Transactions			
8665	Smith Mill Engineering					
39	10-302-000-0000-6537		Maint equipment calibration	10724	County Contracts	Y
8665	Smith Mill Engineering		1 Transactions			
75500	Steele County Treasurer					
41	10-302-000-0000-6564		2023 Assessments C.D.#1 Havana	040623	Intergovernmental Expense	N
42	10-302-000-0000-6564		2023 Assessments C.D.#4	040623	Intergovernmental Expense	N
43	10-302-000-0000-6564		2023 Assessments C.D.#27	040623	Intergovernmental Expense	N
44	10-302-000-0000-6564		2023 Assessments C.D.#25	040623	Intergovernmental Expense	N
45	10-302-000-0000-6564		2023 Assessments PTD #8	040623	Intergovernmental Expense	N
46	10-302-000-0000-6564		2023 Assessments PTD #7	040623	Intergovernmental Expense	N
47	10-302-000-0000-6564		2023 Assessments C.D.#24	040623	Intergovernmental Expense	N
48	10-302-000-0000-6564		2023 Assessments C.D.#1 Church	040623	Intergovernmental Expense	N
49	10-302-000-0000-6564		2023 Assessments PTD #18	040623	Intergovernmental Expense	N
50	10-302-000-0000-6564		2023 Assessments PTD #17	040623	Intergovernmental Expense	N
51	10-302-000-0000-6564		2023 Assessments C.D.#23	040623	Intergovernmental Expense	N
52	10-302-000-0000-6564		2023 Assessments PTD #11	040623	Intergovernmental Expense	N
53	10-302-000-0000-6564		2023 Assessments J.D. #6	040623	Intergovernmental Expense	N
54	10-302-000-0000-6564		2023 Assessments C.D.#22	040623	Intergovernmental Expense	N
55	10-302-000-0000-6564		2023 Assessments C.D.#21	040623	Intergovernmental Expense	N
56	10-302-000-0000-6564		2023 Assessments J.D. #23	040623	Intergovernmental Expense	N
57	10-302-000-0000-6564		2023 Assessments J.D. #2	040623	Intergovernmental Expense	N
58	10-302-000-0000-6564		2023 Assessments J.D. #12	040623	Intergovernmental Expense	N
59	10-302-000-0000-6564		2023 Assessments C.D.#2	040623	Intergovernmental Expense	N
60	10-302-000-0000-6564		2023 Assessments C.D.#5	040623	Intergovernmental Expense	N
75500	Steele County Treasurer		20 Transactions			
302	DEPT Total:		Road & Bridge Maintenance Expense	6 Vendors	26 Transactions	
303	DEPT		Construction Expense			
3738	Arrow Ace Hardware					
1	10-303-000-0000-6510		Humidifier wick filter for lab	271498/2	Engineering & Surveying Supplies	N
3738	Arrow Ace Hardware		1 Transactions			
8665	Smith Mill Engineering					
40	10-303-000-0000-6260		Engineering equipment repair	10724	Consultants/Admin Fee	Y

Steele County

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8665	Smith Mill Engineering		505.00	1 Transactions		
8431	Witter/Sean					
62	10-303-000-0000-6261	20.00	D6 Maint Supervisor Reg Fee	PW Serv Ctr reimb	Conference & Training	N
8431	Witter/Sean	20.00	1 Transactions			
303	DEPT Total:	559.99	Construction Expense	3 Vendors	3 Transactions	
304	DEPT		Equipment Maintenance & Shops			
9628	Biosystems Inc					
4	10-304-000-0000-6511	2,585.00	Bio Pro tar/asphalt remover	19085	Maint Shop Supplies & Materials	N
9628	Biosystems Inc	2,585.00	1 Transactions			
10150	Carquest Auto Parts					
5	10-304-000-0000-6520	29.59	Fuel filters, unit#2184	456074	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520	415.42	Oil seals & bearings	456476	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520	186.17	Deep cycle battery, RV trailer	456523	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520	91.96	Wiper blades	456554	Machinery/Vehicle Parts	N
9	10-304-000-0000-6513	39.98	Handy bearing packer	456766	Tools	N
10	10-304-000-0000-6520	5.58	Wheel stud & lug nut	456821	Machinery/Vehicle Parts	N
11	10-304-000-0000-6520	25.78	Air filter, unit#9998	457002	Machinery/Vehicle Parts	N
12	10-304-000-0000-6520	66.03	Carb repair kit, unit#8902	457209	Machinery/Vehicle Parts	N
13	10-304-000-0000-6520	48.30	Fuel stabilizer, ignition coil	457306	Machinery/Vehicle Parts	N
14	10-304-000-0000-6513	22.95	Neco inspector flashlight	457308	Tools	N
15	10-304-000-0000-6520	66.03	Carb repair kit	457430	Machinery/Vehicle Parts	N
16	10-304-000-0000-6520	25.01	Air filter, unit#8902	457546	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	1,022.80	12 Transactions			
36550	IFACS					
19	10-304-000-0000-6511	11.63	Hex screws	5312453	Maint Shop Supplies & Materials	N
36550	IFACS	11.63	1 Transactions			
49625	Matejcek Implement Co					
21	10-304-000-0000-6520	670.00	Hub & beacon, unit#2184	IB30084	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co	670.00	1 Transactions			
5096	Matheson Tri-Gas Inc					
22	10-304-000-0000-6511	232.58	Welding supplies for shop	0027575265	Maint Shop Supplies & Materials	N

SBENDORF

4/20/23 8:37AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
5096	Matheson Tri-Gas Inc		232.58	1 Transactions			
50510	McNeilus Steel Inc						
23	10-304-000-0000-6520		106.32	Steel flat bar for Four Season	01949729	Machinery/Vehicle Parts	N
24	10-304-000-0000-6520		240.00	5x2x1/4 square tube, unit#2131	01949729	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc		346.32	2 Transactions			
51630	Mike's Repair						
25	10-304-000-0000-6252		187.51	Custom labor, unit#2123	100808	Contracted Services	Y
26	10-304-000-0000-6252		187.50	Custom labor, unit#2010	100808	Contracted Services	Y
27	10-304-000-0000-6520		25.00	Tire, unit#2010	100808	Machinery/Vehicle Parts	Y
28	10-304-000-0000-6520		25.00	Tire, unit#2123	100808	Machinery/Vehicle Parts	Y
51630	Mike's Repair		425.01	4 Transactions			
1308	Miners's Outdoor & Rec						
29	10-304-000-0000-6520		108.73	Micro lite bar, unit#9998	200962	Machinery/Vehicle Parts	N
1308	Miners's Outdoor & Rec		108.73	1 Transactions			
56125	NAPA Auto Parts						
30	10-304-000-0000-6520		6.49	Carb mounting gasket #8902	974014	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts		6.49	1 Transactions			
61520	Owatonna Motor Company						
31	10-304-000-0000-6515		310.33	Repairs, unit#2172	692132	Shop Equip Repair & Maintenance	N
32	10-304-000-0000-6252		135.00	Custom labor, unit#2213	695544	Contracted Services	N
61520	Owatonna Motor Company		445.33	2 Transactions			
85167	Stewart Sanitation						
61	10-304-000-0000-6514		114.61	March garbage services	0000776529	Utility Services	N
85167	Stewart Sanitation		114.61	1 Transactions			
99500	Ziegler,Inc						
65	10-304-000-0000-6520		80.13	Keys & plugs, unit #2221	IN000944379	Machinery/Vehicle Parts	N
99500	Ziegler,Inc		80.13	1 Transactions			
304	DEPT Total:		6,048.63	Equipment Maintenance & Shops	12 Vendors	28 Transactions	
310	DEPT			Capital Construction			
4364	WSB & Associates Inc						

SBENDORF

4/20/23 8:37AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
63	10-310-000-0000-6262		12,826.25	Prof services 074-648-007	1795300013	Sales Tax Consultants	Y
64	10-310-000-0000-6567		1,208.25	Prof services 074-021-006	1985000013	CRRSAA Construction Projects	Y
4364	WSB & Associates Inc		14,034.50	2 Transactions			
310	DEPT Total:		14,034.50	Capital Construction	1 Vendors	2 Transactions	
10	Fund Total:		30,783.19	Road & Bridge Fund		65 Transactions	
	Final Total:		30,783.19	27 Vendors	65 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	30,783.19	Road & Bridge Fund	
	All Funds	30,783.19	Total	Approved by,
				
				

SBENDORF

4/20/23

8:36AM

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

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	
3	DEPT				County Wide			
	5458	Madison National Life Ins Co Inc						
29		01-003-000-0000-6354		728.93	STD payment for 941 filing	1997	Misc Insurance Acct	N
	5458	Madison National Life Ins Co Inc		728.93	1 Transactions			
3	DEPT Total:			728.93	County Wide	1 Vendors	1 Transactions	
5	DEPT				Board Of Commissioners			
	4319	Association Of Mn Counties						
13		01-005-000-0000-6261		400.00	AMC leadership - Brady	65053	Conference & Training	N
14		01-005-000-0000-6261		400.00	AMC leadership - Gnemi	65054	Conference & Training	N
	4319	Association Of Mn Counties		800.00	2 Transactions			
	8241	Gnemi/Rick A						
21		01-005-000-0000-6331		477.22	Mileage - 1/19 - 4/5/23	20230405	Mileage Reimbursement	N
	8241	Gnemi/Rick A		477.22	1 Transactions			
5	DEPT Total:			1,277.22	Board Of Commissioners	2 Vendors	3 Transactions	
13	DEPT				Law Library			
	70550	Thomson Reuters - West						
94		01-013-000-0000-6501		1,097.50	Westlaw info charges - March	848074880	Books	N
	70550	Thomson Reuters - West		1,097.50	1 Transactions			
13	DEPT Total:			1,097.50	Law Library	1 Vendors	1 Transactions	
31	DEPT				County Administrator			
	4319	Association Of Mn Counties						
12		01-031-000-0000-6261		400.00	AMC leadership - Golberg	65041	Conference & Training	N
	4319	Association Of Mn Counties		400.00	1 Transactions			
	4879	Shred Right						
60		01-031-000-0000-6801		20.00	Shred serv order 299761-4/6	597591	General Expense	Y
	4879	Shred Right		20.00	1 Transactions			
31	DEPT Total:			420.00	County Administrator	2 Vendors	2 Transactions	

SBENDORF

4/20/23 8:36AM

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	
32	DEPT				Human Resources			
	4319	Association Of Mn Counties						
11		01-032-000-0000-6261		400.00	AMC leadership - Johnson	65040	Conference & Training	N
	4319	Association Of Mn Counties		400.00	1 Transactions			
	8202	Finer/Jordynn						
147		01-032-000-0000-6331		62.88	Mileage-WEX training	3/3/23	Mileage Reimbursement	N
	8202	Finer/Jordynn		62.88	1 Transactions			
	5729	Meixner/Nicole						
200		01-032-010-0000-6464		3.84	On the move/yoga prizes	4/18/23 Dollar Tre	General Supplies - Wellness	N
	5729	Meixner/Nicole		3.84	1 Transactions			
	68487	Positive Promotions Inc						
204		01-032-010-0000-6464		68.95	Wellness: Supplies/pocket pal	07137067	General Supplies - Wellness	N
	68487	Positive Promotions Inc		68.95	1 Transactions			
	4879	Shred Right						
61		01-032-000-0000-6801		20.00	Shred serv order 299761-4/6	597591	General Expense	Y
	4879	Shred Right		20.00	1 Transactions			
	9633	Vibes						
101		01-032-010-0000-6464		400.00	Wellness: Yoga classes	25	General Supplies - Wellness	N
	9633	Vibes		400.00	1 Transactions			
32	DEPT Total:			955.67	Human Resources	6 Vendors	6 Transactions	
41	DEPT				Auditor			
	51300	Metro Sales Inc						
33		01-041-000-0000-6410		53.00	Qtr 2 copier contract	INV2257951	Office Supplies	N
34		01-041-000-0000-6410		91.33	Qtr 1 copier usage	INV2257951	Office Supplies	N
	51300	Metro Sales Inc		144.33	2 Transactions			
	4501	Safeguard Business Systems						
80		01-041-000-0000-6410		1,238.60	Receipt paper - 5500	9000866553	Office Supplies	N
	4501	Safeguard Business Systems		1,238.60	1 Transactions			
	84035	Tri-M Graphics						
96		01-041-000-0000-6410		542.06	Window envelopes - 5000	100990	Office Supplies	N

SBENDORF

4/20/23 8:36AM

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
84035 Tri-M Graphics		542.06	1 Transactions		
41 DEPT Total:		1,924.99	Auditor	3 Vendors	4 Transactions
42 DEPT			Treasurer		
51300 Metro Sales Inc					
31 01-042-000-0000-6410		53.00	Qtr 2 copier contract	INV2257951	Office Supplies N
32 01-042-000-0000-6410		91.34	Qtr 1 Copier usage	INV2257951	Office Supplies N
51300 Metro Sales Inc		144.34	2 Transactions		
42 DEPT Total:		144.34	Treasurer	1 Vendors	2 Transactions
61 DEPT			Information Technology		
18450 Office of MN IT Services					
201 01-061-000-0000-6212		1,100.44	Monthly internet fees	DV23030394	M-Net Expenses N
18450 Office of MN IT Services		1,100.44	1 Transactions		
83500 Steele County Highway Dept					
207 01-061-000-0000-6540		27.62	Fuel	2118	Gas & Oil N
83500 Steele County Highway Dept		27.62	1 Transactions		
61 DEPT Total:		1,128.06	Information Technology	2 Vendors	2 Transactions
62 DEPT			Central Services		
16282 Crosstown Cartage Inc					
16 01-062-000-0000-6801		324.00	Contracted mail services	03/31/2023	General Expense N
17 01-062-000-0000-6802		45.00	Additional mail services	03/31/2023	Internal Chargeback N
195 01-062-000-0000-6801		324.00	Contracted mail services	04/14/2023	General Expense N
196 01-062-000-0000-6802		110.00	Additional mail services	04/14/2023	Internal Chargeback N
16282 Crosstown Cartage Inc		803.00	4 Transactions		
5655 High Point Networks					
22 01-062-000-0000-6301		1,650.00	Access Point licenses	223438	Equip/Software Maint N
5655 High Point Networks		1,650.00	1 Transactions		
572 Kronos Incorporated					
48 01-062-000-0000-6301		3,241.89	HRIS operating expense - March	12062078	Equip/Software Maint 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
572	Kronos Incorporated		3,241.89	1 Transactions		
5761	NEC Financial Services LLC					
57	01-062-000-0000-6301		1,648.36	NEC U3C series voice system	0002565341	Equip/Software Maint Y
5761	NEC Financial Services LLC		1,648.36	1 Transactions		
62	DEPT Total:		7,343.25	Central Services	4 Vendors	7 Transactions
91	DEPT			County Attorney		
70550	Thomson Reuters - West					
92	01-091-000-0000-6410		1,446.98	Westlaw usage - March	848066579	Office Supplies N
93	01-091-000-0000-6410		93.62	Library plan	848154264	Office Supplies N
70550	Thomson Reuters - West		1,540.60	2 Transactions		
91	DEPT Total:		1,540.60	County Attorney	1 Vendors	2 Transactions
92	DEPT			Attorney Contingent Exp		
9451	Shirley K Paradis, RPR, CRR					
203	01-092-000-0000-6801		55.25	Transcript 74-CR22482	Leon	General Expense Y
9451	Shirley K Paradis, RPR, CRR		55.25	1 Transactions		
92	DEPT Total:		55.25	Attorney Contingent Exp	1 Vendors	1 Transactions
101	DEPT			County Recorder		
4393	Fidlar Technologies Inc					
18	01-101-000-9305-6480		1,657.80	Quarterly Avid Life Cycle serv	0708387-IN	Non-Capitalized Inv-Technology Fun N
4393	Fidlar Technologies Inc		1,657.80	1 Transactions		
37025	Innovative Office Solutions LLC					
45	01-101-000-0000-6410		10.94	Staples	4164248	Office Supplies N
37025	Innovative Office Solutions LLC		10.94	1 Transactions		
1237	Pakor Inc					
37	01-101-000-0000-6410		159.95	Camfi fast ID-passport photos	0686489	Office Supplies N
1237	Pakor Inc		159.95	1 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
101 DEPT Total:		1,828.69	County Recorder	3 Vendors	3 Transactions
105 DEPT			Planning & Zoning		
37025 Innovative Office Solutions LLC					
150 01-105-000-0000-6410		131.62	Envelopes & tape	4162251	Office Supplies N
37025 Innovative Office Solutions LLC		131.62		1 Transactions	
84035 Tri-M Graphics					
95 01-105-000-0000-6410		191.58	Inspection notice forms	100997	Office Supplies N
84035 Tri-M Graphics		191.58		1 Transactions	
105 DEPT Total:		323.20	Planning & Zoning	2 Vendors	2 Transactions
111 DEPT			Buildings & Grounds		
10150 Carquest Auto Parts					
15 01-111-050-0000-6320		91.96	4 wiper blades	4736-456554	Vehicle Repairs & Maintenance N
10150 Carquest Auto Parts		91.96		1 Transactions	
4710 Interstate Power Systems Inc					
25 01-111-044-0000-6300		521.00	Semi annual inspection	R001195610:01	Bldg Repairs & Maintenance N
4710 Interstate Power Systems Inc		521.00		1 Transactions	
791 R R Brink Locking Systems Inc					
69 01-111-044-0000-6300		866.00	Hinges for 3 doors	053192	Bldg Repairs & Maintenance N
791 R R Brink Locking Systems Inc		866.00		1 Transactions	
9113 RSBS Management Inc					
73 01-111-044-0000-6380		260.30	Snow plowing - DC	177843	Grounds Maintenance N
74 01-111-042-0000-6380		170.05	Snow plowing - CH	177845	Grounds Maintenance N
71 01-111-043-0000-6380		170.05	Snow plowing - Attorney	177846	Grounds Maintenance N
76 01-111-047-0000-6380		285.95	Snow plowing - Gymnastics	177848	Grounds Maintenance-Gymnastics N
72 01-111-040-0000-6380		133.95	Snow plowing - Admin	177849	Grounds Maintenance N
9113 RSBS Management Inc		1,020.30		5 Transactions	
8995 Southern Lock & Glass					
83 01-111-040-0000-6300		638.92	4-weather strip	15313	Bldg Repairs & Maintenance N
84 01-111-040-0000-6300		1,114.42	Air hydraulic closer body	15316	Bldg Repairs & Maintenance 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
8995	Southern Lock & Glass		1,753.34	2 Transactions		
111	DEPT Total:		4,252.60	Buildings & Grounds	5 Vendors	10 Transactions
121	DEPT			Veteran Service		
2072	Gilormini/Rene					
20	01-121-000-0000-6261		50.00	NACVSO- membership dues	04102023-2023	Conference & Training N
44	01-121-000-0000-6330		104.80	Mileage-Preston Natl Cemetery	04132023-2023	Travel Expenses N
2072	Gilormini/Rene		154.80	2 Transactions		
61527	Owatonna Peoples Press					
182	01-121-000-0000-6242		217.15	Subscription renewal	OPP-9010	Publishing N
61527	Owatonna Peoples Press		217.15	1 Transactions		
121	DEPT Total:		371.95	Veteran Service	2 Vendors	3 Transactions
201	DEPT			Sheriff		
8864	Cellebrite Inc					
39	01-201-000-0000-6304		2,450.00	Certified phys analys-KWoltman	INVUS254537	Contracts Y
8864	Cellebrite Inc		2,450.00	1 Transactions		
7713	Magtech Ammunition Company Inc					
64	01-201-000-0000-6285		5,500.00	25 cases 9 mm luger	33968	Firearms/Ammo Training N
65	01-201-000-0000-6285		545.05-	Excise tax credit	EX33968	Firearms/Ammo Training N
7713	Magtech Ammunition Company Inc		4,954.95	2 Transactions		
51300	Metro Sales Inc					
49	01-201-000-0000-6304		89.00	Contract base rate 4/8-7/7	INV2262341	Contracts N
50	01-201-000-0000-6304		242.00	Contract usage 1/8-4/7	INV2262341	Contracts N
51300	Metro Sales Inc		331.00	2 Transactions		
9332	PITNEY BOWES INC					
36	01-201-000-0000-6293		138.96	Postage meter rent-4/20-7/19	1022841041	Gun Permit Expenses N
9332	PITNEY BOWES INC		138.96	1 Transactions		
83255	Rice-Steele 911 Center					
70	01-201-000-0000-6304		67.50	VPN tunnel update for squads	2023-JT-16	Contracts N

SBENDORF

4/20/23 8:36AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
83255	Rice-Steele 911 Center					
		67.50	1 Transactions			
21215	Strohschein Properties LLC					
88	01-201-000-0000-6346	825.00	Rent - April	04052023	Eds Rent Account	Y
89	01-201-000-0000-6346	40.06	Utilities - March	732571	Eds Rent Account	Y
21215	Strohschein Properties LLC	865.06	2 Transactions			
85950	Sweet Towing & Repair, Inc.					
66	01-201-000-0000-6480	437.39	SC21-000655 tow & repair BMW	32775	Non-Capitalized Inventory	N
85950	Sweet Towing & Repair, Inc.	437.39	1 Transactions			
201	DEPT Total:	9,244.86	Sheriff	7 Vendors	10 Transactions	
207	DEPT		Sheriff Special Deputies			
77212	Schrader's Law Enforcement Supply					
58	01-207-000-0000-6192	519.00	150 uniform patches	2023-130	Uniform Allowance	N
77212	Schrader's Law Enforcement Supply	519.00	1 Transactions			
85300	Streichers Inc					
189	01-207-000-0000-6192	209.99	Duty jacket - GDuffy	11625329	Uniform Allowance	N
85300	Streichers Inc	209.99	1 Transactions			
207	DEPT Total:	728.99	Sheriff Special Deputies	2 Vendors	2 Transactions	
208	DEPT		Coroner			
50965	Meger Funeral Home Inc					
155	01-208-000-0000-6801	500.00	Removal/transport - RFisher	4/18/23	General Expense	Y
50965	Meger Funeral Home Inc	500.00	1 Transactions			
51200	Michaelson Funeral Homes Inc					
35	01-208-000-0000-6801	200.00	Removal/transport - JSammon	3/30/23	General Expense	Y
51200	Michaelson Funeral Homes Inc	200.00	1 Transactions			
4229	Moore Md/Kellyanna J					
53	01-208-000-0000-6801	3,751.69	Coroner service - April	April 2023	General Expense	Y
4229	Moore Md/Kellyanna J	3,751.69	1 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	
208 DEPT Total:		4,451.69	Coroner	3 Vendors	3 Transactions
220 DEPT			Public Transit		
10200 Cedar Valley Services Inc					
144 01-220-000-2010-5520		170.00	Transit ticket sales 1/1-3/31	Fees	N
10200 Cedar Valley Services Inc		170.00	1 Transactions		
220 DEPT Total:		170.00	Public Transit	1 Vendors	1 Transactions
251 DEPT			Jail		
4346 Advanced Correctional Healthcare Inc					
2 01-251-000-0000-6432	1	35.25	Pharmacy - LeSueur Co	118764	Medical Payments Y
5 01-251-000-0000-6432	1	4.68	Late fee - 0.52 x 9 months	118764	Medical Payments Y
1 01-251-000-0000-6432	1	9.69	Pharmacy - Dodge Co	119574	Medical Payments Y
4 01-251-000-0000-6432	1	1.12	Late fee - 0.14 x 8 months	119574	Medical Payments Y
3 01-251-000-0000-6432	1	34.48	Pharmacy - LeSueur Co	120645	Medical Payments Y
6 01-251-000-0000-6432	1	3.57	Late fee - 0.51 x 7 months	120645	Medical Payments Y
4346 Advanced Correctional Healthcare Inc		88.79	6 Transactions		
327 CLIA Laboratory Program					
40 01-251-000-0000-6261		180.00	Laboratory certificate fee	10/3/23-10/2/25	Conference & Training N
327 CLIA Laboratory Program		180.00	1 Transactions		
9595 Compicare Occupational Medicine & Urge					
41 01-251-000-0000-6196		165.00	Pre-employment exam - KM	5362	Employee Phys And Exams N
9595 Compicare Occupational Medicine & Urge		165.00	1 Transactions		
9291 Le Seuer County Sheriff's Office					
28 01-251-000-0000-6439		4,140.00	Inmate boarding - March	298	Prisoner Board N
9291 Le Seuer County Sheriff's Office		4,140.00	1 Transactions		
18450 Office of MN IT Services					
202 01-251-000-0000-6211		42.50	Fiber management fee	DV23030394	Radio - Computers - Cameras N
18450 Office of MN IT Services		42.50	1 Transactions		
3248 Personnel Evaluation, Inc					
55 01-251-000-0000-6196		25.00	Personnel eval profile - AS	47310	Employee Phys And Exams N
56 01-251-000-0000-6196		75.00	Personn eval profile-TU,PW,RG	47311	Employee Phys And Exams N

SBENDORF

4/20/23 8:36AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3248	Personnel Evaluation, Inc		100.00	2 Transactions			
77212	Schrader's Law Enforcement Supply						
82	01-251-000-0000-6192		1,888.72	550 embroidered co patches	2023-107	Uniform Allowance	N
77212	Schrader's Law Enforcement Supply		1,888.72	1 Transactions			
78500	Sheriff Of Freeborn Co						
19	01-251-000-0000-6439		300.00	Inmate housing - March	STEE004	Prisoner Board	N
78500	Sheriff Of Freeborn Co		300.00	1 Transactions			
79390	Sheriff Of Sherburne County						
59	01-251-000-0000-6439		1,860.00	Inmate boarding - March	2047	Prisoner Board	N
79390	Sheriff Of Sherburne County		1,860.00	1 Transactions			
4879	Shred Right						
81	01-251-000-0000-6304		40.00	Document shredding	596803	Contract Serv./Bldg Maint	Y
4879	Shred Right		40.00	1 Transactions			
8247	Summit Food Services LLC						
90	01-251-000-0000-6441		3,349.56	Inmate meals 4/1 - 4/7	INV2000170745	Prisoner Meals	N
91	01-251-000-0000-6451		34.47	Paper products	INV2000170745	Operating Supplies	N
8247	Summit Food Services LLC		3,384.03	2 Transactions			
251	DEPT Total:		12,189.04	Jail	11 Vendors	18 Transactions	
252	DEPT			Community Corrections			
4064	Alcohol Monitoring System Inc						
7	01-252-000-0000-6274		1,331.60	SCRAM monitoring fee	276373	Scram Monitoring	N
4064	Alcohol Monitoring System Inc		1,331.60	1 Transactions			
6884	Language Line Services Inc						
27	01-252-000-0000-6284		50.12	Translator services	10969128	Interpreter Services	Y
6884	Language Line Services Inc		50.12	1 Transactions			
4879	Shred Right						
62	01-252-000-0000-6410		40.00	Shredding	597590	Office Supplies	Y
4879	Shred Right		40.00	1 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	
252 DEPT Total:		Community Corrections	3 Vendors	3 Transactions	
253 DEPT		Law Enforcement Center			
16860 Custom Communications Inc					
42 01-253-000-0000-6304		Custom conn monitor 5/1-7/31	546759	Contract Services/Bldg Mtce	N
43 01-253-000-0000-6304		Fire alarm monitor 5/1-7/19	546759	Contract Services/Bldg Mtce	N
16860 Custom Communications Inc		2 Transactions			
3832 I & S Group Inc					
23 01-253-000-0000-6600		Topo survey & civil enginrg	91190	Capital Outlay	Y
3832 I & S Group Inc		1 Transactions			
37025 Innovative Office Solutions LLC					
46 01-253-000-0000-6410		USB,pens,notebooks,folders,etc	4153488	Office Supplies	N
37025 Innovative Office Solutions LLC		1 Transactions			
52550 MEI Total Elevator Solutions					
30 01-253-000-0000-6304		Monthly service - April	1013006	Contract Services/Bldg Mtce	N
52550 MEI Total Elevator Solutions		1 Transactions			
51300 Metro Sales Inc					
51 01-253-000-0000-6304		Contract base rate 3/29-6/28	INV2255407	Contract Services/Bldg Mtce	N
52 01-253-000-0000-6304		Contract usage 12/29-3/28	INV2255407	Contract Services/Bldg Mtce	N
51300 Metro Sales Inc		2 Transactions			
9113 RSBS Management Inc					
77 01-253-000-0000-6304		Loader w/ pusher - 4/1/23	177844	Contract Services/Bldg Mtce	N
78 01-253-000-0000-6304		Yards sand/salt - 4/1/23	177844	Contract Services/Bldg Mtce	N
79 01-253-000-0000-6304		Early contract discount	177844	Contract Services/Bldg Mtce	N
9113 RSBS Management Inc		3 Transactions			
4879 Shred Right					
63 01-253-000-0000-6254		Paper shredding	597592	Garbage Disposal	Y
4879 Shred Right		1 Transactions			
4368 Waste Management Of Southern Mn					
67 01-253-000-0000-6254		96 gallon recycle	7288110-0491-6	Garbage Disposal	N
4368 Waste Management Of Southern Mn		1 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<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>
253	DEPT Total:		6,342.19	Law Enforcement Center	8 Vendors	12 Transactions
281	DEPT			Emergency Management		
	9146 Norbeck/Megan					
54	01-281-000-0000-6331		119.22	Mileage-Winona emer response	04/08/23	Mileage Reimbursement N
	9146 Norbeck/Megan		119.22	1 Transactions		
281	DEPT Total:		119.22	Emergency Management	1 Vendors	1 Transactions
391	DEPT			Environmental Services		
	4955 Waste Management Of Wi-Mn					
102	01-391-000-0000-6548		57,975.00	Recycling contract - Mar	7287198-0491-2	Recycling N
	4955 Waste Management Of Wi-Mn		57,975.00	1 Transactions		
391	DEPT Total:		57,975.00	Environmental Services	1 Vendors	1 Transactions
481	DEPT			Public Health Nursing		
	8783 Availity LLC					
143	01-481-460-6009-6383		20.00	Medicare billing charges	INV00923869	Contract Services N
	8783 Availity LLC		20.00	1 Transactions		
	8789 Dahle/Teya F					
145	01-481-461-6034-6261		75.00	Reflective consultation - Mar	1451	Conference & Training Y
146	01-481-461-6059-6261		75.00	Reflective consultation - Mar	1451	Conference & Training Y
	8789 Dahle/Teya F		150.00	2 Transactions		
	9390 FISHER/MADELYN					
133	01-481-461-6066-6464		40.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach N
	9390 FISHER/MADELYN		40.00	1 Transactions		
	9391 Garza/Ruby					
134	01-481-461-6066-6464		40.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach N
	9391 Garza/Ruby		40.00	1 Transactions		
	7951 Genoa Healthcare Company					
148	01-481-461-6025-6434		32.06	Prenatal vitamins	F23031420	Medical Supplies N
	7951 Genoa Healthcare Company		32.06	1 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	
9539	Hanson/Carter					
135	01-481-461-6066-6464	40.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach	N
9539	Hanson/Carter	40.00	1 Transactions			
8389	Healthcare First					
149	01-481-460-6009-6383	104.74	HHCAHPS fee - April	INV5358701	Contract Services	N
8389	Healthcare First	104.74	1 Transactions			
37025	Innovative Office Solutions LLC					
152	01-481-460-6009-6410	6.02	Office supplies	4152006	Office Supplies	N
151	01-481-465-6057-6410	44.24	Office supplies	4152006	Office Supplies	N
37025	Innovative Office Solutions LLC	50.26	2 Transactions			
9619	Junk Truck MN LLC					
153	01-481-460-6012-6465	4,660.00	Declutter client's apartment	9413	Patient Supplies & Services	Y
9619	Junk Truck MN LLC	4,660.00	1 Transactions			
9559	Kjersten/Ava					
137	01-481-461-6066-6464	40.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach	N
9559	Kjersten/Ava	40.00	1 Transactions			
9393	Kjersten/Hailey					
136	01-481-461-6066-6464	80.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach	N
9393	Kjersten/Hailey	80.00	1 Transactions			
41040	KOWZ-KRUE Radio					
154	01-481-460-6011-6243	180.00	Radio air time - March	9692-3	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	180.00	1 Transactions			
9396	List/Adalia					
138	01-481-461-6066-6464	20.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach	N
9396	List/Adalia	20.00	1 Transactions			
51300	Metro Sales Inc					
170	01-481-460-6009-6322	39.36	Copier meter contract	2253085	Service Agreements	N
191	01-481-460-6009-6410	720.25	Copier overage thru 3/28	2253085	Office Supplies	N
171	01-481-460-6011-6322	2.88	Copier meter contract	2253085	Service Agreements	N
181	01-481-460-6012-6322	12.48	Copier meter contract	2253085	Service Agreements	N
172	01-481-461-6025-6322	5.76	Copier meter contract	2253085	Service Agreements	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
192	01-481-461-6025-6410		Copier overage thru 3/28	2253085	Office Supplies	N
173	01-481-461-6030-6322		Copier meter contract	2253085	Service Agreements	N
174	01-481-461-6032-6322		Copier meter contract	2253085	Service Agreements	N
175	01-481-461-6034-6322		Copier meter contract	2253085	Service Agreements	N
176	01-481-461-6040-6322		Copier meter contract	2253085	Service Agreements	N
177	01-481-461-6059-6322		Copier meter contract	2253085	Service Agreements	N
178	01-481-462-6047-6322		Copier meter contract	2253085	Service Agreements	N
193	01-481-462-6047-6410		Copier overage thru 3/28	2253085	Office Supplies	N
179	01-481-464-6052-6322		Copier meter contract	2253085	Service Agreements	N
180	01-481-465-6057-6322		Copier meter contract	2253085	Service Agreements	N
51300	Metro Sales Inc	996.65	15 Transactions			
8975	Minnesota Counties Computer Coop					
156	01-481-460-6009-6381	2,172.91	PHDoc software support	2304073	Cpu Usage & Network Support	N
157	01-481-460-6011-6381	181.08	PHDoc software support	2304073	Cpu Usage & Network Support	N
167	01-481-460-6012-6381	784.67	PHDoc software support	2304073	Cpu Usage & Network Support	N
158	01-481-461-6025-6381	362.15	PHDoc software support	2304073	Cpu Usage & Network Support	N
159	01-481-461-6030-6381	120.72	PHDoc software support	2304073	Cpu Usage & Network Support	N
160	01-481-461-6032-6381	241.44	PHDoc software support	2304073	Cpu Usage & Network Support	N
161	01-481-461-6034-6381	120.72	PHDoc software support	2304073	Cpu Usage & Network Support	N
162	01-481-461-6040-6381	543.23	PHDoc software support	2304073	Cpu Usage & Network Support	N
163	01-481-461-6059-6381	241.44	PHDoc software support	2304073	Cpu Usage & Network Support	N
164	01-481-462-6047-6381	120.72	PHDoc software support	2304073	Cpu Usage & Network Support	N
166	01-481-464-6061-6806	362.15	PHDoc software support	2304073	Miscellaneous	N
165	01-481-465-6057-6381	784.67	PHDoc software support	2304073	Cpu Usage & Network Support	N
8975	Minnesota Counties Computer Coop	6,035.90	12 Transactions			
52975	Minnesota Valley Testing Labs					
168	01-481-463-6049-6322	31.50	Lab water testing charges	1192015	Well Water Service Agreements	N
169	01-481-463-6049-6322	31.50	Lab water testing charges	1192753	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	63.00	2 Transactions			
9616	Parrott & Smith LLC					
183	01-481-461-6066-6341	265.00	Rent - May	May 2023	Office Rent	1
9616	Parrott & Smith LLC	265.00	1 Transactions			
7944	Red Oxygen					
184	01-481-460-6011-6210	16.58	Texting services	612002	Telephone	N
185	01-481-461-6040-6210	16.58	Texting services	612002	Telephone	N

SBENDORF

4/20/23 8:36AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7944	Red Oxygen		33.16	2 Transactions		
140	9404 RICHARDSON/CODA		40.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach
	9404 RICHARDSON/CODA		40.00	1 Transactions		N
139	9565 Richardson/Karys		40.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach
	9565 Richardson/Karys		40.00	1 Transactions		N
141	9540 Ristau/Payton		20.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach
	9540 Ristau/Payton		20.00	1 Transactions		N
142	9405 ROBLE/ISHAAQ ABDI		20.00	Tobacco grant student pmt	March 2023	General Supplies & Outreach
	9405 ROBLE/ISHAAQ ABDI		20.00	1 Transactions		N
187	77316 Schroeder/Greg		62.88	Mileage - March		Mileage Reimbursement
186	77316 Schroeder/Greg		1,015.07	Physical therapist - March		Contract Services
	77316 Schroeder/Greg		1,077.95	2 Transactions		Y
188	81597 Spee Dee Delivery Service Inc		173.00	Well water shipping	783586	Well Water Service Agreements
	81597 Spee Dee Delivery Service Inc		173.00	1 Transactions		N
190	84035 Tri-M Graphics		35.06	Working Moms cards	100905	General Supplies & Outreach
	84035 Tri-M Graphics		35.06	1 Transactions		N
481	DEPT Total:		14,256.78	Public Health Nursing	25 Vendors	55 Transactions
521	DEPT			Park And Recreation		
208	83500 Steele County Highway Dept		68.33	Fuel	2112	Gas & Oil
	83500 Steele County Highway Dept		68.33	1 Transactions		N
	75500 Steele County Treasurer					

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	
87	01-521-000-0000-6410	21.26	Ditch assessments	17-099-0001	Operating Supplies/Truck Repairs	N
75500	Steele County Treasurer	21.26	1 Transactions			
521	DEPT Total:	89.59	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT		Four Seasons			
1960	Amerigas - Owatonna Mn					
194	01-550-000-0000-6258	307.17	Zamboni propane	805650948	LP Gas	N
1960	Amerigas - Owatonna Mn	307.17	1 Transactions			
3738	Arrow Ace Hardware					
9	01-550-000-0000-6410	51.99	Lag screws for benches	271478/2	Operating Supplies - Contracts	N
8	01-550-000-0000-6410	10.99	Paint primer	271481/2	Operating Supplies - Contracts	N
10	01-550-000-0000-6410	11.99	Lag screws for benches	271483/2	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware	74.97	3 Transactions			
16860	Custom Communications Inc					
197	01-550-000-0000-6410	135.87	Alarm monitoring May-July	546751	Operating Supplies - Contracts	N
16860	Custom Communications Inc	135.87	1 Transactions			
9464	Davis Mechanical Systems Inc					
198	01-550-000-0000-6410	9,055.00	Rebuild failed sump pump	9427	Operating Supplies - Contracts	N
9464	Davis Mechanical Systems Inc	9,055.00	1 Transactions			
9632	FinnlyTech Inc					
199	01-550-000-0000-6410	250.00	Ice arena program training	1203	Operating Supplies - Contracts	N
9632	FinnlyTech Inc	250.00	1 Transactions			
36550	IFACS					
24	01-550-000-0000-6410	16.38	Concrete anchors	5311743	Operating Supplies - Contracts	N
36550	IFACS	16.38	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc					
68	01-550-000-0000-6314	92.50	Zamboni blade sharpening	78690-IN	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc	92.50	1 Transactions			
70774	Retrofit Companies Inc					
205	01-550-000-0000-6410	877.50	Lights & ballasts	0120110-IN	Operating Supplies - Contracts	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	
70774	Retrofit Companies Inc		1 Transactions			
9113	RSBS Management Inc					
75	01-550-000-0000-6380	794.67	Snow plowing - Fairgrounds	177847	Snow Removal	N
9113	RSBS Management Inc	794.67	1 Transactions			
74005	Sherwin-Williams Company					
206	01-550-000-0000-6410	83.19	Locker room paint	1692-2	Operating Supplies - Contracts	N
74005	Sherwin-Williams Company	83.19	1 Transactions			
9183	Van Meter Inc					
209	01-550-000-0000-6410	313.11	West rink light fixture lenses	5012663306.001	Operating Supplies - Contracts	N
9183	Van Meter Inc	313.11	1 Transactions			
550	DEPT Total:	12,000.36	Four Seasons	11 Vendors	13 Transactions	
602	DEPT		Co-Op Extension			
8815	Amazon Capital Services Inc					
38	01-602-000-0000-6410	24.58	Adhesive glue dots	1F6R-VRTF-77T6	Office Supplies	N
8815	Amazon Capital Services Inc	24.58	1 Transactions			
37025	Innovative Office Solutions LLC					
47	01-602-000-0000-6410	155.19	Copy paper - 3 cases	4159492	Office Supplies	N
37025	Innovative Office Solutions LLC	155.19	1 Transactions			
8380	LaCanne/Claire					
26	01-602-000-0000-6801	19.32	Coffee canteen-Farm meeting	Caribou Coffee	General Expense	N
8380	LaCanne/Claire	19.32	1 Transactions			
3032	Star Eagle					
85	01-602-000-0000-6410	52.00	Annual subscription		Office Supplies	N
3032	Star Eagle	52.00	1 Transactions			
72120	Univ Of Mn Regents					
97	01-602-000-0000-6306	19,670.25	Ignaszewski - Jan-Mar MOA	0300031446	Contracted Services	N
98	01-602-000-0000-6306	19,670.25	Viktora - Jan-Mar MOA	0300031446	Contracted Services	N
99	01-602-000-0000-6306	10,864.13	LaCanne - Jan-Mar 50% MOA	0300031446	Contracted Services	N
100	01-602-000-0000-6306	4,917.56	Rugg - Jan-Mar 25% MOA	0300031446	Contracted Services	N

SBENDORF

4/20/23

8:36AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 18

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
72120	Univ Of Mn Regents		55,122.19	4 Transactions			
602	DEPT Total:		55,373.28	Co-Op Extension	5 Vendors	8 Transactions	
606	DEPT			Soil Conservation			
84625	Steele County Soil & Water Conserv Dist						
86	01-606-000-0000-6801		33,750.00	Allocation - 2023 1st qtr	2023-4	General Expenses	N
84625	Steele County Soil & Water Conserv Dist		33,750.00	1 Transactions			
606	DEPT Total:		33,750.00	Soil Conservation	1 Vendors	1 Transactions	
1	Fund Total:		231,504.97	General Revenue Fund		179 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			
	73300 Rinke-Noonan Attorney at Law					
103	21-631-000-0000-6273		Ditch atty monthly retainer	355850	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		1 Transactions			
631	DEPT Total:		Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT		Judicial Ditch 10			
	73300 Rinke-Noonan Attorney at Law					
103	21-633-000-0000-6273		Ditch atty monthly retainer	355850	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		1 Transactions			
633	DEPT Total:		Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT		Judicial Ditch 5			
	73300 Rinke-Noonan Attorney at Law					
103	21-634-000-0000-6273		Ditch atty monthly retainer	355850	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		1 Transactions			
634	DEPT Total:		Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT		Judicial Ditch 6 & Imp			
	73300 Rinke-Noonan Attorney at Law					
103	21-635-000-0000-6273		Ditch atty monthly retainer	355850	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		1 Transactions			
635	DEPT Total:		Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT		Judicial Ditch 7			
	73300 Rinke-Noonan Attorney at Law					
103	21-636-000-0000-6273		Ditch atty monthly retainer	355850	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		1 Transactions			
636	DEPT Total:		Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			
	73300 Rinke-Noonan Attorney at Law					

SBENDORF

4/20/23 8:36AM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 20

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
103	21-637-000-0000-6273		6.68	Ditch atty monthly retainer	355850	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						
103	21-638-000-0000-6273		6.68	Ditch atty monthly retainer	355850	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						
103	21-639-000-0000-6273		6.68	Ditch atty monthly retainer	355850	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						
103	21-640-000-0000-6273		6.68	Ditch atty monthly retainer	355850	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						
103	21-641-000-0000-6273		6.68	Ditch atty monthly retainer	355850	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						
103	21-642-000-0000-6273		6.66	Ditch atty monthly retainer	355850	Attorney Fees	Y

SBENDORF

4/20/23 8:36AM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 21

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						
103	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	355850	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<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						
103	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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

4/20/23 8:36AM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 23

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			
	73300 Rinke-Noonan Attorney at Law					
103	21-653-000-0000-6273	6.66	Ditch atty monthly retainer	355850	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
653	DEPT Total:	6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT		Public Tile Ditch 7			
	73300 Rinke-Noonan Attorney at Law					
103	21-654-000-0000-6273	6.66	Ditch atty monthly retainer	355850	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			
	73300 Rinke-Noonan Attorney at Law					
103	21-655-000-0000-6273	6.66	Ditch atty monthly retainer	355850	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
655	DEPT Total:	6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT		Public Tile Ditch 9			
	73300 Rinke-Noonan Attorney at Law					
103	21-656-000-0000-6273	6.66	Ditch atty monthly retainer	355850	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.66	1 Transactions			
656	DEPT Total:	6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT		Public Tile Ditch 10			
	73300 Rinke-Noonan Attorney at Law					
103	21-657-000-0000-6273	6.66	Ditch atty monthly retainer	355850	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

4/20/23 8:36AM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 24

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
103	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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						
103	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	355850	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	

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
398 DEPT		Landfill			
5465 B To Z Hardware					
110 53-398-000-0000-6301		42.95	Exchange blower	B347995	Equip Repairs N
111 53-398-000-0000-6301		35.38	Cleaning supplies for shop	B348214	Equip Repairs N
5465 B To Z Hardware		78.33	2 Transactions		
11215 Central Farm Services					
114 53-398-000-0000-6541		534.76	281 gal LP - shop	184856	Heating Fuel N
115 53-398-000-0000-6540		352.45	185 gals LP - shop	184857	Machine Fuel N
116 53-398-000-0000-6541		351.69	185 gal LP - office	184858	Heating Fuel N
113 53-398-000-0000-6540		3,138.51	575 gal diesel, 208 gal unlead	24933	Machine Fuel N
117 53-398-000-0000-6540		2,027.52	480 gal diesel	24962	Machine Fuel N
118 53-398-000-0000-6540		1,480.73	412 gal diesel	24992	Machine Fuel N
119 53-398-000-0000-6540		1,564.08	420 gal diesel	25010	Machine Fuel N
120 53-398-000-0000-6540		2,303.60	650 gal diesel	5586	Machine Fuel N
11215 Central Farm Services		11,753.34	8 Transactions		
8424 Cintas					
121 53-398-000-0000-6304		108.11	Rugs	4148523052	Contract Services Y
122 53-398-000-0000-6304		108.11	Rugs	4149220585	Contract Services Y
123 53-398-000-0000-6304		108.11	Rugs	4149928049	Contract Services Y
124 53-398-000-0000-6304		108.11	Rugs	4150631224	Contract Services Y
8424 Cintas		432.44	4 Transactions		
14420 Culligan Inc					
104 53-398-000-0000-6304		38.75	Water & fuel surcharge	3450533	Contract Services N
105 53-398-000-0000-6304		12.94	Cooler rental	3454538	Contract Services N
106 53-398-000-0000-6304		37.15	Softener rental	3464724	Contract Services N
107 53-398-000-0000-6304		39.99	Softener rental	3467853	Contract Services N
108 53-398-000-0000-6304		77.60	Cooler rental	3482146	Contract Services N
14420 Culligan Inc		206.43	5 Transactions		
8288 Four Seasons Electric					
125 53-398-000-0000-6300		195.66	Wiring for heater - old shop	12471	Bldg Repairs & Maintenance N
8288 Four Seasons Electric		195.66	1 Transactions		
524 Kecks Repair Inc					
126 53-398-000-0000-6301		150.45	Flex pipe & clamp	301579	Equip Repairs N

SBENDORF
4/20/23 8:36AM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 26

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
524	Kecks Repair Inc		150.45	1 Transactions		
9342	Liberty Tire Recycling LLC					
127	53-398-000-0000-6304		2,588.25	Recycle tires	2516882	Contract Services N
9342	Liberty Tire Recycling LLC		2,588.25	1 Transactions		
4097	Nuss Truck & Equipment					
128	53-398-000-0000-6301		7,179.60	Repair 2016 Mack	177724	Equip Repairs N
4097	Nuss Truck & Equipment		7,179.60	1 Transactions		
9432	PARTS ALLIANCE NORTH/BOYER TRUCK					
112	53-398-000-0000-6301		69.14	Harness-jumper	008P21466	Equip Repairs N
9432	PARTS ALLIANCE NORTH/BOYER TRUCK		69.14	1 Transactions		
8432	Prime Garage Doors & More LLC					
129	53-398-000-0000-6300		395.00	Repair door spring	9069	Bldg Repairs & Maintenance N
8432	Prime Garage Doors & More LLC		395.00	1 Transactions		
73956	Road Machinery & Supplies Co					
109	53-398-000-0000-6301		3,681.73	Repairs to compactor	W4423101	Equip Repairs N
73956	Road Machinery & Supplies Co		3,681.73	1 Transactions		
4501	Safeguard Business Systems					
130	53-398-000-0000-6410		1,238.60	Receipt paper - 5000	9000866553	Office Supplies N
4501	Safeguard Business Systems		1,238.60	1 Transactions		
85167	Stewart Sanitation					
131	53-398-000-0000-6544		851.76	Leachate treatment	0000776572	Leachate Treatment N
85167	Stewart Sanitation		851.76	1 Transactions		
398	DEPT Total:		28,820.73	Landfill	13 Vendors	28 Transactions
53	Fund Total:		28,820.73	Landfill Fund		28 Transactions

SBENDORF
4/20/23 8:36AM
72 State Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 27

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
866	DEPT			Conceal & Carry Permits			
	9204 BCA MNJIS Biometrics Unit						
132	72-866-000-0000-2100		1,055.00	BCA fees-permit to carry 4/1	74-000076	Mn State Treasurer-Conceal & Carry	N
	9204 BCA MNJIS Biometrics Unit		1,055.00	1 Transactions			
866	DEPT Total:		1,055.00	Conceal & Carry Permits	1 Vendors	1 Transactions	
72	Fund Total:		1,055.00	State Collections Fund		1 Transactions	
	Final Total:		261,580.70	161 Vendors	238 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	231,504.97	General Revenue Fund	
	21	200.00	County Ditch Fund	
	53	28,820.73	Landfill Fund	
	72	1,055.00	State Collections Fund	
	All Funds	261,580.70	Total	Approved by,
				
				

PERSONNEL REPORT
April 25, 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>
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Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Mary Ulrich	Road Deputy	Sheriff's Office	05/02/23
Daniel McIntosh	County Attorney	Attorney's Office	05/12/23

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Road Deputy	Sheriff's Office	Backfill Ulrich
County Attorney	Attorney's Office	Backfill McIntosh

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 2 candidates
Road Deputy (2)	Sheriff's Office	Backgrounding 2 candidates
RN/PHN	Public Health & Det. Center	Offer Pending
Engineering Technician	Highway	Reviewing job descriptions
County Auditor	Auditor's Office	Restructuring in process
Landfill Operator	Landfill/Highway	Offer Declined

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: Approve Cooperative Agreement with City of Owatonna for Pavement Markings.

Department: Highway

Committee Meeting Date: April 13, 2023

Board Meeting Date: April 25, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent

Recommendation:

Approve entering into a Cooperative Agreement with the City of Owatonna for pavement markings and authorize the Chair and Administrator to execute the Agreement.

Background (*Including Budget Impact*):

The County and City annually maintain pavement markings on their systems. The County has traditionally taken the lead on contracting for this service because most of the work is on the County Highway system.

The attached Cooperative Agreement lays out each parties' responsibilities with respect to the project. Each party pays for their share of the work that is completed under the contract. The City pays a minor fee for the County to administer and inspect the contract.

Attachments:

Cooperative Agreement

**COOPERATIVE AGREEMENT
BETWEEN
STEELE COUNTY AND THE CITY OF OWATONNA
FOR
PAVEMENT STRIPING AND MARKINGS**

THIS AGREEMENT, made and entered into by, and between, and among the City of Owatonna, a municipal corporation, organized under the laws of the State of Minnesota (City), hereinafter referred to as "City", and the County of Steele, Minnesota, a political subdivision under the laws of the State of Minnesota (County), hereinafter referred to as "County", collectively referred to herein as "party" or "parties":

WITNESSETH:

WHEREAS, Minnesota Statutes 471.59 allows two local governments, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, and

WHEREAS, both the County and the City have requirements to stripe and mark their pavements, and

WHEREAS, the County is willing to contract this work for both the County and the City, and

WHEREAS, the County has prepared plans and specifications for bidding, and

WHEREAS, the total cost of the work is estimated at \$295,971.16 as detailed in Exhibit A attached to this Agreement and herein made a part of it, and

WHEREAS, it is the desire of both parties to enter into a written agreement regarding the pavement striping and markings throughout the County and City.

NOW THEREFORE, pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the County and the City as follows:

- A. That this agreement shall apply only to the pavement striping and markings on City streets within the City of Owatonna.
- B. Prosecution of work will be performed on the following basis. The County will:
 - 1) Prepare plans and specifications and solicit sealed bids for completion of the work.
 - 2) Act as the contracting agency for the project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.

- 3) Provide the necessary construction inspection engineering services for the County highways in the project.
- 4) Obtain all permits and approvals required from other governmental agencies.
- 5) Supervise the construction of all aspects of the project on County Highways. Said supervision shall include keeping adequate records to document the quality of work and the substantiation of all pay quantities.
- 6) Maintain the project open to inspection by the City or their duly authorized representatives.
- 7) Address public concerns with the project on County Highways.
- 8) Be responsible for and liable for costs it incurs in performing its obligations under this Agreement.

C. The City will:

- 1) Provide the necessary construction inspection engineering services for the City streets in the project.
- 2) Obtain all permits and approvals required from other governmental agencies.
- 3) Supervise the construction of all aspects of the project on City streets. Said supervision shall include keeping adequate records to document the quality of work and the substantiation of all pay quantities.
- 4) Maintain the project open to inspection by the County or their duly authorized representatives.
- 4) Address public concerns with the project on City streets.
- 5) The City shall be responsible for and liable for all costs it incurs in performing its obligations under this Agreement.

D. The County agrees to do all things necessary for the work of said project except as set forth in this agreement. Said project is to be performed, consistent with current City and County State Aid Highway Standards.

E. The method of financing the project shall be the prerogative of Steele County and the City of Owatonna. Funding of the project is subject to the following provisions:

- 1) PROJECT CONSTRUCTION COSTS:

As detailed in Exhibit A, the County's estimated share is \$281,903.08, and the City's estimated share is \$14,068.08.

2) PROJECT DEVELOPMENT, CONSTRUCTION OBSERVATION, INSPECTION, AND ADMINISTRATION COSTS:

Project development, construction observation, inspection and administration costs are State-Aid eligible. To simplify the calculation of these costs, the City of Owatonna will reimburse the County 8% of its share of construction costs for project development, construction observation, inspection, and administration.

3) REIMBURSEMENTS:

Upon completion and final acceptance of the project, and receipt of a detailed listing of the final actual project costs, the City of Owatonna will reimburse Steele County.

- F. To the fullest extent permitted by law, City shall defend, indemnify, and hold harmless the County, their officers, employees, and agents from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professions, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of the City or its officers, employees, or agents in the performance of this Agreement.

To the fullest extent permitted by law, County shall defend, indemnify, and hold harmless the City, their officers, employees, and agents from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professions, and all court or arbitration or other dispute resolutions costs) caused solely by the negligent acts or omissions of the County or its employees or agents in the performance of this Agreement.

To the fullest extent permitted by law, each party's total liability to the other party or any non-parties caused by the negligence of a party and in part by another party or parties or any other negligent non-party, shall not exceed the percentage share of a party's negligence bears to the total negligence of all parties or other non-party.

It is hereby understood and agreed that for the purpose of the Parties' performance hereunder, neither Party's employees shall be deemed employees of the other Party for any purpose and any and all claims made by third parties as a consequence of any act or omission on the part of a Party's employee(s) while engaged in the performance of any of the provisions of services hereunder shall in no way be the obligation or responsibility of the other Party.

- G. Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment,

even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

- H. Pursuant to Minnesota Statute 16C.05, Subd. 5, each party agrees that the other party and the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of such party and involve transactions relating to this Agreement.

Each party agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- J. During the performance of this Agreement, each party agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

- K. Each party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.
- L. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

IN TESTIMONY WHEREOF, The parties hereto have caused these presents to be executed.

City of Owatonna, Minnesota

Steele County, Minnesota

Thomas A. Kuntz, Mayor, City of Owatonna

Greg Krueger, Steele County Board Chair

Date: _____

Date: _____

Attest:

Kris Busse, City Administrator

Scott Golberg, County Administrator

Date: _____

Date: _____

232301 Pavement Marking

Bid Abstract

Report Date Bid Release Bid Opening
 3/28/2023 3/6/2023 2023-03-28T15:30:00.000Z

				Sir Lines-A-Lot, LLC			City		County	
Line	Item Number	Item Description	Item Unit	Quantity	Price	Total	Qty	Total	Qty	Total
1	2582.503	4" SOLID LINE PAINT	L F	1,015,272	\$0.08	\$81,221.76	141,886	\$11,350.88	873,386	\$69,870.88
2	2582.503	6" SOLID LINE PAINT	L F	1,850,231	\$0.11	\$203,525.41	0	\$0.00	1,850,231	\$203,525.41
3	2582.503	8" SOLID LINE PAINT	L F	1,671	\$0.25	\$417.75	0	\$0.00	1,671	\$417.75
4	2582.503	4" BROKEN LINE PAINT	L F	131,958	\$0.08	\$10,556.64	33,965	\$2,717.20	97,993	\$7,839.44
5	2582.503	4" DOTTED LINE PAINT	L F	45	\$0.08	\$3.60	0	\$0.00	45	\$3.60
6	2582.503	10" DOTTED LINE PAINT	L F	410	\$0.60	\$246.00	0	\$0.00	410	\$246.00
						\$295,971.16	\$14,068.08		\$281,903.08	



Steele County Agenda Item

Subject: Bureau of Criminal Apprehension, Minnesota Joint Powers Agreement with Community Correction

Department: Community Corrections

Committee Meeting Date: April 12, 2023

Board Meeting Date: April 25, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Authorize Tim Schammel, Steele County Community Corrections Director and Scott Golberg, Steele County Administrator to sign, Bureau of Criminal Apprehension, Minnesota Joint Powers Agreement for Community Corrections.

Background (*Including Budget Impact*):

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Attachments:

State of Minnesota Joint Powers Agreement & Resolution

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT
AUTHORIZED AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the County of Steele on behalf of its Community Corrections Department ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 Effective date:** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 Expiration date:** This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. Direct access occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. Indirect access occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. Computer-to-computer system interface occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://app.dps.mn.gov/cjdn>.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf>.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor personnel screening. The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. No charges will be assessed to the agency as a condition of this agreement.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Tim Schammel, Director, 631 North Cedar Avenue, Suite 100, Owatonna, MN 55060, (507) 444-7720, or his successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat.

Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency

must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF
CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____



Steele County Agenda Item

Subject: SFY 2023 Annual Plan Agreement (Independent Contract Agreement – Educational Tobacco Compliance Checks)

Department: Community Corrections

Committee Meeting Date: April 12, 2023

Board Meeting Date: April 25, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Approve Steele County Community Corrections Director to sign SFY Annual Plan Agreement

Background (*Including Budget Impact*):

VENDOR, which is not a State employee, agrees to perform the following work and services under the terms and conditions listed below: Vendor, who is the participating Sheriff, Police or Public Health Department, will conduct educational tobacco compliance checks with the approved number of retailers. All compliance checks will be conducted in compliance with MN Statute 461.12 subd 5. The educational tobacco compliance checks do NOT fulfill the requirements of MN Statute 461.12 subd 5 that a licensing authority shall conduct unannounced compliance checks at least once each

Through the attached agreement, the vendor agrees to perform the following work under the terms and conditions listed in the agreement. Steele County Community Corrections is listed as the vendor but is an independent contractor. It has been cleared through the State of Minnesota/Behavioral Health Division that Steele County Community Corrections may subcontract with the United Way of Steele County to complete the duties outlined in the agreement and thus pass-through funds for the work completed.

Attachments:

SFY 2023 Annual Plan Agreement # 23a55/ Contract Number 212332 State of Minnesota,
Department of Human Services

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000098776
EIOR Number 262408	Originator Name Vicki Berg	Division Behavioral Health Division	

SFY 2023 ANNUAL PLAN AGREEMENT
T# 23A55/ Contract Number 212332
STATE OF MINNESOTA, DEPARTMENT OF HUMAN SERVICES

A. VENDOR INFORMATION

1. Legal Name: Steele County Community Corrections-Probation
2. Address: 631 N. Cedar Ave. Suite 100, Owatonna, MN 55060
3. E-Mail Address: timothy.schammel@co.steele.mn.us
4. Phone: 507-444-7725

B. AGREEMENT INFORMATION

1. Dates of Service **March 13, 2023 to June 30, 2023**
(SFY23 ends June 30, 2023)
2. Compensation: \$ 1,750 = 35 checks@ \$50 per compliance check
3. Expenses*: \$ 0
4. Total to Encumber: \$ 1,750
(*See <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>
for allowable rates)

This Annual Plan Agreement ("Agreement") is between the State of Minnesota, acting through its Department of Human Services, **Behavioral Health Division**, ("STATE"), and **Steele County Community Corrections-Probation, 631 N. Cedar Ave. Suite 100, Owatonna, MN 55060**, an independent contractor, and not an employee of the State of Minnesota ("VENDOR").

By signing the Agreement, VENDOR agrees to perform the following work under the terms and conditions listed below:

- 1. Terms of Agreement.** The effective date of the Agreement is **March 13, 2023**, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2,

The expiration date of this Agreement is **June 30, 2023**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000098776
EIOR Number 262408	Originator Name Vicki Berg	Division Behavioral Health Division	

2. Vendor's Duties.

A. VENDOR, which is not a State employee, agrees to perform the following work and services under the terms and conditions listed below: Vendor, who is the participating Sheriff, Police or Public Health Department, will conduct educational tobacco compliance checks with the approved number of retailers. All compliance checks will be conducted in compliance with MN Statute 461.12 subd 5. The educational tobacco compliance checks do NOT fulfill the requirements of MN Statute 461.12 subd 5 that a licensing authority shall conduct unannounced compliance checks at least once each calendar year because these checks are educational based and do NOT include a penalty.

B. Vendor Will:

1. Complete **thirty-five (35)** educational tobacco compliance checks by June 30, 2023. (no exceptions). Compliance checks will be reimbursed at \$50 per check.
2. Ensure that no penalty is levied on the clerk or the business owner from the county or city as a result of these educational tobacco compliance checks.
3. Provide clerks who fail the educational tobacco compliance check an educational publication which will be reviewed with them by the individual who conducted the compliance check.
4. Provide clerks who pass the educational tobacco compliance check a certificate of appreciation signed by the organization conducting the checks.
5. Provide the owner of the establishment a publication including the date the check was conducted and the results of the inspection (pass or fail).
6. Complete a short survey online and email the completed vendor invoice form to vicki.berg@state.mn.us for payment by **July 07, 2023**.

3. Scope of Agreement. VENDOR must not perform any work under this Agreement until STATE has signed this document and STATE's Authorized Representative notifies VENDOR to begin work.

4. Conditions of Payment. All services that VENDOR provides pursuant to this Agreement must be performed to STATE's satisfaction, as STATE determines in its sole discretion. STATE will not pay VENDOR for any work that STATE considers unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule, regulation, or policy. Under Minnesota Statutes, section 16C.08, subdivision 2(10), STATE will not pay more than 90 percent (90%) of the amount due under this Agreement until STATE's agency head reviews and approves the final product that VENDOR delivers under this Agreement. Accordingly, the STATE will withhold ten percent (10%) of the total obligation amount in the manner checked below.

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000098776
EIOR Number 262408	Originator Name Vicki Berg	Division Behavioral Health Division	

- ☐ Withholding ten percent (10%) of the total amount of each invoice submitted by VENDOR for payment.
- ☐ Withholding payment on invoices at the beginning of the Agreement until the withheld amount equals ten percent (10%) of the total obligation amount.
- ☒ Paying in full invoice amounts equal to ninety percent (90%) of the total obligation, and then withholding the remaining ten percent (10%).

5. Consideration and Terms of Payment. STATE will pay for all services that VENDOR performs under this Agreement as follows:

- A. Invoices.** STATE will pay VENDOR promptly after VENDOR's presentation of invoices for services performed if STATE's Authorized Representative accepts the invoices and services as satisfactory.
- B. Compensation.** STATE will pay VENDOR for services satisfactorily performed (as stated in section 3) according to the rate and expense amount specified on Page 1 of this Agreement.
- C. Travel and Subsistence Expense.** STATE will reimburse VENDOR for travel and subsistence expenses in the same manner and in no greater amount than is provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget, which is incorporated by reference.¹ STATE will not reimburse VENDOR for travel and subsistence expense incurred outside the State of Minnesota unless STATE has given VENDOR prior written approval for such out-of-State travel. Minnesota will be considered the home state for determining whether travel is out of state.
- D. Withholding.** STATE will deduct and withhold compensation payable under this Agreement that is subject to withholding under state or federal law.
- E. Total Obligation.** The total obligation of STATE for all compensation and reimbursements to VENDOR shall not exceed **one thousand seven hundred fifty dollars (\$1,750)**.
- F. Federal funds.** Payments are to be made from federal funds. If at any time such funds become unavailable, this Agreement shall be terminated immediately upon written notice of such fact by STATE to VENDOR. In the event of such termination, VENDOR shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. STATE has determined that VENDOR is a "contractor" pursuant to 2 C.F.R section 200.331.

6. Termination. STATE or the Commissioner of the State Department of Administration may terminate this Agreement at any time, with or without cause, after providing 30 days' written notice of the

¹ <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000098776
EIOR Number 262408	Originator Name Vicki Berg	Division Behavioral Health Division	

termination to VENDOR. In the event of such a termination, VENDOR will be entitled to payment, determined on a pro rata basis, for the work or services satisfactorily performed.

7. Authorized Representatives and Responsible Authority.

A. State. STATE'S authorized representative is **Vicki Berg, Behavioral Health Division, vicki.berg@state.mn.us** or successor, who has the responsibility to monitor VENDOR'S performance and the authority to accept the services provided under this contract. If the services are satisfactory, STATE'S Authorized Representative will certify acceptance on each invoice submitted for payment.

B. Vendor. VENDOR'S Authorized Representative is **Tim Schammel, Director, timothy.schammel@co.steele.mn.us,** or successor. If the VENDOR'S Authorized Representative changes at any time during this contract, VENDOR must immediately notify STATE.

8. Indemnification. In the performance of this Agreement by VENDOR (which for the purposes of this clause is defined to include VENDOR'S agents and employees), VENDOR must indemnify, save, and hold harmless STATE, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by STATE, to the extent caused by VENDOR'S:

A. Intentional, willful, or negligent acts or omissions

B. Actions that give rise to strict liability, or

C. Breach of contract or breach of warranty

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of STATE'S sole negligence. This clause will not be construed to bar any legal remedies VENDOR may have for STATE'S failure to fulfill its obligation under this Agreement.

9. State Audit. Under Minnesota Statutes, 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of VENDOR and its employees, agents, subcontractors, or representatives, relevant to this Agreement must be made available and subject to examination by STATE, including the contracting Agency/Division, Legislative Auditor, and State Auditor, for a minimum of six years from the end date of this agreement.

10. Information Privacy and Security.

A. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Data Practices Act"), as "not public data" on individuals to VENDOR under this Agreement. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law, or temporary classification. Minn. Stat. § 13.02, subd. 8a.

B. It is expressly agreed that VENDOR will not create, receive, maintain, or transmit "protected health information," as defined in the Health Insurance Portability Accountability Act ("HIPAA"),

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000098776
EIOR Number 262408	Originator Name Vicki Berg	Division Behavioral Health Division	

45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. § 160 or 164. Accordingly, VENDOR is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this Agreement. Therefore, VENDOR is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this Agreement. If VENDOR has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this Agreement, VENDOR will be responsible for its own compliance.

- C. Notwithstanding paragraphs A and B, in its capacity as VENDOR under this Agreement, VENDOR must comply with the provisions of the Data Practices Act as if it were a governmental entity as defined by the Data Practices Act, to the extent that VENDOR will be performing functions of a government entity under Minn. Stat. § 13.05, subd. 11. Any data created, collected, received, stored, used, maintained or disseminated by VENDOR in performing its duties under this Agreement is subject to the protections of the Data Practices Act. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data governed by the Data Practices Act, Minnesota Statutes, Chapter 13, by either VENDOR or STATE.
- D. If VENDOR receives a request to release data created, collected, received, stored, used, maintained or disseminated by VENDOR in performing its duties under this Agreement, VENDOR must immediately notify and consult with STATE's Authorized Representative as to how VENDOR should respond to the request.
- E. Under this Agreement, VENDOR will be performing the functions of a government entity including, but not limited to, responding appropriately pursuant to Minn. Stat. §§ 13.03 and 13.04 to requests for data created, collected, received, stored, used, maintained, or disseminated by VENDOR in performing its duties under this Agreement.

- 11. Intellectual Property Rights.** Except in the case of intellectual property rights previously acquired by VENDOR, STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the *Works created and paid for under this Agreement*. The Works will be the exclusive property of STATE and VENDOR must immediately return all such Works to STATE upon completion or cancellation of this Agreement. "Works," means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by VENDOR, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Agreement. "Works," includes "Documents." "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, that VENDOR, its employees, agents, or subcontractors, prepares in the performance of this Agreement.

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000098776
EIOR Number 262408	Originator Name Vicki Berg	Division Behavioral Health Division	

12. **Data Disclosure.** Under Minn. Stat. § 270B.09, Minn. Stat. § 270C.66, and other applicable law, VENDOR consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, already provided to STATE, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring VENDOR to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities. STATE will not approve this Agreement unless VENDOR provides these numbers.
13. **Governing Law, Jurisdiction and Venue.** This Agreement is governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach thereof, will be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
14. **Survival of Terms.** The following clauses survive cancellation of this Agreement: 8. Indemnification; 9. State Audit; 10. Information Privacy and Security; 11. Intellectual Property Rights, and; 13. Governing Law, Jurisdiction and Venue.
15. **Prohibition on Weapons.** VENDOR agrees that none of its employees or agents will carry or possess a weapon wherever and whenever they perform services within the scope of this Agreement, including in their personal vehicles when they are using the vehicles to perform work under this Agreement. Any violations of this policy by VENDOR or VENDOR's employees may be grounds for immediate suspension or termination of the agreement. **Currently Licensed Peace Officers are exempt from clause 15. If Police or Sheriff Departments utilize officers who carry or possess weapons, as defined in Minnesota Statutes, section 626.05, subdivision 2, for performing services within the scope of this agreement, then these Departments shall utilize only its active and currently licensed peace officers.**
16. **Criminal Background Check Required.** Before it begins any work under this Agreement, VENDOR and employees of VENDOR working on site at STATE's Central Office and accessing "not-public" data or protected health information as referenced in Section 10 of this Agreement, "Information Privacy and Security," or having direct contact with STATE's program beneficiaries, must submit to or provide evidence of a computerized criminal history system background check (hereinafter "CCH Background Check") performed within the last 12 months. "CCH Background Check" is defined as a background check including search of the computerized criminal history system of the Minnesota Department of Public Safety's Bureau of Criminal Apprehension.
17. **Assignment.** VENDOR may neither assign nor transfer any rights or obligations under this Agreement without STATE's prior written consent and a fully executed Assignment Agreement, approved by the same parties who executed and approved this Agreement, including authorized representatives.
18. **Amendments.** Any amendment to this Agreement must be written and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, including authorized representatives.

DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000098776
EIOR Number 262408	Originator Name Vicki Berg	Division Behavioral Health Division	

- 19. Waiver.** If STATE fails to enforce any provision of this Agreement, that failure does not waive the provision or STATE'S right to enforce it.
- 20. Severability.** If any provision of this Agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.
- 21. Debarment by State, its Departments, Commissions, Agencies or Political Subdivisions.** VENDOR Certifies that neither it nor its principles is presently debarred or suspended by the STATE, or any of its departments, commissions, agencies, or political subdivisions. VENDOR's certification is a material representation upon which the contract award was based. VENDOR shall provide immediate written notice to the STATE'S authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.
- 22. Entire Agreement.** This Agreement contains all negotiations and agreements between STATE and VENDOR. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

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SIGNATURE PAGE FOLLOWS.

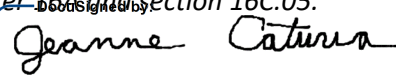
DHS USE ONLY	Vendor Name Steele County Community Corrections- Probation	Supplier ID 0000197345-007	PO Number 3000098776
EIOR Number 262408	Originator Name Vicki Berg	Division Behavioral Health Division	

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.

By: 
6CC4A2AECE47407...

Date: 3/13/2023

Purchase Order No: 3000098776

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. VENDOR

Vendor certifies it is not a State employee, and is an independent contractor. Signatory certifies that VENDOR'S articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the VENDOR to the terms of this Agreement. VENDOR and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: Community Corrections Director

Date: _____

Distribution (fully executed contract to each):

Contracts & Legal Compliance Division

Vendor

Agency



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, April 12, 2023, at 8:00 a.m. – Board Room

Attendees: Commissioner Brady, Commissioner Glynn, Sheriff Lon Thiele, EM&S Director Kristen Sailer, Chief Deputy County Attorney Julia Forbes, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Director Amber Aaseth, Public Health Project Coordinator Maddie Hessian, Health Educator Gabrielle Alvarado, and Administrator Scott Golberg.

Consent Agenda

1. Recommend renewing the Bureau of Criminal Apprehension, Minnesota Joint Powers Agreement with Community Corrections.
2. Recommend renewing the SFY 2023 Annual Plan Agreement, Independent contract Agreement for Educational Tobacco Compliance Checks.

Information

Presentation regarding OPIOID's was given. Areas covered: what are OPIOID's, what is happening in our community, and settlement funding strategy. Evidence-based strategies were reviewed such as targeted Naloxone distribution & Medication-Assisted Treatment (MAT). Also reviewed 10 Evidence-based strategies for preventing OPIOID overdose, this included Peer Support Services. Reviewed what other counties are doing such as website surveys and the creation of settlement advisory councils. Public Health continues to gather data and continues to meet with others to gain more insight of their programs and other opportunities available. The Administrator recognized Public Health as the lead in the OPIOID Settlement Funding and will be responsible for applying the approved strategies. First settlement is \$40K for 18 years. Another funding settlement will be 15 years with the dollars yet to be determined. The dollars do not have to be spent by a certain amount of time. Discussion took place regarding opportunities to support each other regarding the placement of these funds.

Department Head Reports

County Sheriff: Still waiting for cars that were ordered.

Community Corrections: Open Juvenile agent position. Conducted Strategic office planning session with the team. Watching the Community Correction bills going through legislation particularly the one for appropriation funding.

Detention Center: Hiring is moving along. DOC is inspecting the construction that occurred at the jail.

Attorney's Office: Since this office has not experienced any backlog in cases from covid, their Criminal cases are not that far out, currently August.

Emergency Management: A review of damages from the last blizzard was given. There was appx. \$20K in damages reported. On Saturday, Steele County deployed 6 individuals who assisted in the search of the missing person in Winona. Continue to work on the mitigation plan.

Public Health: Starting interview process for the joint position between the Jail and Public Health. Still working on getting the mobile unit chase. Gabrielle is working on the tobacco cessation grant.

Administration: Introduced Chief Deputy Attorney Julia Forbes who will fill the County Attorneys position till the Board appoints someone for the remainder of the term.



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, April, 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. Recommend approving the Cooperative Agreement with the City of Owatonna for pavement markings.

Department Head Reports

Four Seasons: The events of the Home Show, Brewfest and the Farm show took place. Great turnout. Events coming up: soccer and the job fair. Summer ice is scheduled for June. There was a discussion regarding the painting of the Four Seasons Centre buildings. More to follow as the bids are due soon. The crew will be going to the Beaver Lake grounds in a few weeks.

Administration: Intergovernmental meeting has changed from May 11th. More to follow.

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

Equipment replacement of the sweeper and the durapatcher. Both have been budgeted for 2023.

Donation agreement from the property owner located on the 18th St roundabout was reviewed. There will also be a final offer for the land made soon.

Discussion regarding the eastside corridor (29th Ave). State and federal departments are looking at the proposal to identify concerns. Public meeting has been scheduled for May 31st.

Fairgrounds hard surfaces: Scott Kozelka, Steve Schroht and Greg Ilkka walked the grounds SCFF on April 12th and reviewed the hard surfaces. They are in poor condition. Discussion regarding these surfaces, their findings and suggestions for repair, replacement and changes of the surfaces took place. Since most of the roads at the fairgrounds are private, there was some discussion regarding blocking the private road accesses to eliminate the unwanted speeding traffic through the grounds. Steve will do more research.

Discussion regarding the railroad signals located at the 18th St roundabout and cost sharing took place. More to follow.

Township bridge construction will start as soon as possible. Also looking at replacing the County 43 (44th Ave) Bridge.

There is a plan to complete a feasibility study for the intersection located in Havana. (SE 44th)

Construction season has started.

Grant requests were sent in for the Beaver Lake project. Waiting to hear on this funding.

2022 Annual Report

Owatonna Partners for Economic Development

Owatonna, MN | 55060

OwatonnaDevelopment.com

 **OWATONNA**
Well Placed. Well Paced.

bmeier@owatonna.org
troy.klecker@ci.owatonna.mn.us

NEW HOUSING: 260 Units

- Single Family Homes: 29
- Apartments: 231
- New Single Family Lots Developed: 17
- New Multi Family Lots Developed: 6



WORKFORCE DEVELOPMENT:

- Owatonna High School Career Pathways developed for all students.
- 150 students gain exposure to local jobs through Made in Owatonna Days programming.
- 86 students directly connected to job shadow, job tour, internship or a direct job hire.
- 100 local businesses working with the program.



NEW INDUSTRIAL & COMMERCIAL:

272,480 Sq. Ft

- Commercial: 47,508
- Industrial: 224,972



MAJOR PROJECT DEVELOPMENTS: \$96 M

- Climate by Design International
- Westlake Meadows
- Holiday Station Stores
- KAMP Automation
- Cedar & 26th
- Crown Cork Line Expansion
- SAIA Trucking



CAPITAL INVESTMENT: \$160.6 M

- City & County: \$16.6 M
- School Dist: \$44.7 M
- Residential: \$41.2 M
- Commercial: \$7.1 M
- Industrial: \$49.4 M
- Agriculture: \$1.7 M

