



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, MAY 9, 2023 at 5:00 PM

County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

- 4.

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

5. Approve April 25, 2023 Board Minutes (pg. 4)
6. Approve April 25, 2023 Board Work Session Minutes (pg. 6)

7. Approve Bills (pg. 7)
8. Approve Personnel Report (pg. 36)
9. Approve Annual Renewal Tobacco Licenses for Anhorn's Gas & Tire, Casey's-Medford, Casey's-Ellendale, Medford Municipal Liquor Store and Lerberg's Foods (pg. 37)
10. Approve Temporary Body Art Establishment license for Kat's Tat's LLC for an event from May 10th-20th, 2023 (pg. 38)
11. Approve Out of State Travel Request for IT Director to attend MS-ISAC Conference (pg. 39)
12. Approve 2023 Contract Amendment with Summit Food Service (pg. 42)
13. Approve Sunset of COVID-19 Preparedness Plan 2021-02 (pg. 45)
14. Adopt Resolution to Repeal COVID-19 State of Emergency (pg. 47)

General

15. May Anniversary Report (pg. 50)
16. 2023-2025 AFSCME Resolution – Highway Unit Contract (pg. 51)
17. IUP 2023-01 - Ulland Brothers Inc. Bituminous Stockpiling & Processing (pg. 53)
18. Approve Proclamation designating May 21-27, 2023 as National Public Works Week in Steele County (pg. 63)

County Board Work Session – May 9, 2023

19. County Attorney Vacancy

Internal Central Services Committee – May 2, 2023

20. Leave of Absence Request - Detention Center (pg. 65)
21. Public Health Case Manager position request (pg. 67)
22. Interim Policy 2023-01: COVID-19 Emergency Leave (pg. 78)

Property & Maintenance Committee – May 4, 2023

23. Approve Facilities and Fleet Director to Advertise for Bids for Steele County Fairgrounds Electrical Safety project pending receipt of the State Grant Agreement and County Attorney review of Agreement (pg. 81)
24. Short Term Maintenance Building Lease (pg. 85)

Information Items

- 25. Planning Commission Meeting Minutes – May 1, 2023 (pg. 89)
- 26. ICS Policy Committee Minutes – May 2, 2023 (pg. 91)
- 27. Board of Adjustment Meeting Minutes – May 2, 2023 (pg. 93)
- 28. Property and Maintenance Committee Minutes – May 4, 2023 (pg. 95)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee - **Wednesday, May 10th at 8:00 a.m. in the Boardroom**

Public Works Committee – **Thursday, May 11th at 8:00 a.m., Public Works Facility**

Land Use & Records – **Tuesday, May 16th at 8:00 a.m. in the Boardroom**

County Board Work Session – **Tuesday, May 23rd at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, May 23rd 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.

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

April 25, 2023

STATE OF MINNESOTA)

) SS

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on April 25, 2023, with Commissioner's Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were Human Resources Director Julie Johnson, County Treasurer Cathy Piepho, IT Director Dave Purscell, Planning and Zoning Director Dale Oolman, Assessor Thomas Reineke, Public Health Director Amber Aaseth, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

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

Public Comment from Dale Wilker.

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

Consent Agenda:

- A. Approve the minutes of April 11, 2023 Board Meeting
- B. Approve the minutes of the April 11, 2023 Board Work Session
- C. Approve Bills
- D. Approve Personnel Report

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

- E. Approve Cooperative Agreement with City of Owatonna for Pavement Markings
- F. Approve Renewal Agreement with Bureau of Criminal Apprehension, Minnesota Joint Powers Agreement and Community Corrections
- G. Approve Renewal of the SFY 2023 Annual Plan Agreement, an independent contract Agreement for Educational Tobacco Compliance Checks

General Agenda:

Motion by Commissioner Glynn, seconded by Commissioner Abbe to Authorize the Administrator to send a letter of support for the Equitable Intrastate Funding Formula as requested by SEMAAA (Southeastern Minnesota Area Agency on Aging. Ayes all.

Presentation:

Owatonna Partners for Economic Development (OPED) representatives, Troy Klecker from Owatonna Community Development Center and Dale Oolman from Steele County Planning and Zoning gave the 2022 Annual OPED Report. Highlights of the presentation: 260 new housing units, workforce development with OHS Career Pathways, Made in Owatonna Days programming, and other initiatives. 272,480 new industrial and commercial sq. footage, \$96MM in major project development and \$160.6MM in capital investments.

Commissioner Reports:

Commissioner Brady reported his attendance at the Soil & Water Conservation District Meeting, Human Relations Center meeting and the Work Session.

Commissioner Glynn gave no report.

Commissioner Gnemi reported his attendance at Drug Court, Soil & Water Conservation District meeting, History Center, Drug Court, South Central Human Relations, and the Work Session.

Commissioner Abbe reported his attendance at a presentation by the Court of Appeals for their 40th Anniversary, Public Works Committee meeting, MNPrairie meeting, Counties Providing Technology Zoom meeting, and the Work Session.

Commissioner Krueger Dodge Steele Health Committee, Speaker at the Exchange Club meeting, MNPrairie Joint Powers Board meeting, State Capital, MNPrairie all Staff meeting, and the Work Session.

LISTING OF BILLS
April 25, 2023

Biosystems Inc	2,585.00
Cellebrite Inc	2,450.00
Central Farm Services	11,753.34
Davis Mechanical Systems Inc	9,055.00
I & S Group Inc	4,842.50
Junk Truck MN LLC	4,660.00
Kronos Incorporated	3,241.89
Le Seuer County Sheriffs Office	4,140.00
Liberty Tire Recycling LLC	2,588.25
Magtech Ammunition Company Inc	4,954.95
Minnesota Counties Computer Coop	6,035.90
Moore Md/Kellyanna J	3,751.69
Nuss Truck & Equipment	7,179.60
Paape Companies Inc	3,290.06
Road Machinery & Supplies Co	3,681.73
RSBS Management Inc	2,167.89
Safeguard Business Systems	2,477.20
Schrader's Law Enforcement Supply	2,407.72
Steele County Soil & Water Conserv Dist	33,750.00
Steele County Treasurer	4,796.14
Summit Food Services LLC	3,384.03
Thomson Reuters - West	2,638.10
Univ Of Mn Regents	55,122.19
Waste Management Of Wi-Mn	57,975.00
WSB & Associates Inc	14,034.50
101 Payments less than 2000	<u>39,401.21</u>
Final Total:	292,363.89

Motion by Commissioner Gnemi seconded by Commissioner Abbe to adjourn to the Call of the Chair at 5:30 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

April 25, 2023

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 3:30 p.m. on April 25, 2023, with Commissioners Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were Public Health Director Amber Aaseth, Finance Director Cathy Piepho, Public Health Project Coordinator through AmeriCorps - Madelyn Hessian, Assessor Tom Reineke, IT Director Dave Purscell, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

UBS Senior Wealth Strategy Associate Jack Samuel reviewed the Steele County investments. He delivered an overview of the provided Bond Summary, investment policy tracking, and safety ratings of the securities in the county's name.

Amber Aaseth and Madelyn Hessian delivered an Opioid Settlement Funding presentation for the Board of Commissioners. During this presentation they provided an overview of the impact of opioids on Steele County and shared the information on the settlements and future county funds. They also discussed Steele County's current opioid prevention initiatives and resources and sited another county infrastructure. Public Health received feedback from the Commissioners on what they see as the needs of the county when addressing opioid misuse and gathered information regarding funding priorities. More information to follow as Public Health continues their research.

Scott Golberg brought forward a request for authorization to send a letter on the County's behalf supporting the Equitable Intrastate Funding Formula as requested by SEMAA (Southeastern Minnesota Area Agency on Aging). The Board agreed to bring the item to vote at the Board meeting.

Meeting was adjourned at 4:38 p.m.

CHAIRMAN

ATTEST:_____

SBENDORF

5/4/23

10:28AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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2 - Department (Totals by Dept) 2 - Page Break by Dept
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

5/4/23 10:28AM

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			
	16860 Custom Communications Inc					
10	10-301-000-0000-6512	188.37	Custom con/fire alarm monitor	546757	Bldg Repair & Maintenance	N
	16860 Custom Communications Inc	188.37	1 Transactions			
	9639 Daikin Applied America Inc					
11	10-301-000-0000-6512	6,608.62	Condenser fan assembly	3392223	Bldg Repair & Maintenance	N
	9639 Daikin Applied America Inc	6,608.62	1 Transactions			
	8288 Four Seasons Electric					
13	10-301-000-0000-6512	162.55	Fix lights in storage shed&lig	12507	Bldg Repair & Maintenance	N
	8288 Four Seasons Electric	162.55	1 Transactions			
	37025 Innovative Office Solutions LLC					
20	10-301-000-0000-6410	63.13	11x17 copy paper	IN4172567	Office Supplies	N
	37025 Innovative Office Solutions LLC	63.13	1 Transactions			
	52550 MEI Total Elevator Solutions					
29	10-301-000-0000-6512	885.84	Yearly maintenance service	1017811	Bldg Repair & Maintenance	N
	52550 MEI Total Elevator Solutions	885.84	1 Transactions			
301	DEPT Total:	7,908.51	Administration	5 Vendors	5 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	3738 Arrow Ace Hardware					
1	10-302-000-0000-6534	47.57	Nutsetter,comb,wrench,screws	271568/2	Supplies - Signing	N
	3738 Arrow Ace Hardware	47.57	1 Transactions			
	8430 AWT LLC					
2	10-302-000-0000-6534	1,408.50	Removal of reflective sheeting	5746	Supplies - Signing	N
	8430 AWT LLC	1,408.50	1 Transactions			
	8884 Highway Construction Products, LLC					
14	10-302-000-0000-6525	418.89	Guardrail posts - CSAH 45	10106	CSAH Supplies - Aggregate/Asphalt	N
15	10-302-000-0000-6525	622.94	Guardrail posts - CSAH 31	10106	CSAH Supplies - Aggregate/Asphalt	N
16	10-302-000-0000-6525	405.46	Block & guardrail posts-CSAH 7	10106	CSAH Supplies - Aggregate/Asphalt	N
	8884 Highway Construction Products, LLC	1,447.29	3 Transactions			
	46551 Locators & Supplies Inc					

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	
28	10-302-000-0000-6801		Reflective boonie hats	0306320-IN	Osha/Safety Supplies	N
46551	Locators & Supplies Inc		1 Transactions			
	3690 Ramy Turf Products					
38	10-302-000-0000-6553	2,275.76	PPBlend, Native grass & oats	OP9239906	Weed Spray & Vegetation Supplies	N
3690	Ramy Turf Products	2,275.76	1 Transactions			
	9163 Sign Solutions					
43	10-302-000-0000-6534	1,067.10	Kleen break surface mount,bolt	405810	Supplies - Signing	N
9163	Sign Solutions	1,067.10	1 Transactions			
302	DEPT Total:	6,298.22	Road & Bridge Maintenance Expense	6 Vendors	8 Transactions	
303	DEPT		Construction Expense			
52513	Mn Dept Of Transportation					
35	10-303-000-0000-6260	2,423.72	2022 Pavement testing	740077	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation	2,423.72	1 Transactions			
303	DEPT Total:	2,423.72	Construction Expense	1 Vendors	1 Transactions	
304	DEPT		Equipment Maintenance & Shops			
10150	Carquest Auto Parts					
3	10-304-000-0000-6480	1,195.00	Scan tool subscription	456931	Non-Capitalized Inventory	N
4	10-304-000-0000-6520	44.96	Oil filters, unit#2120	457929	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	107.59	Battery - powersports	457929	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520	4.69	Halogen headlight, unit#2190	458057	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520	5.04	Fuel filter, unit#2123	458232	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520	16.31	LED hi count light	458402	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	1,373.59	6 Transactions			
	11215 Central Farm Services					
9	10-304-000-0000-6540	1,165.46	89.10 gal - CLT-Superlube 15W4	2653349	Fuel & Lubricants	N
11215	Central Farm Services	1,165.46	1 Transactions			
	5365 Fleet Pride					
12	10-304-000-0000-6520	84.20	Flat magnet, mesh wire #2090	107115309	Machinery/Vehicle Parts	N
5365	Fleet Pride	84.20	1 Transactions			

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	
36550	IFACS					
17	10-304-000-0000-6511	79.64	Flat washers & cable ties	5312621	Maint Shop Supplies & Materials	N
18	10-304-000-0000-6511	52.27	3/16 & 25/64 drill bits	5312910	Maint Shop Supplies & Materials	N
19	10-304-000-0000-6511	48.35	Carriage bolts	5312980	Maint Shop Supplies & Materials	N
36550	IFACS	180.26	3 Transactions			
524	Kecks Repair Inc					
27	10-304-000-0000-6252	437.50	Customer repair labor #2051	301720	Contracted Services	N
26	10-304-000-0000-6520	257.27	Spark plugs, fuel & air filter	301720	Machinery/Vehicle Parts	N
524	Kecks Repair Inc	694.77	2 Transactions			
51630	Mike's Repair					
30	10-304-000-0000-6252	220.00	Tire mount & scrap, unit#2092	100917	Contracted Services	Y
31	10-304-000-0000-6520	2,534.00	Tires & stems, unit#2092	100917	Machinery/Vehicle Parts	Y
32	10-304-000-0000-6252	150.00	Dismount & scrap tires	100920	Contracted Services	Y
34	10-304-000-0000-6252	165.00	Tire mount & scrap, unit#2114	100941	Contracted Services	Y
33	10-304-000-0000-6520	1,915.50	Tires & stems, unit#2114	100941	Machinery/Vehicle Parts	Y
51630	Mike's Repair	4,984.50	5 Transactions			
3743	RDO Equipment Co, Inc.					
37	10-304-000-0000-6252	7,337.50	Custom labor, unit#2053	W1705802	Contracted Services	N
36	10-304-000-0000-6520	12,300.44	Misc parts for repair #2053	W1705802	Machinery/Vehicle Parts	N
3743	RDO Equipment Co, Inc.	19,637.94	2 Transactions			
3314	Ronco Engineering Sales					
39	10-304-000-0000-6513	92.00	Jimmy bar	3319101	Tools	N
40	10-304-000-0000-6520	125.00	Amber light bar magnetic mount	3319101	Machinery/Vehicle Parts	N
41	10-304-000-0000-6520	127.62	Tigerflex hose, unit#2122	3319101	Machinery/Vehicle Parts	N
3314	Ronco Engineering Sales	344.62	3 Transactions			
4283	Southern Mn Inspection					
44	10-304-000-0000-6512	934.80	Annual lift inspection	21184	Bldg Repair & Maintenance	Y
4283	Southern Mn Inspection	934.80	1 Transactions			
99500	Ziegler, Inc					
45	10-304-000-0000-6252	3,937.77	Custom labor for repair #2150	SI000318490	Contracted Services	N
46	10-304-000-0000-6520	3,852.77	Parts for engine repair #2150	SI000318490	Machinery/Vehicle Parts	N
99500	Ziegler, Inc	7,790.54	2 Transactions			

SBENDORF

5/4/23 10:28AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
304 DEPT Total:		37,190.68	Equipment Maintenance & Shops	10 Vendors	26 Transactions
310 DEPT			Capital Construction		
8686 Anderson/James Hurd					
21 10-310-000-0000-6517		510.00	Prof services 074-599-038	230401	Sales Tax Right of Way Y
23 10-310-000-0000-6517		2,020.00	Prof services 074-649-001	230402	Sales Tax Right of Way Y
24 10-310-000-0000-6517		765.00	Prof services 074-648-007	230402	Sales Tax Right of Way Y
25 10-310-000-0000-6517		170.00	Prof services 074-599-038	230402	Sales Tax Right of Way Y
22 10-310-000-0000-6567		510.00	Prof services 074-021-006	230402	CRRSAA Construction Projects Y
8686 Anderson/James Hurd		3,975.00	5 Transactions		
77570 Short Elliott Hendrickson Inc					
42 10-310-000-0000-6262		2,275.37	Prof serv-Steel 2024 LPP signa	445210	Sales Tax Consultants N
77570 Short Elliott Hendrickson Inc		2,275.37	1 Transactions		
310 DEPT Total:		6,250.37	Capital Construction	2 Vendors	6 Transactions
10 Fund Total:		60,071.50	Road & Bridge Fund		46 Transactions
Final Total:		60,071.50	24 Vendors	46 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	60,071.50	Road & Bridge Fund	
	All Funds	60,071.50	Total	Approved by,
				
				

SBENDORF

5/4/23

3:01PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

5/4/23 3:01PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	1625 American Legion Post #77						
2	01-003-000-0000-6809		1,720.00	Memorial Day appropriations-23		Memorial Day	N
	1625 American Legion Post #77		1,720.00	1 Transactions			
	1610 American Legion-Ellendale						
1	01-003-000-0000-6809		190.00	Memorial Day appropriation-23		Memorial Day	N
	1610 American Legion-Ellendale		190.00	1 Transactions			
	7018 Blooming Prairie Servicemen's Club						
3	01-003-000-0000-6809		125.00	Memorial Day appropriations-23		Memorial Day	G
	7018 Blooming Prairie Servicemen's Club		125.00	1 Transactions			
	13000 City Of Blooming Prairie						
4	01-003-000-0000-6808		5,000.00	Appropriation - EDA - 2023		Agency Appropriations	N
5	01-003-000-0000-6811		5,000.00	Appropriation - ambulance-23		Ambulance Subsidy	N
	13000 City Of Blooming Prairie		10,000.00	2 Transactions			
	13025 City Of Ellendale						
6	01-003-000-0000-6808		5,000.00	Appropriation - EDA - 2023		Agency Appropriations	N
7	01-003-000-0000-6811		5,000.00	Appropriation - ambulance-23		Ambulance Subsidy	N
	13025 City Of Ellendale		10,000.00	2 Transactions			
	669 City Of Medford						
8	01-003-000-0000-6808		5,000.00	Appropriation - EDA - 2023		Agency Appropriations	N
	669 City Of Medford		5,000.00	1 Transactions			
	8979 Community Pathways of Steele County II						
9	01-003-000-0000-6808		12,000.00	Appropriation - subsidy - 2023		Agency Appropriations	N
	8979 Community Pathways of Steele County II		12,000.00	1 Transactions			
	93948 Crisis Resource Center -Steele Co						
10	01-003-000-0000-6808		10,000.00	Appropriation - subsidy - 2023		Agency Appropriations	N
	93948 Crisis Resource Center -Steele Co		10,000.00	1 Transactions			
	23490 FarmAmerica						
11	01-003-000-0000-6808		500.00	Appropriation - subsidy - 2023		Agency Appropriations	N
	23490 FarmAmerica		500.00	1 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
32528	Healthy Seniors Of Steele Co					
12	01-003-000-0000-6808	10,000.00	Appropriation - subsidy - 2023		Agency Appropriations	N
32528	Healthy Seniors Of Steele Co	10,000.00	1 Transactions			
8304	Owatonna Area Business Dev Center					
13	01-003-000-0000-6808	4,000.00	Appropriation - subsidy - 2023		Agency Appropriations	N
8304	Owatonna Area Business Dev Center	4,000.00	1 Transactions			
3151	Owatonna Partners For Economic Dev					
14	01-003-000-0000-6808	5,000.00	Appropriation - EDA - 2023		Agency Appropriations	N
3151	Owatonna Partners For Economic Dev	5,000.00	1 Transactions			
72834	Se Mn Emergency Medical Services					
16	01-003-000-0000-6808	5,000.00	Appropriation - Subsidy-2023		Agency Appropriations	N
72834	Se Mn Emergency Medical Services	5,000.00	1 Transactions			
72917	Semcac					
15	01-003-000-0000-6808	10,000.00	Appropriation - Subsidy-2023		Agency Appropriations	N
72917	Semcac	10,000.00	1 Transactions			
81317	Southern Minnesota Tourism Association					
18	01-003-000-0000-6813	1,870.00	Appropriation - Subsidy-2023		Southern Minn Tourism	N
81317	Southern Minnesota Tourism Association	1,870.00	1 Transactions			
81306	Southern Mn Initiative Foundation					
17	01-003-000-0000-6808	6,000.00	Appropriation - Subsidy-2023		Agency Appropriations	N
81306	Southern Mn Initiative Foundation	6,000.00	1 Transactions			
83550	Steele County Humane Society					
21	01-003-000-0000-6815	5,000.00	Appropriation - Subsidy-2023		Humane Society	N
83550	Steele County Humane Society	5,000.00	1 Transactions			
2259	Steele County Transitional Housing					
22	01-003-000-0000-6808	10,000.00	Appropriation - Subsidy-2023		Agency Appropriations	N
2259	Steele County Transitional Housing	10,000.00	1 Transactions			
3	DEPT Total:	106,405.00	County Wide	18 Vendors	20 Transactions	

SBENDORF

5/4/23 3:01PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
56	83500 Steele County Highway Dept						
	01-031-000-0000-6540		12.73	Fuel	2114	Gas & Oil	N
	83500 Steele County Highway Dept		12.73	1 Transactions			
31	DEPT Total:		12.73	County Administrator	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
	5341 American Solutions for Business						
25	01-042-000-0000-6242		10,146.79	2023 tax statements	INV06460383	Publishing	N
	5341 American Solutions for Business		10,146.79	1 Transactions			
	9643 Osmon/Barbara						
47	01-042-000-0000-6215		8.13	Certified tax forms to IRS		Postage	N
48	01-042-000-0000-6215		5.02	Certified tax forms to IRS		Postage	N
49	01-042-000-0000-6215		4.78	Certified tax forms to IRS		Postage	N
	9643 Osmon/Barbara		17.93	3 Transactions			
42	DEPT Total:		10,164.72	Treasurer	2 Vendors	4 Transactions	
62	DEPT			Central Services			
	16282 Crosstown Cartage Inc						
133	01-062-000-0000-6801		324.00	Contracted mail services	04/28/2023	General Expense	N
134	01-062-000-0000-6802		160.00	Additional mail services	04/28/2023	Internal Chargeback	N
	16282 Crosstown Cartage Inc		484.00	2 Transactions			
	4419 Matrix Communications Inc						
119	01-062-000-0000-6210		753.46	Monthly phone system mainten	M006864	Telephone	N
	4419 Matrix Communications Inc		753.46	1 Transactions			
	7862 MN Prairie County Alliance						
43	01-062-000-0000-6801		20.00	Reimb cell phone recycling	MNPrairie portion	General Expense	N
	7862 MN Prairie County Alliance		20.00	1 Transactions			
62	DEPT Total:		1,257.46	Central Services	3 Vendors	4 Transactions	
92	DEPT			Attorney Contingent Exp			
	9451 Shirley K Paradis, RPR, CRR						
122	01-092-000-0000-6801		153.00	Transcript 74-JV23514	Juay	General Expense	Y

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9451	Shirley K Paradis, RPR, CRR		153.00	1 Transactions		
92	DEPT Total:		153.00	Attorney Contingent Exp	1 Vendors	1 Transactions
101	DEPT			County Recorder		
50610	MCRA					
45	01-101-000-9305-6480		75.00	MCRA conf registration-Lesa	2023-001	Non-Capitalized Inv-Technology Fun N
44	01-101-000-9305-6480		75.00	MCRA conf registration-Kvien	2023-02	Non-Capitalized Inv-Technology Fun N
50610	MCRA		150.00	2 Transactions		
1237	Pakor Inc					
210	01-101-000-0000-6410		17.99	Shipping-Camfi Fast - passport	676489	Office Supplies N
1237	Pakor Inc		17.99	1 Transactions		
101	DEPT Total:		167.99	County Recorder	2 Vendors	3 Transactions
103	DEPT			Assessor		
6032	APG Media of Southern Minnesota LLC					
26	01-103-000-0000-6242		3.50	Quintile publication	131105	Publishing N
6032	APG Media of Southern Minnesota LLC		3.50	1 Transactions		
103	DEPT Total:		3.50	Assessor	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
83500	Steele County Highway Dept					
57	01-105-000-0000-6540		34.00	Fuel	2111	Gas & Oil N
83500	Steele County Highway Dept		34.00	1 Transactions		
105	DEPT Total:		34.00	Planning & Zoning	1 Vendors	1 Transactions
111	DEPT			Buildings & Grounds		
8374	Burger/Thomas R					
27	01-111-000-0000-6331		83.84	128 miles x .655		Mileage Reimbursement N
8374	Burger/Thomas R		83.84	1 Transactions		
8288	Four Seasons Electric					
135	01-111-044-0000-6300		380.54	Relocate conduit in courtroom	12529	Bldg Repairs & Maintenance N
37	01-111-044-0000-6300		160.00	Parking light repair - wire	12530	Bldg Repairs & Maintenance N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8288	Four Seasons Electric					
		540.54	2 Transactions			
4753	Godfather's Exterminating Inc					
39	01-111-041-0000-6300	85.00	Pest control - Annex	214381	Bldg Repairs & Maintenance	N
4753	Godfather's Exterminating Inc	85.00	1 Transactions			
38175	J & J Cabinet Works Inc					
42	01-111-040-0000-6300	477.28	Countertop-Agile Fleet reg box	81	Bldg Repairs & Maintenance	N
38175	J & J Cabinet Works Inc	477.28	1 Transactions			
52550	MEI Total Elevator Solutions					
137	01-111-040-0000-6300	195.60	Monthly service - May	1017810	Bldg Repairs & Maintenance	N
136	01-111-042-0000-6300	182.63	Monthly service - May	1017812	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions	378.23	2 Transactions			
8253	Owatonna Filters					
50	01-111-044-0000-6300	1,414.86	Filters	4400	Bldg Repairs & Maintenance	N
8253	Owatonna Filters	1,414.86	1 Transactions			
65300	Pals Machining Inc					
139	01-111-044-0000-6300	1,258.08	Small rollers & bearings	62303	Bldg Repairs & Maintenance	N
65300	Pals Machining Inc	1,258.08	1 Transactions			
7796	Ripple/Mary					
140	01-111-000-0000-6331	388.42	Mileage - Jan, Feb, Mar		Mileage Reimbursement	N
7796	Ripple/Mary	388.42	1 Transactions			
9113	RSBS Management Inc					
141	01-111-043-0000-6380	695.87	Snow plowing - Attorney	176756	Grounds Maintenance	N
142	01-111-043-0000-6380	845.97	Snow plowing - Attorney	177025	Grounds Maintenance	N
143	01-111-040-0000-6380	1,117.20	Snow plowing - Admin	177605	Grounds Maintenance	N
9113	RSBS Management Inc	2,659.04	3 Transactions			
9644	Schwab Vollhaber Lubratt Service Corp					
53	01-111-040-0000-6300	548.00	Transducer pressure	INV177385	Bldg Repairs & Maintenance	N
9644	Schwab Vollhaber Lubratt Service Corp	548.00	1 Transactions			
8995	Southern Lock & Glass					
54	01-111-040-0000-6300	243.94	Repair lower steel door	15344	Bldg Repairs & Maintenance	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8995	Southern Lock & Glass		243.94	1 Transactions		
83500	Steele County Highway Dept					
211	01-111-000-0000-6562		418.79	Fuel	2115	Fuel And Gas N
212	01-111-044-0000-6300		83.88	Lettering for sign shop	2115	Bldg Repairs & Maintenance N
83500	Steele County Highway Dept		502.67	2 Transactions		
111	DEPT Total:		8,579.90	Buildings & Grounds	12 Vendors	17 Transactions
121	DEPT			Veteran Service		
6032	APG Media of Southern Minnesota LLC					
100	01-121-000-0000-6242		114.00	Memorial flags - April	13476-0423	Publishing N
6032	APG Media of Southern Minnesota LLC		114.00	1 Transactions		
2072	Gilormini/Rene					
38	01-121-000-0000-6330		544.00	MNDVA conference-St. Cloud	04202023	Travel Expenses N
2072	Gilormini/Rene		544.00	1 Transactions		
37025	Innovative Office Solutions LLC					
40	01-121-000-0000-6410		82.62	Paper, files, pens, flags	4165991	Office Supplies N
37025	Innovative Office Solutions LLC		82.62	1 Transactions		
83500	Steele County Highway Dept					
58	01-121-000-0000-6540		203.88	Fuel	2113	Gas & Oil N
83500	Steele County Highway Dept		203.88	1 Transactions		
84035	Tri-M Graphics					
128	01-121-000-0000-6410		92.50	Business cards - RGilormini	100928	Office Supplies N
70	01-121-000-0000-6410		29.31	Notary stamp - MJBergquist	101039	Office Supplies N
84035	Tri-M Graphics		121.81	2 Transactions		
121	DEPT Total:		1,066.31	Veteran Service	5 Vendors	6 Transactions
201	DEPT			Sheriff		
8458	American Tower Corporation					
99	01-201-297-0000-6347		652.38	BP tower lease - May	410593257	T-BI Pr Lease Payments N
8458	American Tower Corporation		652.38	1 Transactions		

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
101	1967 BATTERIES PLUS BULBS		Batteries	P61703942	Office Supplies	N
	101-201-000-0000-6410	163.28				
	1967 BATTERIES PLUS BULBS	163.28	1 Transactions			
34	16860 Custom Communications Inc					
	01-201-296-0000-6421	136.71	Tower 9 - CC monitor 5/01-7/31	546754	T#9 Maintenance Operating Exp-Fuel	N
35	01-201-296-0000-6421	136.71	Twr 9 intrusion/fire 5/01-7/31	546754	T#9 Maintenance Operating Exp-Fuel	N
32	01-201-297-0000-6421	79.38	BP twr-cell-gsm 5/01-7/31	546755	T-BI Pr-Maintenance Operating Exp-I	N
33	01-201-297-0000-6421	134.01	BP twr - intr/fire 5/01 - 7/31	546755	T-BI Pr-Maintenance Operating Exp-I	N
	16860 Custom Communications Inc	486.81	4 Transactions			
36	52513 Mn Dept Of Transportation					
	01-201-000-0000-6304	14,395.45	2023 Armer motorola agreement	00000740721	Contracts	N
	52513 Mn Dept Of Transportation	14,395.45	1 Transactions			
46	56125 NAPA Auto Parts					
	01-201-000-0000-6320	20.99	Fuses for squad cars	974708	Vehicle Maintenance	N
	56125 NAPA Auto Parts	20.99	1 Transactions			
52	9074 Randall's License Bureau					
	01-201-000-0000-6320	14.25	Renewal tabs - Squad 7402		Vehicle Maintenance	N
	9074 Randall's License Bureau	14.25	1 Transactions			
59	83500 Steele County Highway Dept					
	01-201-000-0000-6562	5,273.08	Fuel	2122	Gas & Oil Squads	N
	83500 Steele County Highway Dept	5,273.08	1 Transactions			
201	DEPT Total:	21,006.24	Sheriff	7 Vendors	10 Transactions	
208	DEPT		Coroner			
	5357 Bluhm/Christine					
105	01-208-000-0000-6801	162.50	Death investig - holiday x 2	12/25 & 12/31	General Expense	Y
103	01-208-000-0000-6801	200.00	Death investigations - 1	April 12, 2023	General Expense	Y
104	01-208-000-0000-6801	100.00	Forensic Science symposium	April 2023	General Expense	Y
102	01-208-000-0000-6801	562.50	Death investigations - 4	March 9-17, 2023	General Expense	Y
	5357 Bluhm/Christine	1,025.00	4 Transactions			
	8048 Edwardsen/Danette Marie					
111	01-208-000-0000-6801	300.00	Death investigation-1 Holiday	April 2023	General Expense	Y

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
110	01-208-000-0000-6801		Death investigations - 3	March 2023	General Expense	Y
8048	Edwardsen/Danette Marie		2 Transactions			
9158	Harren/Amanda Danielle					
114	01-208-000-0000-6801		Forensic Science symposium	April 2023	General Expense	Y
113	01-208-000-0000-6801		Death investigations - 5	Feb & March 2023	General Expense	Y
9158	Harren/Amanda Danielle		2 Transactions			
8549	Klapperich -Stahl/Megan					
118	01-208-000-0000-6801		Case tracking - 12 weeks	Feb - April 2023	General Expense	Y
8549	Klapperich -Stahl/Megan		1 Transactions			
208	DEPT Total:	2,780.00	Coroner	4 Vendors	9 Transactions	
251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
98	01-251-000-0000-6432		Pharmacy	118764	Medical Payments	Y
97	01-251-000-0000-6432		Pharmacy	119574	Medical Payments	Y
96	01-251-000-0000-6270		3rd & 4th qtr adp reconcile	129284	Medical Services	Y
95	01-251-000-0000-6269		Onsite mental health services	129363	Site Mental Health Services	Y
94	01-251-000-0000-6270		Onsite medical services	129363	Medical Services	Y
4346	Advanced Correctional Healthcare Inc	4,193.98	5 Transactions			
5750	Bob Barker Company Inc					
30	01-251-000-0000-6418		Inmate shirts, boxers,trousers	1896832	Lock-Up Supplies	N
29	01-251-000-0000-6418		Inmate trousers	1896920	Lock-Up Supplies	N
106	01-251-000-0000-6418		Inmate shorts	1898431	Lock-Up Supplies	N
5750	Bob Barker Company Inc	768.13	3 Transactions			
9595	Compcare Occupational Medicine & Urge					
31	01-251-000-0000-6196		Pre-employment exam - AS	5446	Employee Phys And Exams	N
9595	Compcare Occupational Medicine & Urge	165.00	1 Transactions			
3134	Dash Medical Gloves					
109	01-251-000-0000-6451		Latex gloves	1285688	Operating Supplies	N
3134	Dash Medical Gloves	609.00	1 Transactions			
37025	Innovative Office Solutions LLC					
115	01-251-000-0000-6410		Copy paper, office supplies	4181312	Office Supplies	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC		1 Transactions			
4879	Shred Right					
123	01-251-000-0000-6304	40.00	Document shredding	598371	Contract Serv./Bldg Maint	Y
4879	Shred Right	40.00	1 Transactions			
83500	Steele County Highway Dept					
60	01-251-000-0000-6562	411.08	Fuel	2121	Gas & Oil	N
83500	Steele County Highway Dept	411.08	1 Transactions			
85300	Streichers Inc					
62	01-251-000-0000-6192	298.94	Employee uniforms-Ingebritson	L1627866	Uniform Allowance	N
63	01-251-000-0000-6192	23.98	Employee uniforms-Ingebritson	L1628029	Uniform Allowance	N
65	01-251-000-0000-6192	39.96	Employee uniform-keyholders	L1628121	Uniform Allowance	N
64	01-251-000-0000-6192	149.98	Employee uniforms-Ingebritson	L1628577	Uniform Allowance	N
126	01-251-000-0000-6192	74.99	Employee uniform-Ingebritson	L1629156	Uniform Allowance	N
125	01-251-000-0000-6192	391.92	Employee uniform-Ingebritson	L1629985	Uniform Allowance	N
85300	Streichers Inc	979.77	6 Transactions			
8247	Summit Food Services LLC					
67	01-251-000-0000-6441	3,181.54	Inmate meals 4/8 - 4/14/23	INV2000171290	Prisoner Meals	N
68	01-251-000-0000-6441	3,519.53	Inmate meals 4/15 - 4/21/23	INV2000171832	Prisoner Meals	N
127	01-251-000-0000-6441	3,495.90	Inmate meals 4/22 - 4/28	INV2000172540	Prisoner Meals	N
8247	Summit Food Services LLC	10,196.97	3 Transactions			
9162	TGK Automotive of Owatonna					
69	01-251-000-0000-6320	1,100.06	Tires & alignment-Squad 18201	209808	Vehicle Maintenance	N
9162	TGK Automotive of Owatonna	1,100.06	1 Transactions			
8070	U N X Inc					
73	01-251-000-0000-6560	430.94	Laundry detergent	2023-14998-00	Janitorial Supplies	N
8070	U N X Inc	430.94	1 Transactions			
251	DEPT Total:	19,093.54	Jail	11 Vendors	24 Transactions	
252	DEPT		Community Corrections			
8263	CRK Properties LLC					
107	01-252-000-0000-6341	5,922.00	Rent - June		Office Rent	Y
108	01-252-000-0000-6341	812.22	Utilities	1183	Office Rent	Y

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8263	CRK Properties LLC		6,734.22	2 Transactions		
37025	Innovative Office Solutions LLC					
41	01-252-000-0000-6410		54.01	Notepads, batteries, etc	4170677	Office Supplies N
37025	Innovative Office Solutions LLC		54.01	1 Transactions		
5830	Midwest Monitoring & Surveillance					
176	01-252-000-0000-6270		246.68	UA hats, April lab services	DT 0423107	Chemical Testing Y
5830	Midwest Monitoring & Surveillance		246.68	1 Transactions		
83500	Steele County Highway Dept					
61	01-252-000-0000-6540		143.79	Fuel	2120	Gas & Oil N
83500	Steele County Highway Dept		143.79	1 Transactions		
85300	Streichers Inc					
66	01-252-000-0000-6801		295.85	ARK - Freezep	L1629028	General Expense N
85300	Streichers Inc		295.85	1 Transactions		
252	DEPT Total:		7,474.55	Community Corrections	5 Vendors	6 Transactions
253	DEPT			Law Enforcement Center		
4753	Godfather's Exterminating Inc					
112	01-253-000-0000-6304		40.00	General pest control	214379	Contract Services/Bldg Mtce N
4753	Godfather's Exterminating Inc		40.00	1 Transactions		
62900	Owatonna Heating & Cooling Inc.					
138	01-253-000-0000-6600		65,265.00	Replaced 2 garage heaters	8168	Capital Outlay N
62900	Owatonna Heating & Cooling Inc.		65,265.00	1 Transactions		
65100	Paape Companies Inc					
51	01-253-000-0000-6300		305.03	Trouble-shoot roof top	109512	Bldg Repairs & Maintenance N
65100	Paape Companies Inc		305.03	1 Transactions		
4879	Shred Right					
124	01-253-000-0000-6254		49.08	Paper shredding	598374	Garbage Disposal Y
4879	Shred Right		49.08	1 Transactions		
75496	Steele County Auditor					
55	01-253-000-0000-6803		35,000.00	2023 custodial work	2023-001	Salary Reimbursement Custodial Wor N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
75496	Steele County Auditor		35,000.00	1 Transactions		
9645	Tony's Flooring					
71	01-253-000-0000-6300		2,592.40	Carpet tile - OPD	4292	Bldg Repairs & Maintenance N
9645	Tony's Flooring		2,592.40	1 Transactions		
253	DEPT Total:		103,251.51	Law Enforcement Center	6 Vendors	6 Transactions
391	DEPT			Environmental Services		
4212	Bussler Publishing Inc					
28	01-391-000-0000-6550		145.00	Ad for Earth Day	34919	Household Hazardous Waste N
4212	Bussler Publishing Inc		145.00	1 Transactions		
76225	SWAA - AMC					
23	01-391-000-0000-6241		300.00	SWAA membership dues-Barden		Membership Dues N
24	01-391-000-0000-6241		250.00	SWAA membership dues-Oolman		Membership Dues N
76225	SWAA - AMC		550.00	2 Transactions		
4035	Uline Inc					
72	01-391-000-0000-6550		463.80	Vermiculite, tape	86603789	Household Hazardous Waste N
4035	Uline Inc		463.80	1 Transactions		
391	DEPT Total:		1,158.80	Environmental Services	3 Vendors	4 Transactions
481	DEPT			Public Health Nursing		
3282	Aaseth/Nijole					
145	01-481-460-6009-6331		14.41	Mileage		Mileage Reimbursement N
3282	Aaseth/Nijole		14.41	1 Transactions		
8204	Adams/Penny					
146	01-481-460-6009-6331		58.95	Mileage		Mileage Reimbursement N
8204	Adams/Penny		58.95	1 Transactions		
9630	Alvarado/Gabrielle					
148	01-481-461-6066-6331		58.30	Mileage		Mileage Reimbursement N
9630	Alvarado/Gabrielle		58.30	1 Transactions		
1650	American Lung Association					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
183	01-481-461-6066-6383		Tobacco: contract fees	01	Contract Services	N
1650	American Lung Association		1 Transactions			
		1,897.50				
2574	Archambault/Kristi					
147	01-481-460-6009-6331	93.01	Mileage		Mileage Reimbursement	N
2574	Archambault/Kristi	93.01	1 Transactions			
7	Bartsch/Christine					
149	01-481-460-6009-6331	157.20	Mileage		Mileage Reimbursement	N
7	Bartsch/Christine	157.20	1 Transactions			
8486	Baumgartner/Ann					
150	01-481-460-6009-6331	13.10	Mileage		Mileage Reimbursement	N
8486	Baumgartner/Ann	13.10	1 Transactions			
9413	Benson/Robert					
151	01-481-460-6009-6331	46.90	Mileage		Mileage Reimbursement	N
152	01-481-465-6057-6331	50.04	Mileage		Mileage Reimbursement	N
9413	Benson/Robert	96.94	2 Transactions			
6267	Brinkman/Stacie Lynn					
156	01-481-460-6011-6331	2.82	Mileage		Mileage Reimbursement	N
154	01-481-461-6025-6331	24.89	Mileage		Mileage Reimbursement	N
153	01-481-461-6030-6331	16.44	Mileage		Mileage Reimbursement	N
155	01-481-461-6034-6331	6.42	Mileage		Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn	50.57	4 Transactions			
12590	Christenson/Yukari					
157	01-481-460-6009-6331	57.64	Mileage		Mileage Reimbursement	N
12590	Christenson/Yukari	57.64	1 Transactions			
7951	Genoa Healthcare Company					
184	01-481-461-6025-6434	11.58	Prenatal vitamins	F23041439	Medical Supplies	N
7951	Genoa Healthcare Company	11.58	1 Transactions			
8735	Hanson/Julie					
158	01-481-460-6012-6331	5.90	Mileage		Mileage Reimbursement	N
8735	Hanson/Julie	5.90	1 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5987	Hoffmann/Christine A					
159	01-481-460-6011-6331		52.40	Mileage		Mileage Reimbursement N
160	01-481-464-6061-6331		2.62	Mileage		Mileage Reimbursement N
5987	Hoffmann/Christine A		55.02	2 Transactions		
5109	Houck Transit Advertising					
185	01-481-460-6011-6243		280.00	Bus advertising	115916	Advertising,Marketing & Promotional N
5109	Houck Transit Advertising		280.00	1 Transactions		
1669	Houser/Jodi					
161	01-481-460-6012-6331		6.55	Mileage		Mileage Reimbursement N
1669	Houser/Jodi		6.55	1 Transactions		
37025	Innovative Office Solutions LLC					
186	01-481-465-6057-6410		6.51	Paper	4169519	Office Supplies N
187	01-481-465-6057-6410		24.00	Colored paper	4170464	Office Supplies N
188	01-481-465-6057-6410		35.20	Portfolios	4174024	Office Supplies N
189	01-481-460-6012-6410		17.54	Wrist rest	4175853	Office Supplies N
37025	Innovative Office Solutions LLC		83.25	4 Transactions		
9458	Jongbloedt/Beth					
162	01-481-460-6009-6331		101.07	Mileage		Mileage Reimbursement N
9458	Jongbloedt/Beth		101.07	1 Transactions		
3256	Kofstad/Melissa					
165	01-481-460-6012-6331		205.67	Mileage		Mileage Reimbursement N
3256	Kofstad/Melissa		205.67	1 Transactions		
9641	McGuire/Jenesis M					
190	01-481-461-6066-6464		450.00	Tobacco grant student payment	Feb 22-March 23	General Supplies & Outreach N
9641	McGuire/Jenesis M		450.00	1 Transactions		
5754	McMann/Katy					
166	01-481-460-6009-6331		239.73	Mileage		Mileage Reimbursement N
5754	McMann/Katy		239.73	1 Transactions		
8341	Mead/Kathleen					
167	01-481-460-6009-6331		1.31	Mileage - February		Mileage Reimbursement N
168	01-481-460-6009-6331		5.24	Mileage		Mileage Reimbursement N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8341	Mead/Kathleen			2 Transactions		
9246	Meagan Katchmark					
164	01-481-461-6030-6331	6.81	Mileage		Mileage Reimbursement	N
163	01-481-461-6059-6331	50.04	Mileage		Mileage Reimbursement	N
9246	Meagan Katchmark	56.85		2 Transactions		
52975	Minnesota Valley Testing Labs					
191	01-481-463-6049-6322	31.50	Lab water testing charges	1193673	Well Water Service Agreements	N
194	01-481-463-6049-6322	31.50	Lab water testing charges	1194195	Well Water Service Agreements	N
192	01-481-463-6049-6322	31.50	Lab water testing charges	1194196	Well Water Service Agreements	N
193	01-481-463-6049-6322	31.50	Lab water testing charges	1194325	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	126.00		4 Transactions		
2587	Piepho/Nancy June					
169	01-481-461-6034-6331	142.26	Mileage		Mileage Reimbursement	N
170	01-481-461-6059-6331	54.37	Mileage		Mileage Reimbursement	N
2587	Piepho/Nancy June	196.63		2 Transactions		
4879	Shred Right					
195	01-481-465-6057-6322	40.00	Shredding service	598375	Service Agreements	Y
4879	Shred Right	40.00		1 Transactions		
9642	Snow/Payton					
196	01-481-461-6066-6464	390.00	Tobacco grant student payment	Feb 22-March 23	General Supplies & Outreach	N
9642	Snow/Payton	390.00		1 Transactions		
83500	Steele County Highway Dept					
200	01-481-460-6009-6540	15.07	Fuel - County car	2119	Gas & Oil	N
201	01-481-460-6012-6540	14.13	Fuel - County car	2119	LTC - Gas & Oil	N
198	01-481-461-6025-6540	28.25	Fuel - County car	2119	Gas & Oil	N
197	01-481-461-6030-6540	12.24	Fuel - County car	2119	Gas & Oil	N
199	01-481-461-6034-6540	4.71	Fuel - County car	2119	Gas & Oil	N
202	01-481-461-6059-6540	19.78	Fuel - County car	2119	Gas & Oil	N
83500	Steele County Highway Dept	94.18		6 Transactions		
7978	Steffensmeier/Carey L					
171	01-481-460-6012-6331	11.79	Mileage		Mileage Reimbursement	N

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1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
7978	Steffensmeier/Carey L		11.79	1 Transactions		
85147	Stericycle Inc					
204	01-481-460-6009-6322	88.12	Hazardous waste	4011711091	Service Agreements	N
203	01-481-462-6047-6322	5.71	Hazardous waste	4011711091	Service Agreements	N
205	01-481-464-6061-6322	16.42	Hazardous waste	4011711091	Service Agreements	N
85147	Stericycle Inc	110.25	3 Transactions			
9354	Straight River Taxi					
206	01-481-460-6012-6465	40.00	Taxi services	27774	Patient Supplies & Services	N
208	01-481-460-6012-6465	60.00	Taxi services	27775	Patient Supplies & Services	N
207	01-481-460-6012-6465	40.00	Taxi services	27777	Patient Supplies & Services	N
9354	Straight River Taxi	140.00	3 Transactions			
84035	Tri-M Graphics					
209	01-481-461-6066-6464	124.20	YOLO recruitment cards	101029	General Supplies & Outreach	N
84035	Tri-M Graphics	124.20	1 Transactions			
4100	Wencl/Dianne Marie					
172	01-481-460-6009-6331	34.72	Mileage		Mileage Reimbursement	N
4100	Wencl/Dianne Marie	34.72	1 Transactions			
481	DEPT Total:	5,267.56	Public Health Nursing	32 Vendors	55 Transactions	
501	DEPT		Historical Society			
83525	Steele County Historical Society					
20	01-501-000-0000-6801	8,000.00	Appropriation - Subsidy-2023		General Expense	N
83525	Steele County Historical Society	8,000.00	1 Transactions			
501	DEPT Total:	8,000.00	Historical Society	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			
3738	Arrow Ace Hardware					
174	01-521-000-0000-6823	10.99	Primer spray paint	271574/2	Beaver Lake	N
173	01-521-000-0000-6823	47.58	Deck screws & degreaser	271607/2	Beaver Lake	N
3738	Arrow Ace Hardware	58.57	2 Transactions			
9084	Metro FiberNet LLC					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
120	01-521-000-0000-6410	425.42	Internet & TV for Four Seasons	1671311	Operating Supplies/Truck Repairs	Y
9084	Metro FiberNet LLC	425.42	1 Transactions			
51810	MN Dept Of Labor & Industry					
177	01-521-000-0000-6320	75.00	Annual stage inspection	203209	Stage/Showmobile Expense	N
51810	MN Dept Of Labor & Industry	75.00	1 Transactions			
71066	R & K Electric Inc					
179	01-521-000-0000-6823	150.00	Check tornado sirens	62679	Beaver Lake	N
71066	R & K Electric Inc	150.00	1 Transactions			
521	DEPT Total:	708.99	Park And Recreation	4 Vendors	5 Transactions	
550	DEPT		Four Seasons			
7860	Metropolitan Mechanical Contractors Inc					
175	01-550-000-0000-6410	1,203.15	Installed new motor - RTU	910025075	Operating Supplies - Contracts	N
7860	Metropolitan Mechanical Contractors Inc	1,203.15	1 Transactions			
56125	NAPA Auto Parts					
178	01-550-000-0000-6410	48.96	Oil dry & brake cleaner	975883	Operating Supplies - Contracts	N
56125	NAPA Auto Parts	48.96	1 Transactions			
9113	RSBS Management Inc					
144	01-550-000-0000-6380	2,453.85	Snow plowing - Fairgrounds	177611	Snow Removal	N
9113	RSBS Management Inc	2,453.85	1 Transactions			
74005	Sherwin-Williams Company					
180	01-550-000-0000-6410	435.52	Locker room wall paint	1092-6	Operating Supplies - Contracts	N
181	01-550-000-0000-6410	69.31	Door paint	1186-6	Operating Supplies - Contracts	N
74005	Sherwin-Williams Company	504.83	2 Transactions			
8289	Twin City Filter Service Inc					
182	01-550-000-0000-6410	469.86	Dehumidifier filters	739563-IN	Operating Supplies - Contracts	N
8289	Twin City Filter Service Inc	469.86	1 Transactions			
550	DEPT Total:	4,680.65	Four Seasons	5 Vendors	6 Transactions	
601	DEPT		County Ag Society			

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1 General Revenue Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
83025	Steele County Agricultural Society					
19	01-601-000-0000-6801	42,500.00	Appropriation - Subsidy-2023		General Expense	N
83025	Steele County Agricultural Society	42,500.00	1 Transactions			
601	DEPT Total:	42,500.00	County Ag Society	1 Vendors	1 Transactions	
602	DEPT		Co-Op Extension			
37025	Innovative Office Solutions LLC					
116	01-602-000-0000-6410	10.70	Safety pins	4166182	Office Supplies	N
117	01-602-000-0000-6410	74.31	Legal & large copy paper, pens	4167896	Office Supplies	N
37025	Innovative Office Solutions LLC	85.01	2 Transactions			
61527	Owatonna Peoples Press					
121	01-602-000-0000-6410	217.15	Yearly subscription	OPP-9028	Office Supplies	N
61527	Owatonna Peoples Press	217.15	1 Transactions			
602	DEPT Total:	302.16	Co-Op Extension	2 Vendors	3 Transactions	
1	Fund Total:	344,068.61	General Revenue Fund		188 Transactions	

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23 Bixby Maintenance Operati

Steele County



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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
609	DEPT			Bixby Sewer Project				
	27350 Frontier Communications							
74	23-609-000-0000-6210		43.49	Bixby monthly phone bill	50758530166-101	Telephone		N
	27350 Frontier Communications		43.49	1 Transactions				
609	DEPT Total:		43.49	Bixby Sewer Project	1 Vendors		1 Transactions	
23	Fund Total:		43.49	Bixby Maintenance Operations			1 Transactions	

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38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	DEPT			District Court Admin.			
	8756 ICS Consulting Inc						
130	38-011-000-0000-6600		1,886.23	Courthouse billing thru 4/30	9749	Capital Outlay - District Court	Y
	8756 ICS Consulting Inc		1,886.23	1 Transactions			
	585 Olympic Fire Protection Corp						
132	38-011-000-0000-6600		513.17	HVAC - Courthouse	25440535	Capital Outlay - District Court	N
	585 Olympic Fire Protection Corp		513.17	1 Transactions			
11	DEPT Total:		2,399.40	District Court Admin.	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
	6032 APG Media of Southern Minnesota LLC						
75	38-111-000-0000-6600		17.67	Advertise for bids	16085-0323 1294	Capital Outlay - Buildings and Grounds	N
	6032 APG Media of Southern Minnesota LLC		17.67	1 Transactions			
111	DEPT Total:		17.67	Buildings & Grounds	1 Vendors	1 Transactions	
251	DEPT			Jail			
	9648 Bredemus Hardware Company Inc						
129	38-251-000-0000-6600		820.00	Modification to detention door	270724	Capital Outlay - Detention Center	N
	9648 Bredemus Hardware Company Inc		820.00	1 Transactions			
	5655 High Point Networks						
76	38-251-000-0000-6600		51.15	Access point mounts for SCDC	224377	Capital Outlay - Detention Center	N
	5655 High Point Networks		51.15	1 Transactions			
	9548 LVC Companies Inc						
131	38-251-000-0000-6600		19,029.27	Progress billing -DC pod	112232	Capital Outlay - Detention Center	N
	9548 LVC Companies Inc		19,029.27	1 Transactions			
251	DEPT Total:		19,900.42	Jail	3 Vendors	3 Transactions	
38	Fund Total:		22,317.49	Capital Outlay Fund		6 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	
398	DEPT		Landfill			
14584	Continental Research Corp					
77	53-398-000-0000-6301	1,081.93	Telfa lube, A-Ok,air freshners	0044066	Equip Repairs	N
14584	Continental Research Corp	1,081.93	1 Transactions			
16860	Custom Communications Inc					
79	53-398-000-0000-6304	68.79	Office - alarm	546752	Contract Services	N
78	53-398-000-0000-6304	202.26	Shop - alarm	546758	Contract Services	N
16860	Custom Communications Inc	271.05	2 Transactions			
4329	Express Pressure Washers Inc					
81	53-398-000-0000-6301	6,136.84	Used Alkota 5355	I-129150	Equip Repairs	N
80	53-398-000-0000-6301	429.00	General purpose cleaner	I-129199	Equip Repairs	N
4329	Express Pressure Washers Inc	6,565.84	2 Transactions			
39600	Jones Haugh & Smith Inc					
82	53-398-000-0000-6304	895.85	Contour staking	44068	Contract Services	N
39600	Jones Haugh & Smith Inc	895.85	1 Transactions			
43300	Krell/Denise K					
83	53-398-000-0000-6261	324.30	Mileage 1/3 - 2/21		Conference & Training	N
84	53-398-000-0000-6261	314.40	Mileage 2/24 - 4/11		Conference & Training	N
43300	Krell/Denise K	638.70	2 Transactions			
435	OSI Environmental Inc					
85	53-398-000-0000-6304	75.00	Used oil	20103427	Contract Services	N
435	OSI Environmental Inc	75.00	1 Transactions			
8761	Quality Flow Systems Inc					
86	53-398-000-0000-6301	599.50	Repair trash pump	44718	Equip Repairs	N
8761	Quality Flow Systems Inc	599.50	1 Transactions			
77570	Short Elliott Hendrickson Inc					
88	53-398-000-0000-6542	12,452.55	Permitting & expansion	444790	Testing & Monitoring	N
87	53-398-000-0000-6542	2,327.33	Landfill services	444805	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc	14,779.88	2 Transactions			
83500	Steele County Highway Dept					
89	53-398-000-0000-6261	52.14	Recerification	2116	Conference & Training	N

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53 Landfill Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
91	53-398-000-0000-6301		Equipment repairs	2116	Equip Repairs	N
92	53-398-000-0000-6380		Haul rock	2116	Grounds Maintenance	N
90	53-398-000-0000-6388		Labor reimbursement	2116	Labor costs-Highway	N
83500	Steele County Highway Dept		4 Transactions			
84035	Tri-M Graphics					
93	53-398-000-0000-6242		Receipt paper	101072	Publishing	N
84035	Tri-M Graphics		1 Transactions			
398	DEPT Total:		Landfill	10 Vendors	17 Transactions	
53	Fund Total:		Landfill Fund		17 Transactions	
	Final Total:		144 Vendors	212 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	344,068.61	General Revenue Fund	
	23	43.49	Bixby Maintenance Operations	
	38	22,317.49	Capital Outlay Fund	
	53	29,136.73	Landfill Fund	
	All Funds	395,566.32	Total	Approved by,
				
				

PERSONNEL REPORT
May 9, 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>
Katie Monson	Correctional Officer/Detention Center	B24/1	04/24/23
Whitney Hanson	RN/ Public Health & Detention Center	C42/2	06/05/23

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Mike Laramie	Appraiser	Assessor's Office	05/02/23
Samantha LeMay	Paralegal	Attorney's Office	05/19/23

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Appraiser	Assessor's Office	Backfill Laramie
Paralegal	Attorney's Office	Backfill LeMay

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officers (3)	Det. Center/Sheriff's Office	Backgrounding 2 candidates
Road Deputy (3)	Sheriff's Office	Backgrounding 2 candidates
Juvenile Probation Officer	Community Corrections	Interviewing
Engineering Technician	Highway	Reviewing job descriptions
County Auditor	Auditor's Office	Restructuring in process
Landfill Operator	Landfill/Highway	Offer Declined
County Attorney	Attorney's Office	Backfill McIntosh

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: Tobacco License

Department: Auditor's Office

Committee Meeting Date: May 2, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving annual renewal Tobacco Licenses for Anhorn's Gas & Tire, Casey's-Medford, Casey's-Ellendale, Medford Municipal Liquor Store and Lerberg's Foods.

Recommendation:

Approve the annual renewal Tobacco Licenses for Anhorn's Gas & Tire, Casey's-Medford, Casey's-Ellendale, Medford Municipal Liquor Store and Lerberg's Foods.

Background (*Including Budget Impact*):

This is an annual renewal request for a Tobacco License. The applicants have provided the required forms.

The cost of the Tobacco license is \$200.

Attachments:

N/A



Steele County Agenda Item

Subject: Body Art Establishment

License Department: Auditor's Office

Committee Meeting Date: May 2, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving Temporary Body Art Establishment license for Kat's Tat's LLC for an event from May 10th-20th, 2023.

Recommendation:

Approve Temporary Body Art Establishment license for Kat's Tat's LLC for an event at 14574 SE 44th Ave, Blooming Prairie, MN 55917 from May 10th-20th, 2023

Background (*Including Budget Impact*):

Attachments:

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



Steele County Agenda Item

Subject: Out of State Travel Requests –MS-ISAC Conferences

Department: Information Technology

Committee Meeting Date: May 2, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving Out of State Travel Request for IT Director to attend MS-ISAC Conference.

Recommendation:

Approve Out of State Travel for IT Director to attend the 2023 MS-ISAC Conference in Salt Lake City, UT in August.

Background (*Including Budget Impact*):

The past three months have seen a dramatic increase in attacks specifically targeting SLTT (State, Local, Tribal, and Territorial) as well as critical infrastructure. We have seen those attempts against our own firewalls and email as well. Our firewalls are detecting and blocking almost 1,000 probing attacks per week. Actual phishing attempts have increased 450% since January 1st. Continuing to improve our cyber hygiene is an essential response.

I am requesting approval for Out of State Travel to attend the 2023 MS-ISAC (Multi-State Information Sharing and Analysis Center) Annual Meeting in Salt Lake City, UT (Aug 6-9). Steele County participates in both MS-ISAC and EI-ISAC (Elections Infrastructure Information Sharing and Analysis Center). This meeting is exclusively about cyber security. I attended this annual event last year and found it to be extremely beneficial.

I will apply for grant funding for this event. If approved, it would cover the entire cost of the event including travel, lodging, and conference (including most meals). In the event we don't receive the grant funding, this event does fit within our conference and training budget.

We are asking for the travel authorization now to secure discounted transportation and lodging.

Attachments:



*Grand America Hotel
555 S Main St.
Salt Lake City, UT 84111*

2023 MS- and EI-ISAC Annual Meeting Event Attendance Justification

Objectives for the 2023 MS- and EI-ISAC Annual Meeting:

The 2023 MS- and EI-ISAC Annual Meeting is a multi-day annual event providing state, local, tribal, and territorial government and election officials, who have a role and interest in information technology operations and security, an opportunity to connect and collaborate with their peers and industry leaders on best practices and industry trends. The ISAC Annual Meeting includes an engaging and informative agenda comprised of contemporary sessions developed by your peers to address topics of greatest interest and relevance to you and the security of your organization.

The event enables an unparalleled level of collaboration among peers in your industry as participants can share best practices and effective security strategies with one another. The networking opportunities among ISAC members are a high-value addition to an already high-value event.

This year's ISAC Annual Meeting incorporates plenary sessions for all attendees as well as breakout tracks developed by members based on the top threat activity, the top challenges, and the top interests of people just like you who are dealing with daily challenges and implementing security best practices to meet an evolving cyber threat.

By attending and actively participating in event activities such as breakout discussion sessions, networking discussions, and service reviews and briefings by MS- and EI-SAC, your attendance can ensure that you are able to enhance your organization's cybersecurity maturity as a result of what you learn. The theme of this year's ISAC Annual Meeting is **United and Protecting as One**... the question isn't whether your organization can afford to have you attend but whether your organization can afford to miss out on all of the valuable information and resources you will bring back to better your cybersecurity program.

The collaboration and knowledge transfer made possible by the MS- and EI-SAC staff and by your fellow peers who will be serving as presenters and speakers will provide you a tremendous benefit and enable you to collectively enhance your cybersecurity maturity. The ISAC Annual Meeting consistently receives positive feedback, with many members rating this event as the highest-value meeting they participate in each year.

Recommended attendees include IT executive decision makers (chief information security officers, chief information officers, chief technology officers), managers and tool implementers, cybersecurity analysts, privacy officers, compliance managers, homeland security advisors, fusion centers, and election personnel.

What are the Multi-State Information Sharing and Analysis Center (MS-ISAC) and Elections Infrastructure Sharing and Analysis Center (EI-ISAC)?

The MS- and EI-ISAC are designated by the U.S. Department of Homeland Security as the focal points for cyber threat prevention, protection, response, and recovery for the nation's state, local, tribal and territorial (SLTT)

governments and election offices. The MS- and EI-ISAC include representatives from all 50 states and U.S. territories, thousands of local governments (including, but not limited to, counties, cities, towns/villages, K-12 schools and districts, law enforcement, public utilities, and healthcare), and tribal governments.

The MS-ISAC operates a 24-hour Security Operations Center (SOC) that provides real-time network monitoring, early cyber threat warnings and advisories, vulnerability identification and mitigation, and incident response for the nation's SLTT governments and election offices. The MS- and EI-ISAC also provide cyber security education and awareness activities, including educational webinars on topics of interest to the community and co-hosting Cyber Security Awareness Month each October. Other services provided by the ISACs to their members include monthly meetings that feature subject matter expert presentations and members-only briefings on cyber security issues, access to secure portals for communication and information sharing, as well as participation in Working Groups and the ISAC Annual Meeting. The ISACs provide a range of cybersecurity products, services, and capabilities at no-cost to members and maintain other enhanced services at a greatly-reduced cost through our parent nonprofit organization, the Center for Internet Security (CIS). CIS also partners with other commercial providers, making discounted services available via its CyberMarket.

The MS- and EI-ISAC coordinate closely with the U.S. Department of Homeland Security through the Cybersecurity and Information Security Agency (CISA), providing a vital link between SLTT governments and the federal government.

The MS- and EI-ISAC have built and nurtured a trusted environment between and among our nation's SLTT governments by providing valuable information and lessons learned on cyber threats/exploits, vulnerabilities, and cyber incidents and direct assistance with responding to and recovering from cyber-attacks and compromises.

The MS- and EI-ISAC also work closely with other organizations, such as the National Council of ISACs, the National Governors Association, the National Association of State Chief Information Officers, the National Association of Counties, the National League of Cities, the National Association of Secretaries of State, the National Association of State Election Directors, the Election Center, and other public and private sector entities to build trusted relationships to further enhance our collective cybersecurity posture.

If you desire any additional information regarding the MS- and EI-ISAC as an organization or the ISAC Annual Meeting, please reach out via the information below.

**Multi-State Information Sharing and Analysis Center
Elections Infrastructure Information Sharing and Analysis
Center**

**31 Tech Valley Drive, East Greenbush, NY 12061
518-880-0699**

**AnnualMeeting@cisecurity.org
<https://www.cisecurity.org/ms-isac/>
<https://www.cisecurity.org/ei-isac/>**



Steele County Agenda Item

Subject: 2023 Contract Amendment with Summit Food Service

Department: Sheriff's Office - Detention Center

Committee Meeting Date: 5/2/2022

Board Meeting Date: May 9, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the 2023 Contract Amendment with Summit Food Service.

Recommendation:

Recommendation to approve the 2023 amendment.

Background(Including Budget Impact):

Amendment includes an increase to both the cost for meals and equipment rental fee collected.

Rental fee increased 8.4% (consistent with CPI and historical amendments) and the meal fee increased 15.4%. This increase includes the 8.4% for CPI and an additional 7% to cover labor costs and the discontinuation of Inmate Labor being utilized in the kitchen.

Attachments:

Contract Amendment

AMENDMENT #20 TO THE FOOD SERVICE MANAGEMENT AGREEMENT

This Amendment is made and entered into by and between Steele County Sheriff's Office ("Client"), and Summit Food Service, LLC ("Company") (collectively "the Parties").

WHEREAS, The Parties have entered into a certain Food Service Management Agreement (the "Agreement"), effective February 1, 2007

WHEREAS, The Parties have agreed to extend with pricing adjustment the partnership; and

WHEREAS, The Parties now desire to amend said Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, the Parties, intending to be legally bound hereby, mutually agree as follows:

1. **Term.** This Agreement shall be extended for one (1) additional year beginning February 1, 2023.
2. **Price.** Company shall charge and Client shall pay:

Population	Current Price	New Price
0-24	---	\$130.52 per meal period + \$1.73 per meal prepared
25-34	\$5.42	\$6.26
35-44	\$4.86	\$5.61
45-54	\$4.12	\$4.76
55-64	\$3.65	\$4.22
65-74	\$3.29	\$3.80
75-84	\$3.05	\$3.52
85-94	\$2.86	\$3.30
95-104	\$2.67	\$3.08
105-114	\$2.67	\$3.29
115-124	\$2.76	\$3.19
125-134	\$2.49	\$2.88
135-144	\$2.40	\$2.77

1. **Rice County Jail Service Fee.** Company shall pay Client a rate of \$2810.66 per month for the use of its facilities for service to the Rice County Jail as agreed upon in Section 1, Terms of Agreement, Sub-section D.
2. **Meal Service.** Company shall continue to provide Client meal service that includes a cold breakfast, hot lunch, and cold dinner.
3. **Tray Cost.** The Parties agree to split the cost of 3 compartment trays.
4. **Inmate Labor.** No inmate labor shall be used.
5. **Payment Method.** Payment method shall be electronic via AFT/ACH transfer or another acceptable electronic method agreed upon between the parties.

6. **Future Pricing.** Pricing adjustments shall be made on an annual basis and shall be agreed upon by the parties at a rate no less than the greater of: the most recently released U.S. Department of Labor Consumer Price Index, All Urban Consumers, National Average Unadjusted, Food Away From Home or the changes in the Market Basket of Products. Up to ninety (90) days prior to the anniversary of the Commencement Date, Company shall provide Client notification of the adjustment. On the anniversary date, Company proposed adjustments shall go into effect, unless the Parties have entered into a written agreement with an alternative cost adjustment.
7. **Change in Conditions.** The financial terms set forth in this Agreement, and all other obligations assumed by Company hereunder, are based on conditions in existence on the date Company commences operations including, without limitation, population; labor costs; applicable Governmental Rules; food and supply costs; provision of equipment and utilities; state of the Premises; and federal, state and local sales, use and excise taxes (the “Conditions”). Further, Client acknowledges that in connection with the negotiation and execution of this Agreement, Company has relied upon Client’s representations regarding existing and future conditions (the “Representations”). In the event of change in the Conditions, inaccuracy of the Representations, or if Client requests any significant change in the Food Services as provided under this Agreement, the financial terms and other obligations assumed by Company shall be renegotiated to reflect a proportionate increase in Company’s charges to the Client. Company will provide a thirty (30) day notice of such increased charges. If Company sustains increases in its operational costs (e.g. product or labor costs), Company, with written notification to Client, may increase its prices for items to recover such increased costs.

This Amendment is effective as of February 1, 2023. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

CLIENT: Steele County Sheriff’s Office

Signature: _____
Name: _____
Title: _____
Date: _____

COMPANY: Summit Food Service, LLC

Signature: _____
Name: Brittany Mayer-Schuler
Title: President
Date: _____



Steele County Agenda Item

Subject: Sunset of COVID-19 Preparedness Plan 2021-02

Department: Administrator's Office

Committee Meeting Date: May 2, 2023

Board Meeting Date: May 9, 2023

Committee Recommendation:

Committee recommends approving Sunset of COVID-19 Preparedness Plan 2021-02

Recommendation:

Recommend sunsetting the COVID-19 Preparedness Plan 2021-02

Background (*Including Budget Impact*):

Steele County is committed to providing a safe and healthy workplace for all our employees, customers, and visitors. In response to the ending of the Minnesota State of Emergency on July 1, 2021, Steele County remained in a state of Emergency. Our goal; to continue to mitigate the potential for transmission of COVID-19 in our workplaces.

On Jan. 30, 2023, the Biden Administration announced its intent to end the national emergency and public health emergency declarations on May 11, 2023, related to the COVID-19 pandemic. In response, it is recommended that Steele County sunsets the COVID-19 Preparedness Plan 2021-02 adopted on June 22, 2021, since a COVID-19 plan is no longer mandated by executive order.

The requirements for physical barriers such as plexiglass, will be lifted for internal office areas with the exception of plexiglass installed at the public facing counters. These barriers will remain in place.

Steele County also recognizes that some department protocols may be more stringent based on services provided. These departments shall follow state and/or federal requirements. This may include the wearing of masks, all barriers remaining in place and other PPE requirements.

Steele County will continue to take measures for a safe and healthy workplace by:

- Providing appropriate training, education and information materials about job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including the use of masks and PPE) based on the employee's comfort level and to take measures they individually feel comfortable with.
- Strongly encouraging workers to stay home if they are sick.
- Limiting the spread of COVID-19 in the workplace and ensure workers who are infected or potentially infected are separated and sent home.

- Maintaining regular housekeeping practices, including routine cleaning and disinfecting surfaces, equipment, and other elements of the workplace.
- Continuing to implement flexible worksites (*e.g.* remotely working) and flexible work hours for the ability to increase physical distancing if needed during outbreaks.

Steele County may continue to monitor the CDC County Check ([COVID-19 by County | CDC](#)) for community levels and reported illness within buildings and departments by sending out messages to employees for reminders during high transmission levels.

Though quarantine is no longer required, if you are exposed to an infectious disease (*e.g.* covid), regardless of vaccination status, Steele County strongly encourages the wearing of a well-fitted mask based on the employee's comfort level and to take measures they individually feel comfortable with and to follow the recommended return-to-work criteria:

- At least 24 hours has passed since last fever without the use of fever-reducing medications.
- Symptoms (*e.g.* cough, shortness of breath) have improved.

Steele County may use their discretion to relax or expand preventative measures, including those found in any of the previous Preparedness Plans, based on considerations such as outbreak control and preventive measures as they deem necessary to control and prevent the spread of an infectious disease.

Attachments:

n/a



Steele County Agenda Item

Subject: Resolution to Repeal COVID-19 State of Emergency

Department: Emergency Management

Committee Meeting Date: May 2, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving Resolution to Repeal COVID-19 State of Emergency

Recommendation:

Background (*Including Budget Impact*):

The Emergency Management Director requests the Steele County Board of Commissioners to repeal the resolution declaring a State of Emergency as of May 12, 2023. The Steele County Board of Commissioners adopted a State of Emergency Resolution on March 18, 2020. The COVID-19 national emergency and public health emergency has ended on May 11, 2023. All emergency actions and essential services in response to the COVID-19 flu pandemic have been taken and the public health emergency created by COVID-19 has diminished to the point it no longer necessitates a State of Emergency declaration for Steele County.

Attachments:

DRAFT Resolution to Repeal COVID-19 State of Emergency

Steele County, Minnesota

RESOLUTION

Resolution to Repeal March 18, 2020, State of Emergency Declaration

WHEREAS; the COVID-19 flu pandemic created an emergency of sufficient severity and magnitude to warrant a State of Emergency Declaration for Steele County, and

WHEREAS; the Steele County Board of Commissioners adopted a State of Emergency Resolution on March 18, 2020, and

WHEREAS; all emergency actions and essential services in response to the COVID-19 flu pandemic have been taken and the public health emergency created by COVID-19 has diminished to the point it no longer necessitates a State of Emergency declaration for Steele County, and

WHEREAS; the COVID-19 national emergency and public health emergency has ended on May 11, 2023, and

WHEREAS; the Emergency Management Director requests the Steele County Board of Commissioners to repeal the resolution declaring a State of Emergency effective May 12, 2023, and

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners repeal the resolution Steele County is no longer in a State of Emergency conditions from the COVID-19 flu pandemic.

Adopted by the Steele County Board this 9th day of May, 2023.

Signed:

Chair of the Board

ATTEST:

Clerk



Emergency Management

Michael Johnson

107 West Main Street
Owatonna, Minnesota 55060-2913

Emergency Management Director
Phone (507) 444-2454

Resolution Requesting a State of Emergency in Steele County

WHEREAS the World Health Organization has declared the COVID-19 flu as a Pandemic, and the President of the United States has declared a Peace Time Emergency for COVID-19 and the Governor of the State of Minnesota has declared Emergency Executive Order 20-01 declaring a Peacetime Emergency in the state for COVID-19; and

WHEREAS the Steele County is a public entity within the State of Minnesota; and

WHEREAS the Public Health Emergency for COVID-19 flu exists in Steele County on the date of March 18th, 2020, and does impact the population of the Steele County; and

WHEREAS the Public Health Emergency for COVID-19 flu is has the potential to cause a significant impact on the public services we provide and essential functions of the county; and

WHEREAS the Emergency Management Director requests the Steele County Board of Commissioners to declare a State of Emergency for the COVID-19 Flu as of March 18th, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners declare Steele County in a State of Emergency for conditions resulting from the Public Health Emergency for COVID-19 Flu of March 18th, 2020.

Adopted by the Steele County Board this 18th day of March 2020.

Be it further resolved that the Emergency Management Director and the Public Health Director are authorized to implement emergency plans for this public health emergency. The Emergency Management Director will work in conjunction with the County Public Health Director to implement a coordinated response to take appropriate actions during this public health emergency.

Adopted this 18th day of March 2020

Signed:


Chair of the Board

ATTEST:


County Auditor

STEELE COUNTY PERSONNEL AGENDA ITEM

May 9, 2023 at 5:00 pm

MAY EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Katty Hernandez San Martin	Legal Admin Asst. – Attorney’s Office	05/02/23	1
Caleb Buck	Deputy – Sheriff’s Office	05/09/23	7
Jim Holtan	Deputy – Sheriff’s Office	05/12/23	20
Rose Kaiser	Accounting Technician – Public Health	05/12/23	9
Bill Youngquist	Sergeant – Sheriff’s Office	05/12/23	26
Janet Korogi	Case Aide – Public Health	05/14/23	5
Lisa Waypa	Family Health Supervisor – Public Health	05/15/23	23
Kevin Kozel	Correctional Sergeant – Detention Center	05/15/23	11
Michelle McMurphy	RN – Public Health	05/16/23	4
Dan Murphy	Building Official – Planning & Zoning	05/20/23	4
Mike Smith	Sergeant – Sheriff’s Office	05/21/23	9
Steven Schulz	Correctional Officer – Detention Center	05/27/23	9
Mary Jo Bergquist	Admin. Support Asst. – Veteran’s Services	05/28/23	4
Christina Wassell	Network Support Specialist – IT	05/28/23	4



Steele County Agenda Item

Subject: Approval of 2023-2025 AFSCME – Highway Unit Contract

Department: Human Resources

Board Meeting Date: May 9, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Recommend approval of the 2023 - 2025 AFSCME – Highway Unit Contract

Background (Including Budget Impact):

An overall agreement was reached for a new contract with the AFSCME – Highway Unit. The contract changes of note are:

- 3-year contract (2023-2025)
- Wages:
 - 4.0 % COLA in 2023 3.0% COLA in 2024 3.0% COLA in 2025
 - Re-opener language for sole purpose of addressing any recommendations from the market salary survey that the Board may approve
 - Eliminating first 3 steps of the wage schedule
 - Put everyone in unit on same “master” wage scale as all other regular employees
- Uniform allowance increase of \$50.00 to \$425.00 per year, beginning in 2023
- Health Insurance:
 - County pays full 5% health insurance premium increase in 2023
 - Continued language of 50/50 cost share responsibility between employer and employees premium increase or decrease in years 2 & 3 of contract, with maximum monthly out of pocket exposure increases to employees of \$30.00 for single coverage and \$75.00 for employee +1 and family coverage
 - Keep same county contribution amounts into HSA/VEBA accounts for all 3 years
- Add domestic partner to list of immediate family members for use of sick leave and bereavement leave. Definition of DP included in contract and proof of domestic partner required for usage.
- Allow 2 days of sick leave per year to be used for wellbeing/wellness (mental health) days.

Attachments:

Resolution

**Resolution Adopting Negotiated Changes To The
2023 – 2025 AFSCME, Council 65
Highway Unit Labor Agreement**

WHEREAS, the current Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees – Courthouse Unit expires effective December 31, 2022; and

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

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

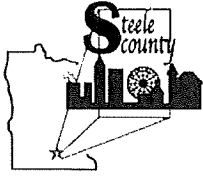
NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2023 through December 31, 2025 between Steele County and the American Federation of State, County and Municipal Employees AFL-CIO, Council 65, Local 147 – Highway Unit.

Dated this 9th day of May, 2023

STEELE COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Brenda Blood
Steele County Interim Auditor



Steele County Agenda Item

Subject: IUP 2023-01 (Ulland Bros – Bituminous Stockpiling & Processing)

Department: Planning & Zoning

Committee Meeting Date: May 1, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 2 conditions.

Background (*Including Budget Impact*):

Ulland Brothers Inc. are requesting to store and crush bituminous material as part of the construction project on the south bound lane of I-35 during the 2023 construction season.

Attachments:

Findings of Fact

Location Map

Site Map

MnDOT Project Summary

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2023-01**

Ulland Brothers – Bituminous Stockpiling & Processing

Applicant:

Ulland Brothers Inc.

Land Owner(s):

Dave Brovold

Project Description:

Store and crush bituminous material as part of the construction on Interstate 35.

Zoning District(s):

Agricultural

Ordinance Section:

Section 703.3 of the Steele County Zoning Ordinance allows temporary processing of concrete and/or bituminous material as Interim Uses in the Agricultural District.

Property Address:

3598 Highway 30 West
Ellendale, MN 56026

Project Site Legal Description:

That part of the West Half of the Northeast Quarter of Section 30 Township 105 North, Range 20 West, described as follows:

Starting at the southwest corner, thence northerly 42.32 feet at a right angle from the east and west Quarter line of said section; thence easterly 797.94 feet at a deflection angle of 89 degrees 59 minutes 30 seconds right, which point is hereinafter called the point of beginning; thence northerly 375.00 feet at a deflection angle of 90 degrees 00 minutes left, thence westerly 609.19 feet at a deflection angle of 90 degrees 00 minutes left on a line parallel to the north right-of-way line of said Highway No. 30, to the northeasterly right-of-way line of Interstate Highway No. 35; thence southeasterly along the Northeast line of Interstate Highway No. 35 right-of-way line a distance of 399.06 feet to the center line of said Highway No. 30; thence easterly along the center line of said State Highway No. 30 a distance of 472.70 feet to the point of beginning.

General Criteria for considering a Conditional Use Permit:

1) The use will not create a burden on parks, schools, streets, public facilities or utilities:

The planning commission finds the proposal will have no impact on parks, schools or utilities. The purpose of the project is to maintain and benefit Interstate 35.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:

The planning commission finds the surrounding land use is predominately agricultural land, MNDOT's salt shed, a few rural residences, and some businesses in Ellendale. This proposal should not have any effect on the agricultural land or MNDOT's property. The nearest residences are located approximately 800 feet east

of the site. These residences may be temporarily inconvenienced from noise. To mitigate this potential temporary inconvenience, a limit shall be placed on the hours the facility can operate.

3) The appearance will not have an adverse effect on adjacent properties:

The planning commission finds the appearance will be stockpiles and crushing equipment. This will be temporary and will not have any long-term adverse effects on neighboring properties.

4) The use is reasonable and is related to the existing land use and the needs of the county:

The planning commission finds the request is reasonable to the existing land use and the needs of the county.

5) The use is consistence with the purpose of the zoning ordinance and zoning district:

Zoning Ordinance:

The planning commission finds the zoning ordinance allows temporary storage, crushing and processing of concrete and/or bituminous material as an Interim Use Permit in the agricultural district.

6) The use will not creation a traffic hazards or congestion:

The planning commission find the proposal will not create traffic hazards or congestion.

7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:

The planning commission finds the proposal should not affect nearby businesses.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

The planning commission finds the access road, drainage and other facilities are adequate.

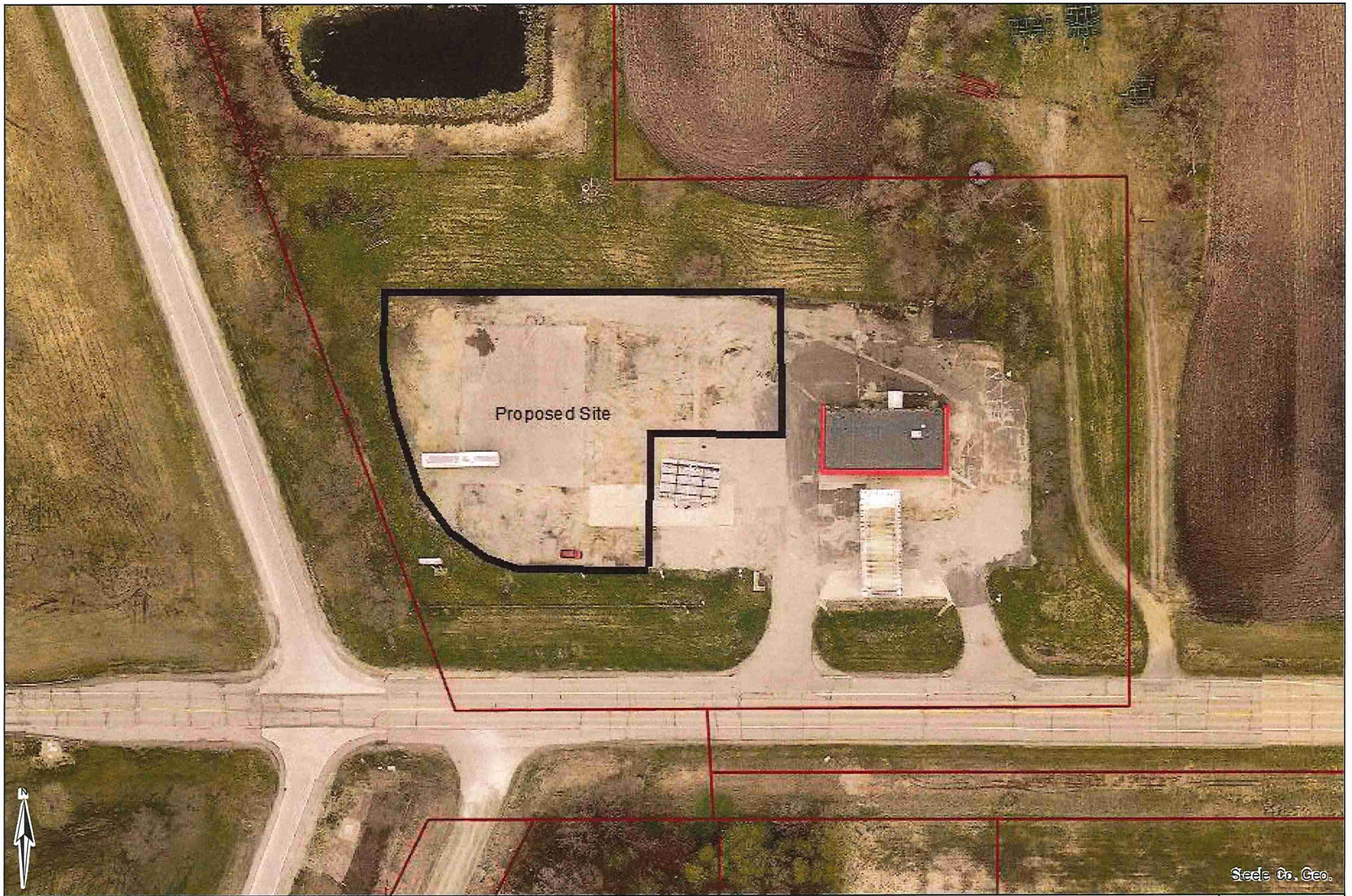
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Interim Use Permit request #2023-01 with 3 conditions.

- 1) This permit is for the 2023 construction season.
- 2) Plant operation hours shall be limited to the hours of 6:00 am to 7:00 pm. Monday thru Saturday.

[illegible]

Proposed Bituminous Crushing Site



Proposed Site

Steele Co. Geo.

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

Bituminous Crushing Site

0 25 50 100
ft

April 05, 2021



I-35 southbound resurfacing

Steele County

[Project Home](#) [Meetings](#) [Comments](#) [Accessibility](#) [Contacts](#)

About this project

Summary of work

Construction is scheduled from July through September of 2023 with the following work:

- Resurfacing approximately 8.8 miles of I-35 southbound from 0.5 miles north of Hwy 30 to 0.5 miles south of Steele Co. Rd. 31
- Installing Weigh-in-Motion system (WIM) which captures and records the axle weights and gross weights of vehicles
- Installing a [Road Weather Information System \(RWIS\)](#)

Traffic impacts

No current traffic impacts. Future impacts include:

- Southbound I-35 traffic will be reduced to one lane throughout most of the construction.
- Northbound I-35 traffic will be reduced to one lane for some of the construction.



Schedule

- July through September of 2023

Location

- I-35 southbound from 0.5 miles north of Hwy 30 to 0.5 miles south of Steele Co. Rd. 31

Benefits

- Smoother ride
- Increase longevity of road and bridge

Cost

- \$4,393,661

Connect with us

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Staff Report
for
Interim Use Permit #2023-01
Ulland Brothers - Bituminous Stockpiling and Crushing

Applicant:

Ulland Brothers

Property Owner:

Dave Brovold Properties LLC

Site Address:

3598 Highway 30 West
Ellendale, MN 56026

Legal Description of Property:

That part of the West Half of the Northeast Quarter of Section 30 Township 105 North, Range 20 West, described as follows:

Starting at the southwest corner, thence northerly 42.32 feet at a right angle from the east and west Quarter line of said section; thence easterly 797.94 feet at a deflection angle of 89 degrees 59 minutes 30 seconds right, which point is hereinafter called the point of beginning; thence northerly 375.00 feet at a deflection angle of 90 degrees 00 minutes left, thence westerly 609.19 feet at a deflection angle of 90 degrees 00 minutes left on a line parallel to the north right-of-way line of said Highway No. 30, to the northeasterly right-of-way line of Interstate Highway No. 35; thence southeasterly along the Northeast line of Interstate Highway No. 35 right-of-way line a distance of 399.06 feet to the center line of said Highway No. 30; thence easterly along the center line of said State Highway No. 30 a distance of 472.70 feet to the point of beginning.

Project Description:

Store and crush bituminous material as part of the resurfacing construction project on Interstate 35. The project encompasses approximately 8.8 miles of south bound I-35 from ½ mile south of Steele Co. Rd. 31 to ½ mile north of Hwy 30.

Zoning District:

Agricultural District

Reason for Interim Use Permit Application:

Section 703.3 of the Steele County Zoning Ordinance allows temporary processing of concrete and/or bituminous material as Interim Uses in the Agricultural District.

General Criteria for Issuing an Interim Use Permit:

a) The use will not create a burden on parks, schools, streets, utilities or public facilities:

There will be no burden on parks, schools or utilities. Access to and from the site will be onto Highway 30 then to I-35 both of which are state roads.

b) The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:

The surrounding land is predominately agricultural land, MNDOT's salt shed and a few rural residences are to the east and businesses are located west of I-35 in Ellendale. This proposal should not have any effect on the agricultural land or MNDOT's property. The nearest residences are located approximately 800 feet east of the site. Traffic to and from the site will be to the west and not go past those houses. To mitigate some of these

inconveniences from noise we have limited operation hours in the past on gravel pits and similar operations from 6:00 am to 7:00 pm.

c) The appearance will not have an adverse effect on adjacent properties:

The appearance of the stockpiles and crushing will be temporary and will not have any long term adverse effects on neighboring properties. The project will stockpile and crush less than 10,000 tons of material.

d) The use is related to the needs of the County and to the existing land use:

The existing land use is a former C-Store and was used by Ulland Brothers in 2021 for a similar project on Hwy 30. This site was chosen because of its proximity to the road project.

e) The use is consistence with the purpose of the zoning ordinance and zoning district.

The zoning ordinance allows temporary storage, crushing and processing of concrete and/or bituminous material as an Interim use permit in the agricultural district. If approved the use would be consistent with the zoning district.

f) The use will not creation a traffic hazards or congestion:

The use will create short term heavy truck traffic on Highway 30. Highway 30 is also a state road and presumably the State will have parameters for the use of their road.

g) Existing businesses will not be adversely affected because of curtailment of customer's trade:

The nearest businesses include Casey's General Store in Ellendale on the west side of I-35 and Crystal Springs RV Park located 1700 feet south of the proposed plant. The location of stockpiles and crushing equipment should not affect Casey's nor should it effect the RV Park as trucks will not be traveling by that location.

h) Adequate utilities, access roads, drainage and other facilities will be provided:

Access roads, drainage, and other necessary facilities appear to be adequate.

Staff Comments:

If the planning commission recommends approval, they may wish to consider the following conditions.

- 1) This permit is for the 2023 construction season.
- 2) Plant operation hours shall be limited to the hours of 6:00 am to 7:00 pm. Monday thru Saturday.

INTERIM USE PERMIT**Permit # 2023-01**

PARCEL #:	02-030-1301	HEARING DATE:	05/01/23
DISTRICT:	Agricultural	DECISION DATE:	05/09/23
APPLICANT:	Ulland Brothers Inc.	LANDOWNER:	Dave Brovold
ADDRESS:	2501 East Main st. Albert Lea, MN 56007	ADDRESS:	2875 Percheron Road Wickenburg, Arizona 85390

LEGAL DESCRIPTION OF PROPERTY:

That part of the West Half of the Northeast Quarter of Section 30 Township 105 North, Range 20 West, described as follows:

Starting at the southwest corner, thence northerly 42.32 feet at a right angle from the east and west Quarter line of said section; thence easterly 797.94 feet at a deflection angle of 89 degrees 59 minutes 30 seconds right, which point is hereinafter called the point of beginning; thence northerly 375.00 feet at a deflection angle of 90 degrees 00 minutes left, thence westerly 609.19 feet at a deflection angle of 90 degrees 00 minutes left on a line parallel to the north right-of-way line of said Highway No. 30, to the northeasterly right-of-way line of Interstate Highway No. 35; thence southeasterly along the Northeast line of Interstate Highway No. 35 right-of-way line a distance of 399.06 feet to the center line of said Highway No. 30; thence easterly along the center line of said State Highway No. 30 a distance of 472.70 feet to the point of beginning.

REFERENCE ORDINANCE FOR CUP:

Section 703.3 of the Steele County Zoning Ordinance allows temporary processing of bituminous material as an Interim Use in the Agricultural District.

PROPOSED USE(S):

The storage, crushing and processing of recyclable bituminous material.

INTERIM USE PERMIT

Permit # 2023-01

DECISION OF BOARD OF COMMISSIONERS

Deny ☐
Approve ☒ with 2 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners _____
Date

Conditions

- 1 This permit is for the 2023 construction season.
- 2 Plant operation hours shall be limited to the hours of 6:00 am to 7:00 pm. Monday thru Saturday.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2023.

Steele County Auditor _____
Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning _____
Date



Steele County Agenda Item

Subject: Proclamation – National Public Works Week

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: May 9, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A.

Recommendation:

Approve Proclamation designating May 21-27, 2023 as National Public Works Week in Steele County.

Background (*Including Budget Impact*):

This year marks the 63rd year of celebrating Public Works employees through National Public Works Week sponsored by the American Public Works Association.

This past winter was a challenging one, County crews were out 51 times for snow and ice control, which included a period of 35 continuous days. During the pandemic, Public Works employees were considered essential and were on the job everyday serving the public. These are just a couple examples of the many challenges the local Public Works and Highway Department crews overcome and it is appropriate to acknowledge their work on behalf of all Steele County residents.

Attachments:

Proclamation



PROCLAMATION

WHEREAS, Public Works services provided by Steele County, City of Medford, City of Owatonna, City of Blooming Prairie, City of Ellendale, the thirteen Townships within Steele County, and those contractors working within are all an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and operations such as streets, highways and bridges, sewer and water systems, solid waste and recycling programs, parks, and buildings and grounds; and

WHEREAS, the health, safety, economic vitality, and comfort of this community greatly depend on these facilities and services every day; and

WHEREAS, the quality and effectiveness of these services, as well as their planning, design, construction, and maintenance of public infrastructure and facilities, is vitally dependent upon the efforts and skills of the public works teams; and

WHEREAS, the efficiency of qualified and dedicated personnel who staff Public Works functions is materially influenced by the public's attitude and understanding of the importance of the work they perform; now

THEREFORE; we, the Steele County Board of Commissioners, do hereby proclaim the week of May 21-27, 2023 as

“National Public Works Week”

in Steele County, and we call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing for our public works and to recognize the contributions which public works teams make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

Steele County Board Chair

Date

Attest: Steele County Auditor

Date



Steele County Agenda Item

Subject: Leave of Absence Request

Department: Sheriff's Office

Committee Meeting Date: 5/2/2023

Board Meeting Date: 5/9/2023

Consent Agenda: ☐ Yes ☒ No

Resolution: Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving Leave of Absence Request

Recommendation:

Recommendation is to approve the temporary leave of absence.

Background(*Including Budget Impact*):

Officer Ikran Mohamed has requested a temporary leave of absence starting June 5th of 2023 through July 28th 2023. Officer Mohamed is requesting the temporary leave to complete the skills portion of her law enforcement education.

Officer Mohamed joined the Steele County Detention Center team on 7/11/2022 and in her short time at the jail has been a dedicated hard working officer. Officer Mohamed has shown drive to excel and has recently taken over the role of an intake specialist. Approving this leave will allow Officer Mohamed to continue to grow in a professional capacity and will make her a greater asset to Steele County as a whole.

Attachments: Letter requesting LOA

Anthony Buttera

Jail Administrator

Steele County Detention Center

2500 Alexander ST

Owatonna, MN 55060

507-446-7080

Anthony Buttera,

I am requesting for a leave of absence from my job as a Correctional officer at the Steele County Detention Center to attend skills at Professional Licensing Program in Peace Officer Education at Hennepin Technical College. The program duration will be June 5, 2023, to July 28, 2023. My last day on the job would be June 3rd first day back would be July 29th, 2023. I would like to have these 2 months off as the classes will run from 8am to 5pm Monday- Friday and it would be close to 3hr commute time, I'm also open for other options as you see fit/best. Attached is a copy of the acceptance letter.

Thank you,

Ikran Mohamed #7484



Steele County Agenda Item

Subject: PH position request – Case Manager

Department: Public Health

Committee Meeting Date: May 2, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Bring to Board

Recommendation:

Approve hiring Case Management position.

Background (*Including Budget Impact*):

Steele County Public Health has two Registered Nurses working as Case Managers/Certified MnChoices Assessors.

As Case Managers they provide support to clients on a variety of waiver programs, our current client caseload at SCPH for Case Management Waiver Programs is 86. Peer agencies have provided data which indicates the average, manageable caseload of clients per Case Manager is 55.

Our CMs are also certified MnCHOICES Assessors and are required to conduct MnCHOICES assessments for our client caseload. Every client requires an annual MnCHOICES assessment. Several waiver programs that we provide CM to also require semi-annual assessments in addition to the annual requirement. As a county agency, we are also expected to conduct MnCHOICES assessments for individuals within our county independently of providing Case Management services. Peer agencies have provided data which indicates that the MnCHOICES Assessor's manageable caseload is 12 assessments per month. SCPH MnCHOICES Assessors conduct an average of 12-14 assessments per month. (There was one month in 2022 where 20 assessments were conducted by SCPH).

To break this down:

Imagine that the Case Manager and MnCHOICES Assessor's roles were separated, with one RN doing strictly CM and the other RN doing strictly assessments.

The CM would have a caseload of 86 clients to support, when the recommended manageable caseload per case manager is 55 clients.

The MNCHOICES Assessor at SCPH is conducting an average of 12-14 assessments per month—when the recommended average assessment caseload from other agencies is 12 assessments per month per Assessor.

This data indicates that the current PH caseload represented exceeds the sustainable ideal caseload as delineated by county data.

The addition of another full-time Case Manager should be considered necessary, as well as advantageous for our county.

The annual salary for a new Case Manager can be anticipated to be: (step 3) $\$74,048 \times 1.15 = \$85,155.20$ (\$112,400.00 with benefits). We get reimbursed \$24.47 for every 15-minute unit of CM we bill to specified waiver programs (\$97.88/hr).

The below data represents the averages for billable Case Management time at the above rate.

Key – 1 unit = 15 minutes

High maintenance client hours (averages) – 16 units/month = 4hrs/month = 48 hours/year

Medium maintenance client hours (averages) – 8 units/month = 2hrs/month = 24hrs/year

Low maintenance client hours (averages) – 4 units/month = 1hrs/month = 12hrs/year

*2020 - 2022 data averages indicate that approximately: 20% of clients were high maintenance

40% of clients were medium maintenance

40% of clients were low maintenance

Based on these averages and above formulas:

40 clients for CM (CADI/CAC/CDCS) – estimated reimbursement \$ 93,964.80

55 clients for CM (CADI/CAC/CDCS)– estimated reimbursement \$ 129,201.60

65 clients for CM (CADI/CAC/CDCS)- estimated reimbursement \$ 152,692.80

Regardless of client caseload, it is expected that the CM bill out roughly 2/3 of their 8-hour day to CM tasks. In doing so, we can estimate a minimum annual reimbursement of \$127,244.00 (5hrs per day x 5 days per week x 52 weeks x 97.88) Minimum estimated profit over CM salary being \$14,844.00. Sustaining an average caseload of 55 clients could provide potential revenues of \$16,801.00. Maintaining a manageable caseload provides the CM opportunities for increased client contact and outreach. We realize this action has the potential to capture gains for our organization—but more importantly—while also providing opportunities to delivering better service to our community.

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: 4/21/2023

Is this a new position? Yes

Title: <u>RN - Case Management</u>	Division: <u>Public Health</u>
Former Incumbent: _____	Department: <u>Long Term Care</u>
Former Incumbent's Wage: _____	DBM Rating: _____ Step: _____ Full-time/Part-time: <u>FT</u>
Incumbent's Last Working Day: _____	

Section 2: Proposed Position Information

Title: <u>RN - Case Management</u>	Division: _____
Department: <u>Public Health</u>	Date of Need: <u>ASAP</u>
Regular/Seasonal/Temporary: <u>Regular</u> <i>If seasonal or temporary, list state/end dates: _____</i>	

Section 3: Position Type

☐ Supervisory	☒ Non-Supervisory	Full-time/Part-time: ^{Full-Time} _____	Hours per week: <u>40</u>
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Section 4: Funding Source (Chart of Accounts)

Fund Code: <u>01</u>	Department: <u>481</u>	Program Code: <u>000</u>	Account: <u>6110</u>	% Percentage: <u>100</u>
Fund Code: _____	Department: _____	Program Code: _____	Account: _____	% Percentage: _____
Target Salary: <u>35.60/hr</u>		Estimated Budget Impact: <u>\$0</u>		
Budgeted position: <u>No</u> Reallocation: _____				

Section 5: Revenue Source

Grant (Amount/Percent): _____	Reimbursement (Amount/Percent): <u>100%</u>	Levy (Amount/Percent): _____
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Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes ☐ No ☒
2. Can the job function be restructured in such a way as to:
- Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes ☐ No ☒
 - Contracting with/purchasing services from another agency/government? Yes ☐ No ☒
 - Contracting with a consultant/contractor/vendor? Yes ☐ No ☒
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County? *If yes, please specify.*

Yes. The Department of Human Services mandates that all Minnesota counties provide Case Management services.

4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*

No. We currently have staff that can perform this work with their existing training, licensure, and credentials. However, the caseload is beyond the capabilities of the existing team.

5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*

The caseload of the case managers/mnchoices assessors cannot be supported by the existing positions. The current caseload for both CM and MnChoices assessments for SCPH is above average over that of our peers at other lead agencies that do the same work within Steele County. The need for an additional position is critical in providing adequate services to the at-risk population within our community. The referrals for MnChoices Assessments continue to flood in, with requests to open to waiver programs that require Case Management services. An additional CM position can promote and protect the health of the public we serve by providing and supporting the realistic long-term vision for the vitality of our community.

6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)

This position would be filling the role of a case manager which the county receives \$97/hr. Based on the number of clients needing to be served, this position will be supported by the reimbursement we expect to receive. Additionally, we expect to collect revenues > than the cost of the position by a minimum of \$14,884.00 to \$16,801.00. Potential revenues greater than the cost of the position could be in ranges of \$40,000 +. (Ranges based on competitive salary at step 3)

7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?

Consideration has been made for separating the joint roles of CM/Assessor to having isolated roles for a Case Manager and a MnCHOICES Assessor to evaluate changes or potential effect in efficiencies with said change. This consideration has been determined to be ineffective in resolving the caseload issue and does not promote caseload equity for our team. This consideration has been determined to be ineffective in providing salary savings for the county.

8. If the position were not filled, indicate the organizational impact and recommended action to address the mission critical duties.

As we are unable to support the existing need(s) of the clients and community that we serve secondary to the extensive caseload--this creates a culture of neglect for the at-risk population in our community needing services but are unable to receive those services per county insufficiencies. This action would not promote public trust in their county agencies; nor does it promote the vitality and viability of the population we serve.

9. Will this position require additional resources? (computing equipment, furniture, special accommodations, etc.)

No

<u>APPROVAL SIGNATURES</u>

Department Head: _____ Date: _____

Division Director: _____ Date: _____

(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

<u>HR USE ONLY</u>
____ Non-Exempt (OT Eligible) ____ Exempt (OT Ineligible) Bargaining Unit : _____ DBM Rating: _____ Salary amount budgeted for position: _____



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: RN	Division/Department: Community Services/Nursing
Immediate Supervisor's Position Title: Director of Nursing	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Director of Nursing, the RN is responsible for providing skilled nursing services and care to delegated clients in their homes. This classification performs such duties as providing health care treatments and interventions in accordance with care plans; assesses and evaluates home environment to identify care/health issues and revises care plans; provides instruction and educates to clients regarding how to maintain the least restrictive environment and adjust to various physical, mental or social limitations; and participating in any emergency preparedness events, as needed.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Implements client care plans in their homes. a) Provides skilled nursing treatments and interventions to clients to in their homes. b) Assesses and evaluates client health needs and environment to identify risk factors. c) Evaluates and revises care plans based upon in-home assessments. d) Observes physical and emotional reactions and reports significant observations to physicians. • Provides referral services and information to clients and/or their families regarding other community resources that might assist them with better meeting their social and/or financial needs. • Teaches and educates clients and/or their families regarding needs and changes that can be made to home environment to better meet the physical, mental and social limitations to maintain a least restrictive environment for the client. • Assists and participates in emergency preparedness response plans and events. • Maintains and updates all case records in accordance with policies and procedures. Completes reports and paperwork required by physicians, CMS, or other payer sources in a timely manner. • Performs other duties of a comparable level or type, as required. a) Keeps abreast of changing legislation, trends, policies, and developments in areas of responsibility. b) Attends various state, regional and local meetings/training sessions.
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: <u>Minimum</u> education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma		AA Degree
	High school diploma or GED.		Major field of study or degree emphasis: Nursing
	1 year college	x 2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Knowledge of nursing practices, techniques, trends and procedures in providing skilled nursing care. • Knowledge of relevant laws, rules and regulations pertaining to the delivery of skilled nursing services to in home clients. • Knowledge of community resources. • Knowledge of medical terminology, disease processes, and drug interactions. • Knowledge and fundamentals of the issues and problems associated with aging and long term care needs of clients. • Nursing assessment and care planning. • Knowledge of department policies, procedures and case management/documentation requirements. • Basic computer operation and use of business productivity software/applications.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: No previous experience required beyond educational requirements.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hire: A valid MN Driver's License. Licensed Registered Nurse in State of MN.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: • Communicating and presenting health information in a clear, concise and effective manner and working with clients, staff, and their families in providing health care/services. • Providing skilled nursing treatments and interventions to clients in accordance with care plans and physician orders. • Teaching and instructing clients and their families in health needs, issues and concerns. • Makes referrals to other community resources/agencies to better meet the needs of the client. • Applying judgment, discretion and care decisions in addressing client care and needs. • Participates in the response to emergency preparedness events. • Monitoring and assessing the health care needs and nursing services provided to clients and makes revisions to care plans. • Applying and following regulations, rules, requirements and program policies and procedures. • Making nursing care assessments of client health conditions, care plans, and	

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .	
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Duties associated with the job may subject the incumbent to involve some travel, blood, body fluids, travel, exposure to contagious diseases, public contact involving serious risks, and work activities requiring constant precautions and safety considerations . Duties may include responding to public health emergencies and being exposed to disease and contagious outbreaks.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 2/2014 by BCC. Revised 4/4/2014



Steele County Agenda Item

Subject: Covid-19 Emergency Leave Policy

Department: Human Resources

Committee Meeting Date: May 2, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommend bringing to full Board for approval

Recommendation:

Recommend approval of Covid-19 Emergency Leave

Background (*Including Budget Impact*):

With the sunseting of the County's Covid-19 Emergency and related policies and plans, it's recommended to continue a "safety-net" of emergency leave through 2023 for employee's who contract Covid-19 and have no paid leave accrual balances.

The policy would allow for the continuation of an employee in this circumstance to request either "borrowing" from their future sick/PTO accruals by going in the negative for up to 10 work days OR to request an unpaid leave for up to 10 work days.

Employees would be required to provide a positive Covid-19 test result to be eligible to request this emergency leave. This Emergency Covid-19 Leave Policy would sunset on December 31, 2023 unless the Board decided to extend it. In addition, this policy would require an employee to pay back the county the cost of "borrowing" against their future accruals if they left employment before that time.

Attachments:

Emergency Covid-19 Leave Policy

Steele County
Interim Policy 2023-01: COVID-19 Emergency Leave

PURPOSE:

Steele County believes in the importance of a healthy workplace and employee wellness and wants to work together with employees to ensure they are supported in protecting one another from the ongoing transmission of the coronavirus, COVID-19 that still exists in the community. This policy is effective May 9, 2023.

Emergency COVID-19 Leave Policy:

In the event an employee tests positive for the COVID-19 virus and is unable to work, the following emergency options are available:

- An employee who has exhausted all paid leave may be authorized to accrue a negative balance of the equivalent of up to 10 days of paid sick leave or PTO (up to a maximum of 84 hours) OR
- An employee may request an unpaid leave of up to 10 days (at the discretion of the County Administrator)

Procedures:

An employee may be authorized to accrue a negative balance of up to 10 days of paid sick leave or PTO if they meet the criteria below. The actual number of negative accruals of sick or PTO hours authorized will be based on the employee's usual work schedule, exclusive of overtime and may not exceed 84 hours, unless a higher level is approved by the County Administrator.

- Employee has tested positive for COVID-19 and provided the positive test result to the Human Resources Department; AND
- Employee has exhausted all of his/her accumulated sick leave, vacation leave, compensatory time, PTO; AND
- Employee has requested the authorization to accrue negative sick leave or PTO hours in writing using the attached form.

Adopted on May 9, 2023 by the Steele County Board of Commissioners.

Greg Krueger, Chair
Steele County Board of Commissioners

Date

Request For Negative Accrual of Sick Leave or PTO or Unpaid Leave

Name: _____ Department: _____

I am requesting authorization for a negative accrual of sick leave or PTO hours or unpaid leave because:

- I have tested positive for the COVID-19 virus; AND
- I have exhausted all of my accrued sick leave, vacation leave, comp time, and PTO; OR
- I am requesting an unpaid leave of absence because I have tested positive for the COVID-19 virus

The number of sick leave or PTO hours I am requesting is: _____

(Number may not exceed your bi-weekly regularly scheduled work hours)

The number of unpaid hours I am requesting is: _____

(Number may not exceed your bi-weekly regularly scheduled work hours)

I agree that I have tested positive for the COVID-19 virus and will provide my positive test result to the Human Resources Department.

I agree that the actual number of hours within the maximum specified above will be limited to the actual number of hours needed for this purpose and that they may not be accumulated or used for any other purpose.

I agree that if I'm authorized for negative accruals, the equivalent number of hours I used will be deducted from future accruals and that I will not have new accrued hours added to my sick leave or PTO balance until the advanced hours have been fully paid back.

I agree that if I separate from Steele County employment before the negative accruals are fully paid back, the County will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last paycheck.

Employee's Signature: _____ Date: _____

APPROVALS:

Cty. Admin: ☐ Approved ☐ Denied-Reason: _____

Dept Head: ☐ Approved ☐ Denied-Reason: _____

Human Resources Approval or Denial and/or Notes:



Steele County Agenda Item

Subject: SCFF Electrical Safety Project – Ad for Bids

Department: Building & Grounds

Committee Meeting Date: May 4, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: Yes xNo Resolution: ☐ Yes x ☒ No

Committee Recommendation:

Bring to Board for Action with additional information regarding the use of Public Works as a temporary location.

Recommendation:

To approve the Facilities and Fleet Director to Advertise for Bids for the Steele County Fairgrounds electrical Safety project pending receipt of the State Grant Agreement and County Attorney review of Agreement.

Background (*Including Budget Impact*):

Steele County received a \$750 Grant to assist in the SCFF Electrical Safety Project. The project, when complete will bring the electrical at the fairgrounds compliant with the most current standards.

It was suggested by the State to wait for the grant agreement to make sure all requirements in the agreement are listed in the ad for bids.

Originally the project was scheduled to go out for bid on April 12th this was based on having the Agreement signed and in place with the by the end of March. There was a delay in finalizing the agreement and the project is behind 5 to 7 weeks. The Goal is to have the project complete by December of 2024.

Currently the State has notified Steele County that the Grant Agreement should be coming to in the next 1.5 weeks. Once received, the County Attorney will review and advise if there are any changes necessary. If the Agreement is satisfactory with the Attorney and there are no concerns or changes to the Agreement, the FF Director would like to have approval to advertise for bids before the agreement is brought before the Board for signature.

Safety Standards:

326B.35 SAFETY STANDARDS: All electrical wiring, apparatus and equipment for electrical light, heat and power, technology circuits or systems shall comply with the rules of the department and

the board and be installed in conformity with accepted standards of construction for safety to life and property.

525.5 Overhead Conductor Clearances (A) Vertical Clearances. Conductors shall have a vertical clearance to ground in accordance with 225.18. These clearances shall apply only to wiring installed outside of tents and concessions. (B) Clearance to Portable Structures. (1) 600 Volts (or Less). Portable structures shall be maintained not less than 4.5 m (15ft.) in any direction from overhead conductors operating at 600 volts or less, except for the conductors supplying the portable structure. Portable structure included in 525.3 (D) shall comply with Table 680.9 (A). (2) Over 600 Volts. Portable structures shall not be located under or within a space that is located 4.5 m (15 ft.) horizontally and extending vertically to grade of conductors operating in excess of 600 volts.

Attachments:

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

**SECTION 00 1113
ADVERTISEMENT FOR BIDS**

**STEELE COUNTY FAIRGROUNDS
ELECTRICAL UPGRADES
OWATONNA, MINNESOTA
ISG NO. 22-27851**

Sealed Prime General Contract bids for Steele County Fairgrounds Electrical Upgrades will be received by the Owner at Administration Building, Steele County Fairgrounds, 1525 S. Cedar Avenue, Owatonna, Minnesota 55060 by mail or personal delivery until _____, _____, 2023 at 2:00 p.m. at which date and time the bids will be opened and read aloud.

A prebid conference will be held _____, _____, 2023 at 2:00 p.m. at Administration Building, Steele County Fairgrounds, 1525 S. Cedar Avenue, Owatonna, Minnesota 55060.

Project Scope: Selective demolition and construction of electrical upgrades and other Work indicated in the drawings and specifications.

Bidders shall submit their proposal on the forms provided. The proposal shall be filled in clearly and correctly with ink or another permanent format. The proposal shall be signed in ink by the individual, members of the partnership, or by one or more officers of the corporation making the proposal.

Drawings, specifications, and other Bidding Documents may also be obtained online at www.questcdn.com. If you do not already have a free membership, you may sign up for one to gain access to the documents. The QuestCDN eBidDoc number is 8441969. There will be a \$50.00 non-refundable downloading fee to access a pdf copy of the documents online.

Documents are viewable at both www.questcdn.com and www.ISGInc.com free of charge.

All bids shall be sealed in an opaque envelope upon which shall be plainly marked "BID ON STEELE COUNTY FAIRGROUNDS ELECTRICAL UPGRADES – OWATONNA, MINNESOTA" and the name of the bidder. If a bid is to be mailed, the bid envelope shall be sealed in a regular mailing envelope. FAX and E-mail Bids will not be accepted. The Owner reserves the right to hold and consider the bids for 30 days after the date of the bid opening. Bids shall be accompanied by a cashier's check, bidder's bond, or certified check payable to STEELE COUNTY for not less than five percent (5%) of the amount of such bid including add-alternates. A bidder's bond shall include certified copy of the power of attorney.

The right to waive any informality in any bid and reject any or all bids is reserved to the Owner.

**DATED THE 28TH DAY OF APRIL, 2023.
END OF SECTION**

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Steele County Agenda Item

Subject: Short Term Maintenance Building Lease

Department: Building & Grounds

Committee Meeting Date: May 4, 2023

Board Meeting Date: May 9, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Bring to board with additional information regarding possible use of space at the Public Works Facility

Recommendation:

To approve the Facilities and Fleet Director to Enter into a Lease Agreement for 1 year with LZL Engineering, LLC for the temporary Maintenance Shop.

Background (*Including Budget Impact*):

Due to the upcoming Construction of the New Community Corrections Building at the current Maintenance Shop location, the maintenance team is in need of a temporary shop. After pricing and reviewing the very limited spaces in Owatonna, we were able to find a 4-stall garage at LZL Engineering. They are willing to lease us this space for 1 year in the amount of \$980/month for a total lease cost of \$11,760.00.

Attachments:

Lease Agreement

LEASE

THIS AGREEMENT made on April 20, 2023, by and between LZL Engineering LLC, hereinafter referred to as Landlord, and Owatonna Engineering Dept referred to as Tenant.

RECITALS

- A. Landlord is the owner of the following described real property located at 2300 Park Drive, Owatonna, MN 55060. Is desirous to rent same to Tenant:
- B. Tenant is desirous of renting same.

THEREFORE, IT IS AGREED that in consideration of the mutual promise between the parties and other good and valuable consideration, the Landlord and Tenant hereby agree as follows:

- GRANT OF LEASE: The leased premises will be known as 2300 Park Drive, Shop/Garage. Landlord hereby leases the Property for Climate Controlled and Auto Roll Up Door and Tenant hereby takes the same from Landlord.
- 1. TERM: The term of this lease is from June 1, 2023 to June 30, 2024 with an option to three years if both parties agree.
- 2. RENT: Tenant agrees to pay Landlord as cash rent for the Property the sum of **Nine Hundred Eighty (\$980) dollars per month**. A security deposit of one month rent will be due at lease sign and key transfer. All rents to be due and payable on the 1st day of each month through bank withdraw.
- 3. REPAIRS AND MAINTENANCE: Landlord agrees to pay for and be responsible for all structural repairs and all exterior repairs to the property. Tenant will be responsible for the maintenance interior of the property such as change light bulb.
- 4. CONDITION TO USE: Tenant owns and operate an existing Nonprofit business Growing Hope Foundation and fully understand and responsible and agrees to indemnify and hold Landlord harmless for any claims, loss or damage.
- 5. REAL ESTATE TAXES AND ASSESSMENTS: Landlord agrees to pay the property tax.
- 6. INSURANCE: Tenant shall keep in force and effect, at Tenant's expense, for so long as this lease agreement remains in effect, public liability insurance with respect to the premises. annually. Tenant further covenants and agrees to indemnify and hold Landlord harmless for any loss or damage, including reasonable attorney fees, suffered by Landlord caused by any act or omission by Tenant, Tenant's employees, or anyone claiming through or by Tenant in, at, or around the premises or building. If Tenant does not satisfactorily comply with its

covenants made in this article, Landlord may, at its option, cause insurance to be issued, and demand and receive the cost of such insurance from Tenant.

All insurance policies carried by either party covering the leased premises, including but not limited to contents, fire and casualty insurance, shall expressly waive any right on the part of the insurer against the other party. The parties hereto agree that their policies will include such waiver clause or endorsement, so long as the same shall be obtainable without extra cost, or if any extra cost shall be charged therefore, so long as the other party pays such extra cost. Landlord and Tenant hereby waive all subrogation rights against the other relating to losses to the Property.

7. UTILITIES: This is modified gross lease term, utility is included. Tenant agreed to follow the safety rule, will not use space heater and other plugin electric advice for heat, especially when no person in the office.
8. ASSIGNMENT AND SUBLETTING: Tenant shall not assign this lease or Sublet any portion of the Property without the written consent of the Landlord.
9. DEFAULT: If Tenant shall fail to pay the rent when due, or perform any terms hereof, the Landlord, at its option, may terminate all rights of the Tenant. If Tenant abandons or vacates the Property while in default in payment of rents, Landlord may consider any property left on the Property to be abandoned. In the event of default by the Tenant, Landlord may elect to continue the Lease in effect and enforce all rights and remedies, including the right to recover all rent as it become due. Should the Tenant fail to pay the rent when due, Landlord shall give Tenant Seven (7) days written notice of Landlord's intention to terminate all of the rights of the Tenant under this Lease and Tenant agrees to surrender the premises timely to the Landlord.
10. SIGNS: Any change to or additions to signage will require the consent of the Landlord.
11. WARRANTIES OF TITLE AND QUIET ENJOYMENT: Landlord covenants the Landlord is seized of the Property in fee simple and has full right to make this Lease and that Tenant shall have quiet and peaceable possession of the Property during the term of this Lease.
12. ALTERATIONS: Tenant shall have the right to make alterations to the interior of the Property with the express written consent of the Landlord, such consent not to be unreasonably withheld. All such alterations shall be at Tenant's expense.
13. NOTICES: Whenever in this Lease it shall be required or permitted that notice be given by either party to this Lease to the other, such notice must be in writing and must be given personally or forwarded by certified mail addresses as follows:

Landlord: LZL Engineering LLC 2300 Park Drive Suite 300, Owa, MN 55060

Tenant: Growing Hope Foundation, P.O. Box 433, Owatonna, MN 55060

Such addresses may be changed from time to time by notice given hereunder.

14. BINDING EFFECT: this Lease is binding upon the heirs, personal representatives and assigns of Landlord and Tenant.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals.

LZL Engineering LLC

By Anna Lee, Controller

Owatonna Engineering Dept

By

**Minutes of the
Steele County Planning Commission
May 1st, 2023**

Call to Order:

The meeting was called to order by Oolman at 7:00 pm. Present were Esplan, Pool, Spatenka, Lammers, Ingvaldson, Queen, Dinse, Commissioner Brady, and staff member Oolman.

Agenda:

Motion by Lammers, second by Esplan to approve the agenda as submitted. Motion passed.

2023 Organization:

Motion by Ingvaldson, second by Lammers to cast a unanimous ballot for Esplan as Chair. Motion passed.

Motion by Spatenka, second by Ingvaldson to cast a unanimous ballot for Lammers as Vice Chair. Motion passed.

Motion by Ingvaldson, second by Lammers to appoint Oolman as Secretary. Motion passed.

Minutes:

Motion by Ingvaldson, second by Queen to approve the December 5th, 2022, minutes as submitted. Motion passed.

County Board Action

Oolman reported the County Board approved CUP #433 (Jenkins – Dog Boarding Kennel) and the Review of CUP 290 (James Bros. – Hafstad Pit) as recommended by the planning commission.

IUP 2023-01: Ulland Brothers - Bituminous Stockpiling and Crushing

This request is from Ulland Brothers Inc. to stockpile and crush bituminous material as part of the resurfacing construction project on Interstate 35. The site is located in the W ½ of the NE ¼, Section 30, Summit Township. The site address is 3598 Highway 30 West, Ellendale.

Questions and comments of the commission.

- Spatenka – *Is there is an existing conditional use permit on the property?*
Oolman answered, *no. The previously approved CUP for a fertilizer building was never used so it has expired.*
- Schmidt - *Were there any issues the last time the property was used for this type of activity in 2021?*
Oolman indicated *no issues were reported to him.*

The public hearing was opened.

- John Asplund, 808 Rose Drive, expressed a concern about the noise. He can currently hear traffic on I-35 from his house and would like the crushing to not be allowed after noon on Saturdays.
- Asplund was asked how far his house is away from the site?
Asplund answered, *he lives on the west side of Ellendale.*
- John Erickson from Ulland Brothers asked Asplund if he lived there in 2021 when they last had a plant at that site and if he could hear it then?
Asplund indicated *he could did not hear it in 2021.*
- Erickson - *We are going to crush less than 10,000 tons, I anticipate that the crusher with only be on the property for a week, 7 to 10 days, this is not going to be a summer long project.*

- Where is the asphalt material coming from?
Erickson- We will bring the asphalt out of Glennville MN.
- Is there a lot of crushing involved after you mill it?
Erickson- No this is a quick process, most of it is already crushed when we mill it. We just need to further crush it to meet specs.

As there were no further questions or comments, the public hearing was closed

Motion by Queen, second by Ingvaldson to recommend approval of IUP 2023-01 for Ulland Brothers with the following conditions:

- 1) This permit is for the 2023 construction season.
- 2) Plant operation hours shall be limited to the hours of 6:00 am to 7:00 pm Monday thru Saturday.

Motion passed unanimously.

Building Permits:

The building permits for January, February and March were reviewed.

2022 Planning and Zoning Activities:

The activities in the planning and zoning department for 2022 were reviewed.

2023 Meeting Schedule:

The meeting schedule for 2023 was approved.

Adjournment:

Motion by Lammers, second by Pool to adjourn at 7:27 pm.



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

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

Tuesday, May 2, 2023, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Krueger, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, EM & S Director Kristen Sailer, Jail Administrator Anthony Buttera, Public Health Director Amber Aaseth, Long Term Care Supervisor Alexa Wencil, IT Director Dave Purscell, Auditor (Interim) Brenda Blood and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving annual renewal Tobacco Licenses for Anhorn's Gas & Tire, Casey's-Medford, Casey's-Ellendale, Medford Municipal Liquor Store and Lerberg's Foods.
2. Committee recommends approving Temporary Body Art Establishment license for Kat's Tat's LLC for an event from May 10th-20th, 2023.
3. Committee recommends approving Out of State Travel Request for IT Director to attend MS-ISAC Conference.
4. Committee recommends approving 2023 Contract Amendment with Summit Food Service.
15.4% food increase: 8.4% is food and 7% is labor as DC no longer has inmates work in the kitchen.
5. Committee recommends approving Sunset of COVID-19 Preparedness Plan 2021-02
6. Committee recommends approving Resolution to Repeal COVID-19 State of Emergency

General Agenda

7. Committee recommends approving Leave of Absence Request – Detention Center
8. Public Health Case Manager position request
9. Committee recommends approving Interim Policy 2023-01: COVID-19 Emergency Leave

Information

Auditor/Treasurer/Finance restructure plan update: Discussion regarding the restructure of the departments was given. Cathy and Brenda will be visiting other counties to discover where roles and responsibilities have been placed within those counties departments. This information will provide the information needed to build a new model for recommendation to the Board.

County Attorney appointment update: Discussion regarding appointing an interim, the letters of support received on behalf of Julia, and discussion regarding the 3 years left of the term. As Chief Deputy, Julia will assume the County Attorney role as interim on May 14th till someone is appointed. There was also a discussion regarding continuity on the office.

Department Head Reports

Human Resources: Working on filling vacancies. Highway union contract will be brought forward to the Board. The status of other union contract negotiations was discussed.

Auditor Office: Delinquent property tax update was given.

Detention Center: Construction crews are working on exterior doors today. The DC is currently not taking female inmates as they do not have a proper housing unit for them during construction. Soon as construction is complete, they can house female inmates again.

Emergency Management: Tornado drill took place. The drill went very well. Evacuation route maps will be posted soon with the assistance of GIS. An ergonomics training class was given and IT attended the training.

IT: Getting ready for budget season. Microsoft has announced cost increase. Office 365 vs Microsoft 365 reviewing for best fit and cost for the county. FBI revamping CJIS Criminal Justice - FBI sets standards and BCA can make it tougher. They are working towards making some changes to MNPrarie based on DHS privacy requirements from the last audit.

Public Health: Looking forward to the nurse partnership with the detention center

Finance: Tax collections is in full swing with the May 15th deadline. The auditors will be conducting the financial audit soon.

**Minutes
of the
Steele County Board of Adjustments
May 2nd, 2023**

Call to Order:

The meeting was called to order by Chair Schmidt at 7:00 pm. Members present were Schmidt, Lammers, Jaster, Nelson, Ulrich, and staff member Oolman.

Agenda:

Motion by Jaster, second by Ulrich to approve the agenda as submitted. Motion passed

Public Hearing – Variance #655 Rypka

This hearing is to consider a variance request to transfer property from the Jerome A. Rypka Testamentary Trust to David Rypka, Dann Rypka, and Dixon Rypka individually without completing a septic compliance inspection.

Questions & Comments:

- Dixon Rypka -The property will be developed at some point in the future. They don't see anyway the house will be saved as part of a development, but would like to keep it for the present time as their brother stays there occasionally when he is in town. The well is in the house and services the other buildings so it would be difficult to shut that off.
- Schmidt- What triggered the transfer to begin with?
Rypka indicated it was the acquisition of a portion of the property for the roundabout.
- Schmidt- What could occur that would make the Ripka's upgrade the septic system.
Oolman answered, if it was found thru some other means other than a compliance inspection to be non-compliant, they would still have to upgrade or discontinue use.

The public hearing was opened.

- Dave Dietz, Owatonna Township, stated the township does not have an issue with this if there is a sunset date put on when the septic needs to be inspected by, if the property is not developed.

As there were no other comments the public hearing was closed.

Discussion:

- Schmidt felt that the variance was appropriate but would like to see a sunset date put on it by which the property would need to be inspected or developed into the city.
- Further discussion by board members on the sunset date. It was felt that 5 years was an appropriate amount of time.

1) Is the variance in harmony with the intent of the comprehensive plan and ordinance?

All members felt the request met the intent of the comprehensive plan and ordinance.

2) Is the property owner proposing to use the property in a reasonable manner?

All members felt the property owner was using the property in a reasonable manner.

3) The plight of the applicant is due to circumstances unique to the property.

All members felt the uniqueness of the property contributed to the plight of the applicant.

4) Was the plight of the landowner created by someone other than the landowner?

All members felt the circumstances were created by someone other than the landowner.

5) The variance will not alter the essential character of the locality.

All members felt the character of the locality would remain the same.

6) Economic considerations alone are not the only practical difficulty?

All members did agreed economics were not the only reason for the request.

Motion by Ulrich, second by Nelson to grant variance request #655 based upon the findings of the board with the following condition.

1. The septic must be inspected or abandoned within 5 years of the property transfer.

Motion to approve passed 5 to 5.

Adjournment:

Motion by Schmidt, second by Lammers to adjourn. Motion passed. Meeting adjourned at 7:30 PM.



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

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

Thursday, May 4, 2023 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Gnemi, Facilities and Fleet Director Jake Rysavy, Treasurer/Finance Director Cathy Piepho, IT Director Dave Purscell, and Administrator Scott Golberg.

Consent Agenda:

1. Committee recommends authorizing the Facilities and Fleet Director to Advertise for Bids for the Steele County Fairgrounds electrical Safety project pending receipt of the State Grant Agreement and County Attorney review of Agreement.

General Agenda:

2. Short Term Maintenance Building Lease: Committee recommends the Facilities Director look into a few other options for the maintenance teams location and bring this information to the Board meeting. There was also a discussion regarding the removal or demo of the current garage.

Information:

LEC Building update: Update on the gates and generator was given. Discussion regarding the upcoming meeting with the city regarding the ownership of the building and Steele County becoming a tenant.

Sheriff Addition: The team met yesterday; nothing has changed since the board had reviewed the information. Wold is moving into the design details phase. Would like to start the build this fall.

Agile Fleet Update: Training on the system starts next week. Look at moving the Steele County vehicles toward the north section of the parking lot by the sidewalk. Kiosk is here and installation has started.

Community Corrections Construction update: Still in the design phase to see if the site will work. Looking at needing a variance since the city requires a 30 ft set back.

Annex Building – The project was reprioritized to focus on the addition for the Sheriff's department. There were additional discussions regarding the annex building.

Enterprise Fleet – Met with Enterprise about the possibility of no longer leasing from them or changing the contract with them based on the installation of the Agile system. Difficulty in obtaining vehicles was also discussed.