



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, JULY 11, 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
4. Award Presentation

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

5. Owatonna Partners for Economic Development (pg. 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.*

6. Approve June 27, 2023 Board Minutes (pg. 5)

7. Approve June 27, 2023 Board Work Session Minutes (pg. 9)
8. Approve June 13, 2023 Board of Appeal & Equalization Minutes (pg. 10)
9. Approve Bills (pg. 12)
10. Approve Personnel Report (pg. 31)
11. Approve out of state travel for IT Director to attend 2023 ISM Annual Conference (pg. 32)
12. Adopt Resolution accepting Donations to Veteran Services from Elks Lodge #1395 (pg. 33)
13. Approve Employee Leave Donation Policy to comply with IRS regulations (pg. 35)

General

14. July Anniversary Report (pg. 38)
15. Approve Amending CUP #399 for Tails & Trails with 7 conditions based on Findings of Fact (pg. 39)

Internal Central Services Committee – July 5, 2023

16. Property Tax and Elections Director position (pg. 50)

Property & Maintenance Committee – July 6, 2023

17. Short-term Maintenance Building Lease (pg. 56)

Information Items

18. Planning Commission Meeting Minutes – Monday, July 3, 2023 (pg. 60)
19. Internal Central Services Committee Meeting Minutes – Wednesday, July 5, 2023 (pg. 62)
20. Property & Maintenance Committee Meeting Minutes – Thursday, July 6, 2023 (pg. 63)

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee - **Wednesday, July 12th at 8 a.m. in the Boardroom**

Public Works Committee – **Thursday, July 13th at 8:00 a.m., Public Works Facility**

Land Use & Records – **Tuesday, July 18th at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, July 25th at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, July 25th 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.



July 2nd, 2023

Steele County Board of Commissioners
630 Florence Ave., P.O. Box 890
Owatonna, MN 55060

Dear Board of Commissioners:

The Owatonna Partners for Economic Development (OPED) wishes to thank you for your generous contribution in 2023 and respectfully request that you continue to support us, as you begin your budget process for fiscal year 2024. Funding provided by our partner organizations allow us to continue to collaborate with industry, business, and government organizations to promote economic growth within Owatonna and Steele County. Our strategic plan focuses on three important areas including:

- Attracting and educating a quality workforce.
- Marketing and communications
- New development and redevelopment.

Great strides have been made in these areas this past year. Funding was appropriated by the Minnesota Legislator to increase local education opportunities in our schools, new businesses are locating in Owatonna, existing businesses are expanding, and additional housing opportunities are being planned and constructed. We hope to build on this momentum in 2024.

Steele County has graciously contributed \$5,000 towards our endeavors in the past. We again thank you for this contribution and hope you will consider an increase to \$7000 in 2024.

Thank you for your consideration.

Tom Kuntz, Mayor, City of Owatonna
Kris Busse, City of Owatonna Administrator
Troy Klecker, City of Owatonna, Community Development Director
Greg Kruscke, City of Owatonna, Community Development Manager
Bill Owens, Owatonna Area Business Development Center Executive Director
Dale Oolman, Steele County Planning & Zoning
Roger Warehime, Owatonna Public Utilities Executive Director
Jared Hendricks, Owatonna Public Utilities
Christian Fenstermacher, Owatonna Public Utilities
Brad Meier, President / CEO, Owatonna Area Chamber of Commerce & Tourism
Jeff Elstad, Owatonna School District Superintendent

General Agenda:

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

Vacation of Excess Highway Easement

WHEREAS, Steele County maintains a system of public roadways, including Steele County State Aid Highway 45 (CSAH 45); and

WHEREAS, Steele County does not own the land upon which CSAH 45 is constructed, but has retained easements on which CSAH 45 is constructed and additional right-of-way easements adjacent to the roadway; and

WHEREAS, Block 300 Owatonna, LLC has identified highway right-of-way easements on a property it owns in Steele County, identified as parcel number 171370101; and

WHEREAS, Block 300 Owatonna LLC has submitted a petition to the Steele County Board of Commissioners requesting the County to vacate existing highway right-of-way easement along the westerly right-of-way line toward the centerline of CSAH 45 of parcel number 171370101 (see attached petition and supplemental materials); and

WHEREAS, the Steele County Engineer has reviewed the petition, considered the current and future needs of Steele County, and determined that the existing highway right-of-way easement along the westerly right-of-way line toward the centerline of CSAH 45 of parcel number 171370101 as “excess right-of-way” and unnecessary to retain for the County’s current and foreseeable future needs; and

WHEREAS, the legal description of the area vacated is:

Parcel 202 S. P. 7407

All of the following described tract:

Lot 1 , Auditor’s Plat No. I of Sec. 9, Twp. 107 North, Range 20 West, according to the plat thereof now on file and of record in the office of the Register of Deeds in and for Steele Co., Minn.; more particularly described as follows: Beginning at a point where the north line of Lot 9, Block 2, Abbott’s Addition to the City of Owatonna; according to the plat thereof now on file and of record in the office of the Register of Deeds in and for Steele County, Minnesota; intersects the southwesterly line of Trunk Highway No. 1; thence West 90 feet; thence northwesterly and parallel to said highway to a point in the center of Straight River;

thence northerly along the center of said river to said highway; thence southeasterly along the southwesterly line of said highway to the place of beginning.

WHEREAS, no existing utilities would be affected by vacating the excess right-of-way; and

WHEREAS, vacation of the excess right-of-way will promote economic activity and enhance the value of parcel number 171370101.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby deems the 90 feet of existing highway right-of-way easement along the westerly right-of-way line toward the centerline of CSAH 45 of parcel number 171370101 as excess right-of-way and unnecessary to the County’s current and foreseeable future needs and, pursuant to the authority in Minn. Stat. §163.11, subd. 1, hereby vacates its easement interest in the excess right-of-way identified in this Resolution in favor of the property owner, Block 300 Owatonna LLC.

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

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

AUTHORIZATION TO PARTICIPATE

IN THE PERFORMANCE MEASUREMENT PROGRAM

WHEREAS, Benefits to Steele County for participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a

reimbursement as set by State statute; and

WHEREAS, Any city/county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The Steele County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, Steele County will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city's/county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, Steele County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

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

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve Independent Finance Contractor Agreement with Catherine Piepho. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adopt a Finance Department and Property Tax and Elections Department Structures and authorize Administration to backfill Finance Director position. Ayes all.

Commissioner Reports:

Commissioner Brady had no report.

Commissioner Glynn reported on his attendance at Board of Appeals and Equalization.

Commissioner Gnemi reported on his attendance at Soil and Water Board meeting, Drug Court, History Center, Drug Court, and a Work Session

Commissioner Abbe reported on his attendance at Board of Appeals and Equalization, Amateur Radio Event, Meeting regarding possible Joint agreement with Waseca County/Detention Center and a Work Session

Commissioner Krueger reported on his attendance at Welcome Address for the Southern MN Tourism, MNPrairie JPBA, Smart Bus meeting, a meeting regarding possible Joint agreement with Waseca County/Detention Center planning session, criminal justice meeting, and a Work Session.

LISTING OF BILLS
June 27, 2023

7 Rivers Recycling LLC	6,061.84
Central Farm Services	22,748.40
Counties Providing Technology	4,467.00
Crane Creek Asphalt	5,415.45
Daikin Applied America Inc	3,854.00
Erickson Engineering Co LLC	13,210.08
High Point Networks	2,356.00
I & S Group Inc	23,526.08
Kraft Mechanical LLC	7,330.00
Kronos Incorporated	3,223.88
Moore Md/Kellyanna J	3,751.69
Nuss Truck & Equipment	5,296.37
Professional Development Academy LLC	2,995.00
RSBS Management Inc	2,580.00
Short Elliott Hendrickson Inc	2,244.64
Steele County Highway Dept	9,870.86
Streichers Inc	2,993.47
Summit Food Services LLC	7,732.99
Visual Labs Inc	2,000.00
Waste Management Of Wi-Mn	57,975.00
WSB & Associates Inc	15,767.75

89 Payments less than 2000

Final Total:

31,137.31

236,537.81

Motion by Commissioner Gnemi seconded by Commissioner Abbe , to adjourn to the Call of the Chair at 5:32 p.m. Ayes all.

CHAIRMAN

ATTEST:

AUDITOR

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

June 27, 2023

STATE OF MINNESOTA)

)ss

COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on June 27, 2023, with Commissioners Abbe, Krueger, Brady, Glynn, and Gnemi present. Also present were Treasurer/Finance Director Cathy Piepho, Interim County Auditor Brenda Blood, County Engineer Greg Ilkka, Assessor Tom Reineke, IT Director Dave Purscell, Human Resource Director Julie Johnson, Sheriff Lon Thiele, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Steele County Treasurer/Finance Director Cathy Piepho discussed the 2023 Performance Measures Report Resolution from the Finance department for the County's participation in the comprehensive performance measurement program as established by the Council on Local Results and Innovation. If approved to renew this participation, the report will be submitted to the Council. The County will be reimbursed \$.14 per Steele County's capita.

Steele County Treasurer/Finance Director gave her resignation on June 2nd effective July 14th, 2023. To make the transition as seamless as possible, Scott Golberg brought forward an independent contractor agreement. If the Board approves this contract, Cathy Piepho will start contracting services on July 15th, not to exceed September 30th.

Treasurer/Finance Director Cathy Piepho and Interim Auditor Brenda Blood gave a presentation regarding their findings from tours they conducted at other counties. The presentation provided a summary of the differences and similarities between the various offices. The recommendation to the Board is to maintain two separate offices of Finance and Property Tax & Elections.

Meeting was adjourned at 4:45 p.m.

CHAIRMAN

ATTEST: _____

June 13, 2023

11-102-0103	B A R PARTNERSHIP	\$	395,700	\$	395,700	\$	-
12-019-2200	KELLER/EUGENE F & PATRICIA A	\$	160,800	\$	160,800	\$	-
12-020-1200	KELLER/EUGENE F & PATRICIA A	\$	766,500	\$	766,500	\$	-
12-020-1201	KELLER/EUGENE F & PATRICIA A	\$	5,300	\$	5,300	\$	-
12-020-3300	KELLER/EUGENE F & PATRICIA A	\$	239,400	\$	239,400	\$	-
12-020-4200	KELLER/EUGENE F & PATRICIA A	\$	131,500	\$	131,500	\$	-
12-028-3401	SCHROHT/SUSAN M/&	\$	122,900	\$	130,100	\$	(7,200)
12-031-3201	VON RUDEN FAMILY HOMESTEAD LLC	\$	266,400	\$	266,400	\$	-
14-112-0405	STANLEY/LARRY	\$	140,100	\$	140,100	\$	-
14-123-0205	VAITH/STEVEN G & LISA A	\$	409,600	\$	409,600	\$	-
15-101-1507	LANGLIE/JULIE H	\$	144,500	\$	144,500	\$	-
17-016-2002	JOHNSON/MICHAEL L/&	\$	257,300	\$	257,300	\$	-
17-143-0109	WOLF/GLEN M & JOYE L	\$	193,200	\$	193,200	\$	-
17-158-0115	HANSEN/ROBERT J & ANN M	\$	232,200	\$	232,200	\$	-
17-161-0105	SCHAPER/NORVIN H/III	\$	229,700	\$	229,700	\$	-
17-214-0105	HALVERSON/JEFFREY D/&	\$	289,300	\$	278,400	\$	10,900
17-222-0209	KARNAUSKAS/THOMAS J & LINDA	\$	294,700	\$	291,100	\$	3,600
17-341-0215	NIELSEN/TODD A & LESLIE S	\$	395,400	\$	374,400	\$	21,000
17-368-0109	HEDSTROM/GARY W & KAREN E	\$	374,900	\$	374,900	\$	-
17-375-0216	HOMMEDAHL/ERLING K & KAREN J	\$	326,400	\$	326,400	\$	-
17-395-0209	BELL/JOEL R & MEREDITH T	\$	636,800	\$	636,800	\$	-
17-418-0201	HOLIDAY STATIONSTORES, INC	\$	952,700	\$	952,700	\$	-
17-490-0105	SCHAD/BRANDON J	\$	250,900	\$	250,900	\$	-
17-532-0601	KUBAT/CHARITA	\$	358,700	\$	343,200	\$	15,500
17-561-0116	KLUESNER/ROBERT J & BRIDGET E	\$	318,300	\$	318,300	\$	-
17-581-0201	B A R PARTNERSHIP	\$	1,710,400	\$	1,530,400	\$	180,000
17-594-0210	WHALEN/COLIN P & SHERRI L	\$	635,800	\$	635,800	\$	-

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to adjourn the Board of Appeal and Equalization at 7:20 p.m. Ayes all.

Chairman

ATTEST: _____
Auditor

SBENDORF

7/6/23

9:50AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

7/6/23 9:50AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT					Administration			
	37025	Innovative Office Solutions LLC							
14		10-301-000-0000-6410			72.44	Pocket folders,correction tape	IN4242553	Office Supplies	N
	37025	Innovative Office Solutions LLC			72.44	1 Transactions			
	51300	Metro Sales Inc							
21		10-301-000-0000-6301			247.47	Contract base & usage rate	INV231834	Equip/Software Maint	N
	51300	Metro Sales Inc			247.47	1 Transactions			
	84035	Tri-M Graphics							
42		10-301-000-0000-6410			295.67	(2) boxes of printed envelopes	101530	Office Supplies	N
	84035	Tri-M Graphics			295.67	1 Transactions			
301	DEPT Total:				615.58	Administration	3 Vendors	3 Transactions	
302	DEPT					Road & Bridge Maintenance Expense			
	2982	Falkstone LLC							
11		10-302-000-0000-6525			428.02	40.57 ton of 1/4 washed chips	6189	CSAH Supplies - Aggregate/Asphalt	Y
	2982	Falkstone LLC			428.02	1 Transactions			
	8715	JMD Manufacturing Inc							
15		10-302-000-0000-6534			3,375.20	Mailbox posts	97240	Supplies - Signing	N
	8715	JMD Manufacturing Inc			3,375.20	1 Transactions			
	1037	Midstates Equipment Supply							
22		10-302-000-0000-6340			874.37	Crackfill rental, CSAH 43	223578	Equipment Rental	N
23		10-302-000-0000-6340			874.37	Crackfill rental, CSAH 42	223578	Equipment Rental	N
24		10-302-000-0000-6340			874.38	Crackfill rental, CSAH 24	223578	Equipment Rental	N
25		10-302-000-0000-6340			874.38	Crackfill rental, CSAH 34	223578	Equipment Rental	N
26		10-302-000-0000-6340			874.37	Crackfill rental, CSAH 36	223578	Equipment Rental	N
27		10-302-000-0000-6340			874.38	Crackfill rental, CSAH 26	223578	Equipment Rental	N
28		10-302-000-0000-6340			874.38	Crackfill rental, CSAH 7	223578	Equipment Rental	N
29		10-302-000-0000-6340			874.38	Crackfill rental, CSAH 9	223578	Equipment Rental	N
30		10-302-000-0000-6340			874.37	Crackfill rental, CSAH 60	223578	Equipment Rental	N
31		10-302-000-0000-6340			874.37	Crackfill rental, CSAH 45	223578	Equipment Rental	N
	1037	Midstates Equipment Supply			8,743.75	10 Transactions			
	99500	Ziegler,Inc							
45		10-302-000-0000-6340			165.24	Air compressor rental, CSAH 9	N001043140	Equipment Rental	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
46	10-302-000-0000-6340		Air compressor rental, CSAH 60	N001043140	Equipment Rental	N
47	10-302-000-0000-6340		Air compressor rental, CSAH 45	N001043140	Equipment Rental	N
48	10-302-000-0000-6340		Air compressor rental, CSAH 43	N001043140	Equipment Rental	N
49	10-302-000-0000-6340		Air compressor rental, CSAH 42	N001043140	Equipment Rental	N
50	10-302-000-0000-6340		Air compressor rental, CSAH 36	N001043140	Equipment Rental	N
51	10-302-000-0000-6340		Air compressor rental, CSAH 34	N001043140	Equipment Rental	N
52	10-302-000-0000-6340		Air compressor rental, CSAH 26	N001043140	Equipment Rental	N
53	10-302-000-0000-6340		Air compressor rental, CSAH 24	N001043140	Equipment Rental	N
54	10-302-000-0000-6340		Air compressor rental, CSAH 7	N001043140	Equipment Rental	N
99500	Ziegler, Inc	1,652.35	10 Transactions			
302	DEPT Total:	14,199.32	Road & Bridge Maintenance Expense	4 Vendors	22 Transactions	
303	DEPT		Construction Expense			
46551	Locators & Supplies Inc					
17	10-303-000-0000-6510	137.60	2 cases of pink marking paint	0307942-IN	Engineering & Surveying Supplies	N
18	10-303-000-0000-6510	137.70	2 cases of white marking paint	0308087-IN	Engineering & Surveying Supplies	N
46551	Locators & Supplies Inc	275.30	2 Transactions			
303	DEPT Total:	275.30	Construction Expense	1 Vendors	2 Transactions	
304	DEPT		Equipment Maintenance & Shops			
10150	Carquest Auto Parts					
1	10-304-000-0000-6520	338.70	Warranty return - solenoid	461276	Machinery/Vehicle Parts	N
2	10-304-000-0000-6511	198.72	Brake cleaner	461629	Maint Shop Supplies & Materials	N
3	10-304-000-0000-6520	107.59	Return battery unit#9998	463104	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520	96.50	Bearings, seals, hose & cap	463168	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	158.78	Wide band oxygen sensor	463287	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts	7.71	5 Transactions			
16480	Crysteel Truck Equipment Inc					
6	10-304-000-0000-6252	1,250.00	Custom labor, unit#2300	L34689	Contracted Services	N
7	10-304-000-0000-6520	4,270.00	Tommy gate & hydraulic fluid	L34689	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520	320.00	Steel bar	LP215770	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520	406.00	Valve & coil assembly, solenoid	LP215875	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc	6,246.00	4 Transactions			
16750	Curts Truck & Diesel Svc					

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	
10	10-304-000-0000-6520		Lube spin & air filters	242329	Machinery/Vehicle Parts	N
16750	Curts Truck & Diesel Svc	260.10				
		260.10	1 Transactions			
5365	Fleet Pride					
13	10-304-000-0000-6252	794.00	Custom labor, #2171	RSV0310141	Contracted Services	N
12	10-304-000-0000-6520	497.71	Hydraulic pump & seal kit	RSV0310141	Machinery/Vehicle Parts	N
5365	Fleet Pride	1,291.71	2 Transactions			
9136	Kahn Tile Supply LLC					
16	10-304-000-0000-6512	158.60	Tile supplies for cold storage	23-2261	Bldg Repair & Maintenance	Y
9136	Kahn Tile Supply LLC	158.60	1 Transactions			
49625	Matejcek Implement Co					
19	10-304-000-0000-6520	21.50	Screw for unit#2153	IB31621	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co	21.50	1 Transactions			
5096	Matheson Tri-Gas Inc					
20	10-304-000-0000-6511	165.90	Welding gas	0027973610	Maint Shop Supplies & Materials	N
5096	Matheson Tri-Gas Inc	165.90	1 Transactions			
51630	Mike's Repair					
33	10-304-000-0000-6252	40.00	Custom tire mount, unit#9607	101863	Contracted Services	Y
32	10-304-000-0000-6520	260.26	Tires, tubes & scrap - unit#9607	101863	Machinery/Vehicle Parts	Y
34	10-304-000-0000-6252	333.01	Tire repair, unit#2223	101958	Contracted Services	Y
51630	Mike's Repair	633.27	3 Transactions			
1308	Miners's Outdoor & Rec					
35	10-304-000-0000-6513	475.97	Chainsaw & chain	204179	Tools	N
1308	Miners's Outdoor & Rec	475.97	1 Transactions			
56125	NAPA Auto Parts					
36	10-304-000-0000-6520	9.99	Lamp light	983438	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	9.99	1 Transactions			
74005	Sherwin-Williams Company					
37	10-304-000-0000-6511	53.80	5 gal Strainer Elastic paint	4292-8	Maint Shop Supplies & Materials	N
74005	Sherwin-Williams Company	53.80	1 Transactions			
86520	Terminal Supply Company					

SBENDORF
7/6/23 9:50AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
40	10-304-000-0000-6511		Traction tape	48079-00	Maint Shop Supplies & Materials	N
41	10-304-000-0000-6511		Wire, cable ties, primer,paint	51570-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company		2 Transactions			
99500	Ziegler,Inc					
44	10-304-000-0000-6252		Custom labor, unit#2161	I000346824	Contracted Services	N
43	10-304-000-0000-6520		Parts for repair, unit#2161	I000346824	Machinery/Vehicle Parts	N
55	10-304-000-0000-6520		Element & hydraulic oil	N001054327	Machinery/Vehicle Parts	N
56	10-304-000-0000-6520		Supplies & environmental fees	S1000346824	Machinery/Vehicle Parts	N
99500	Ziegler,Inc		4 Transactions			
304	DEPT Total:	23,786.13	Equipment Maintenance & Shops	13 Vendors	27 Transactions	
310	DEPT		Capital Construction			
77570	Short Elliott Hendrickson Inc					
38	10-310-000-0000-6262		Prof services 074-019-005	448432	Sales Tax Consultants	N
39	10-310-000-0000-6262		Prof services 074-602-007	448441	Sales Tax Consultants	N
77570	Short Elliott Hendrickson Inc		2 Transactions			
310	DEPT Total:	9,817.71	Capital Construction	1 Vendors	2 Transactions	
10	Fund Total:	48,694.04	Road & Bridge Fund		56 Transactions	
	Final Total:	48,694.04	22 Vendors	56 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	48,694.04	Road & Bridge Fund	
	All Funds	48,694.04	Total	Approved by,
				
				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	9707 Red Wellness Spa						
22	01-003-010-0000-6820		45.00	Health fair prize-pod session	444	Wellness Grant Expense	N
	9707 Red Wellness Spa		45.00	1 Transactions			
3	DEPT Total:		45.00	County Wide	1 Vendors	1 Transactions	
5	DEPT			Board Of Commissioners			
	4319 Association Of Mn Counties						
39	01-005-000-0000-6261		35.00	2023 District 9 - JBrady	06/05/23	Conference & Training	N
40	01-005-000-0000-6261		35.00	2023 District 9 - RGnemi	06/05/23	Conference & Training	N
41	01-005-000-0000-6261		35.00	2023 District 9 - GKrueger	06/05/23	Conference & Training	N
	4319 Association Of Mn Counties		105.00	3 Transactions			
	51300 Metro Sales Inc						
60	01-005-000-0000-6410		670.19	Printer/copier use - Comm	2313854	Office Supplies	N
	51300 Metro Sales Inc		670.19	1 Transactions			
5	DEPT Total:		775.19	Board Of Commissioners	2 Vendors	4 Transactions	
31	DEPT			County Administrator			
	4319 Association Of Mn Counties						
38	01-031-000-0000-6261		35.00	2023 District 9 - SGolberg	06/05/23	Conference & Training	N
	4319 Association Of Mn Counties		35.00	1 Transactions			
	51300 Metro Sales Inc						
61	01-031-000-0000-6410		75.63	Printer/copier use - Admin	2313854	Office Supplies	N
	51300 Metro Sales Inc		75.63	1 Transactions			
31	DEPT Total:		110.63	County Administrator	2 Vendors	2 Transactions	
32	DEPT			Human Resources			
	51300 Metro Sales Inc						
62	01-032-000-0000-6410		335.08	Printer/copier use - HR	2313854	Office Supplies	N
	51300 Metro Sales Inc		335.08	1 Transactions			

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1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	<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>	
32	DEPT Total:		335.08	Human Resources	1 Vendors	1 Transactions	
41	DEPT			Auditor			
	37025 Innovative Office Solutions LLC						
57	01-041-000-0000-6410		108.09	Green bar paper, tape, etc	4245864	Office Supplies	N
	37025 Innovative Office Solutions LLC		108.09	1 Transactions			
41	DEPT Total:		108.09	Auditor	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	8499 Counties Providing Technology						
51	01-062-000-0000-6301		4,467.00	Gen tech/assist/support - July	1495	Equip/Software Maint	Y
	8499 Counties Providing Technology		4,467.00	1 Transactions			
	16282 Crosstown Cartage Inc						
52	01-062-000-0000-6801		324.00	Contracted mail services	06/23/2023	General Expense	N
53	01-062-000-0000-6802		65.00	Additional mail services	06/23/2023	Internal Chargeback	N
	16282 Crosstown Cartage Inc		389.00	2 Transactions			
62	DEPT Total:		4,856.00	Central Services	2 Vendors	3 Transactions	
101	DEPT			County Recorder			
	20385 Einhaus Mattison Carver & Haberman PA						
6	01-101-000-0000-6286		600.00	Examiner fee - Jan - June	22901	Exam Of Title Fee	Y
	20385 Einhaus Mattison Carver & Haberman PA		600.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
7	01-101-000-0000-6410		38.44	Envelopes - 9x13	4235895	Office Supplies	N
	37025 Innovative Office Solutions LLC		38.44	1 Transactions			
101	DEPT Total:		638.44	County Recorder	2 Vendors	2 Transactions	
102	DEPT			Surveyor			
	39600 Jones Haugh & Smith Inc						
59	01-102-000-0000-6801		750.00	Plat review meetings	44307	General Expense	N
	39600 Jones Haugh & Smith Inc		750.00	1 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula 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>	
102	DEPT Total:		750.00	Surveyor	1 Vendors	1 Transactions	
103	DEPT			Assessor			
	8393 AMC - MACA						
4	01-103-000-0000-6261		129.00	Practical Ldrship -BAnderson	65285.00	Conference & Training	N
	8393 AMC - MACA		129.00		1 Transactions		
	9677 Bahl/Grant						
47	01-103-000-0000-6330		441.48	Lodging - ALP training	June 2023	Travel Expenses	N
48	01-103-000-0000-6330		105.80	Meals - ALP training	June 2023	Travel Expenses	N
	9677 Bahl/Grant		547.28		2 Transactions		
	37025 Innovative Office Solutions LLC						
58	01-103-000-0000-6410		97.06	Batteries, post-its, tape	4243943	Office Supplies	N
	37025 Innovative Office Solutions LLC		97.06		1 Transactions		
103	DEPT Total:		773.34	Assessor	3 Vendors	4 Transactions	
111	DEPT			Buildings & Grounds			
	9075 Access Tonna Lock Service						
1	01-111-044-0000-6300		87.00	Service call to rekey - DC	2848	Bldg Repairs & Maintenance	Y
	9075 Access Tonna Lock Service		87.00		1 Transactions		
	7860 Metropolitan Mechanical Contractors Inc						
18	01-111-044-0000-6300		976.99	Repair cooler, add refrigerant	9100029077	Bldg Repairs & Maintenance	N
	7860 Metropolitan Mechanical Contractors Inc		976.99		1 Transactions		
111	DEPT Total:		1,063.99	Buildings & Grounds	2 Vendors	2 Transactions	
201	DEPT			Sheriff			
	3275 Anhors Gas And Tire						
2	01-201-000-0106-6320		31.44	Tire mount & balance	36893	Squad 7424 Maintenance	N
3	01-201-000-0103-6320		177.87	Tire mount & balance	44820	Squad 7410 Maintenance	N
	3275 Anhors Gas And Tire		209.31		2 Transactions		
	18110 Dean's Westside Towing						
5	01-201-000-0000-6806		350.00	Towed vehicle - SC23-000679	134492	Vehicle Towing	Y

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	
18110	Dean's Westside Towing					
		350.00	1 Transactions			
23515	Farmers Feed & Supply					
54	01-201-000-0000-6438	76.99	K9 dog food	06262023	K-9 Expenses	N
23515	Farmers Feed & Supply	76.99	1 Transactions			
9292	Faul Psychological					
55	01-201-000-0000-6801	650.00	Pre-employment/psych eval-RG	1587	Misc Expense	N
56	01-201-000-0000-6801	650.00	Pre-employment/psych eval-MH	1587	Misc Expense	N
9292	Faul Psychological	1,300.00	2 Transactions			
37025	Innovative Office Solutions LLC					
8	01-201-000-0000-6410	47.77	Electric stapler	4231925	Office Supplies	N
37025	Innovative Office Solutions LLC	47.77	1 Transactions			
5251	MHSRC-Range					
67	01-201-000-0000-6261	490.00	EVOC/PIT refresher-CForysthek	337900-10122	Conference & Training	N
68	01-201-000-0000-6261	490.00	EVOC/PIT refresher-MHolm	337900-10122	Conference & Training	N
63	01-201-000-0000-6261	490.00	EVOC/PIT refresher-JMiller	337900-10156	Conference & Training	N
64	01-201-000-0000-6261	490.00	EVOC/PIT refresher-MSmith	337900-10156	Conference & Training	N
65	01-201-000-0000-6261	490.00	EVOC/PIT refresher-JTeichroew	337900-10156	Conference & Training	N
66	01-201-000-0000-6261	490.00	EVOC/PIT refresher-CSchlueter	337900-10156	Conference & Training	N
5251	MHSRC-Range	2,940.00	6 Transactions			
9335	QUADIENT INC					
69	01-201-000-0000-6215	107.35	Ink cartridge	16962000	Postage	N
9335	QUADIENT INC	107.35	1 Transactions			
8859	Quadient Leasing USA Inc					
70	01-201-000-0000-6215	119.97	Lease 7/30 - 10/29/23	N10006203	Postage	N
8859	Quadient Leasing USA Inc	119.97	1 Transactions			
85300	Streichers Inc					
74	01-201-000-0000-6408	299.97	Duty shirts - MHolm	I1640299	Uniforms/Uniform Reimbursement	N
75	01-201-000-0000-6408	8.97	Flags - MHolm	I1640299	Uniforms/Uniform Reimbursement	N
76	01-201-000-0000-6408	149.97	Undervest shirts - RGehrke	I1641142	Uniforms/Uniform Reimbursement	N
77	01-201-000-0000-6408	70.00	Pants - RGehrke	I1641142	Uniforms/Uniform Reimbursement	N
78	01-201-000-0000-6408	180.00	Apex pants - RGehrke	I1641142	Uniforms/Uniform Reimbursement	N
79	01-201-000-0000-6408	58.99	Radio case - RGehrke	I1641146	Uniforms/Uniform 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	
73	01-201-000-0000-6408	11.99	Nameplate - MHolm	I164197	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc	779.89	7 Transactions			
84035	Tri-M Graphics					
83	01-201-000-0000-6410	93.30	Business cards - MHolm	101545	Office Supplies	N
84035	Tri-M Graphics	93.30	1 Transactions			
201	DEPT Total:	6,024.58	Sheriff	10 Vendors	23 Transactions	
251	DEPT		Jail			
4346	Advanced Correctional Healthcare Inc					
44	01-251-000-0000-5824	1,272.10	1st qtr reconciliation	131264	Reimb Medical Expense	N
43	01-251-000-0000-6269	1,660.24	Onsite mental health services	131452	Site Mental Health Services	N
42	01-251-000-0000-6270	6,923.01	Onsite medical services	131452	Medical Services	N
4346	Advanced Correctional Healthcare Inc	7,311.15	3 Transactions			
7798	Anchor Paper Company					
45	01-251-000-0000-6560	334.72	Hand soap - 4 cases	10711036-01	Janitorial Supplies	N
46	01-251-000-0000-6560	15.06	Late fee x 3 months	10711036-01	Janitorial Supplies	N
7798	Anchor Paper Company	349.78	2 Transactions			
9595	Compcare Occupational Medicine & Urge					
50	01-251-000-0000-6196	45.00	Pre-employment exam -KK	5911	Employee Phys And Exams	N
9595	Compcare Occupational Medicine & Urge	45.00	1 Transactions			
85167	Stewart Sanitation					
72	01-251-000-0000-6254	262.86	Waste pick up 7/1 - 7/31/23	791998	Garbage Disposal	N
85167	Stewart Sanitation	262.86	1 Transactions			
85300	Streichers Inc					
26	01-251-000-0000-6192	102.98	Employee uniforms - ASolseth	I1640296	Uniform Allowance	N
27	01-251-000-0000-6192	177.97	Employee uniforms - KMonson	I1640305	Uniform Allowance	N
85300	Streichers Inc	280.95	2 Transactions			
8247	Summit Food Services LLC					
28	01-251-000-0000-6441	4,256.80	Inmate meals 6/10 - 6/16/2023	INV2000176917	Prisoner Meals	N
29	01-251-000-0000-6441	4,187.94	Inmate meals 6/17 - 6/23/2023	INV2000177467	Prisoner Meals	N
30	01-251-000-0000-6451	34.48	Paper products	INV2000177467	Operating Supplies	N
80	01-251-000-0000-6441	3,762.66	Inmate meals 6/24 - 6/30/23	INV2000178013	Prisoner Meals	N

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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	Service Dates	Paid On Bhf #	On Behalf of Name	
81	01-251-000-0000-6451	34.47	Paper products	INV2000178013	Operating Supplies	N
8247	Summit Food Services LLC	12,276.35	5 Transactions			
618	Turnkey Corrections					
86	01-251-000-0000-6410	69.00	Toner-check printer	23785	Office Supplies	N
84	01-251-000-0000-6418	25.73	Inmate indigent supplies	5833	Lock-Up Supplies	N
85	01-251-000-0000-6418	26.23	Inmate indigent supplies	6177	Lock-Up Supplies	N
618	Turnkey Corrections	120.96	3 Transactions			
251	DEPT Total:	20,647.05	Jail	7 Vendors	17 Transactions	
252	DEPT		Community Corrections			
37025	Innovative Office Solutions LLC					
9	01-252-000-0000-6410	51.90	Paperclips, post-its, notepads	4236188	Office Supplies	N
37025	Innovative Office Solutions LLC	51.90	1 Transactions			
252	DEPT Total:	51.90	Community Corrections	1 Vendors	1 Transactions	
253	DEPT		Law Enforcement Center			
4753	Terminix Commercial					
82	01-253-000-0000-6304	40.00	Pest control	219846	Contract Services/Bldg Mtce	N
4753	Terminix Commercial	40.00	1 Transactions			
253	DEPT Total:	40.00	Law Enforcement Center	1 Vendors	1 Transactions	
281	DEPT		Emergency Management			
37492	Internet Connections					
14	01-281-000-0000-6251	150.00	Website hosting	179221	Other Administrative Costs	N
15	01-281-000-0000-6251	100.00	Word press subscription svc	179221	Other Administrative Costs	N
37492	Internet Connections	250.00	2 Transactions			
281	DEPT Total:	250.00	Emergency Management	1 Vendors	2 Transactions	
481	DEPT		Public Health Nursing			
37025	Innovative Office Solutions LLC					
10	01-481-465-6057-6410	16.75	Duster	4239704	Office Supplies	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	
37025	Innovative Office Solutions LLC		1 Transactions			
52975	Minnesota Valley Testing Labs					
19	01-481-463-6049-6322	107.50	Lab water testing charges	1204114	Well Water Service Agreements	N
20	01-481-463-6049-6322	20.00	Lab water testing charges	1204244	Well Water Service Agreements	N
52975	Minnesota Valley Testing Labs	127.50	2 Transactions			
85147	Stericycle Inc					
24	01-481-460-6009-6322	88.12	Hazardous waste	4011849824	Service Agreements	N
23	01-481-462-6047-6322	5.71	Hazardous waste	4011849824	Service Agreements	N
25	01-481-464-6061-6322	16.42	Hazardous waste	4011849824	Service Agreements	N
85147	Stericycle Inc	110.25	3 Transactions			
481	DEPT Total:	254.50	Public Health Nursing	3 Vendors	6 Transactions	
521	DEPT		Park And Recreation			
9710	Owatonna Groundsmasters					
88	01-521-000-0000-6823	228.00	Mosquito spraying-Beaver Lake	7281	Beaver Lake	N
9710	Owatonna Groundsmasters	228.00	1 Transactions			
72500	Rent N Save Portable					
91	01-521-000-0000-6823	145.00	Beaver Lake monthly portapotty	73505	Beaver Lake	N
72500	Rent N Save Portable	145.00	1 Transactions			
84725	Steele County Trail Assoc					
71	01-521-291-0000-5301	14,524.97	BM3 Steele County trails	1/16 - 4/1/23	State Grants	N
84725	Steele County Trail Assoc	14,524.97	1 Transactions			
521	DEPT Total:	14,897.97	Park And Recreation	3 Vendors	3 Transactions	
550	DEPT		Four Seasons			
8424	Cintas					
49	01-550-000-0000-6420	196.90	Monthly linens	4159735512	Linen Service	Y
8424	Cintas	196.90	1 Transactions			
37025	Innovative Office Solutions LLC					
11	01-550-000-0000-6410	80.68	Paperclips,envelopes,tape, etc	4237165	Operating Supplies - Contracts	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC		80.68	1 Transactions		
52550	MEI Total Elevator Solutions					
87	01-550-000-0000-6410	225.50	Elevator service - July-Sept	1027615	Operating Supplies - Contracts	N
52550	MEI Total Elevator Solutions	225.50	1 Transactions			
71066	R & K Electric Inc					
21	01-550-000-0000-6410	200.00	Circus temp power hook up	63002	Operating Supplies - Contracts	N
71066	R & K Electric Inc	200.00	1 Transactions			
77390	Schilling Supply Company					
89	01-550-000-0000-6410	23.01	Urinal screens	920856-01	Operating Supplies - Contracts	N
77390	Schilling Supply Company	23.01	1 Transactions			
5235	Wolff & Son's Inc					
31	01-550-000-0000-6410	142.50	Parking lot sweeping - circus	30462	Operating Supplies - Contracts	N
5235	Wolff & Son's Inc	142.50	1 Transactions			
550	DEPT Total:	868.59	Four Seasons	6 Vendors	6 Transactions	
602	DEPT		Co-Op Extension			
37025	Innovative Office Solutions LLC					
13	01-602-000-0000-6410	188.71	Laminator	4231574	Office Supplies	N
12	01-602-000-0000-6410	176.16	Organizers, legal pads, stapler	4241293	Office Supplies	N
37025	Innovative Office Solutions LLC	364.87	2 Transactions			
51300	Metro Sales Inc					
16	01-602-000-0000-6321	45.00	Contract base 6/21 - 9/20/23	INV2309762	Maintenance Agreements	N
17	01-602-000-0000-6410	566.41	Black & white copies	INV2309762	Office Supplies	N
51300	Metro Sales Inc	611.41	2 Transactions			
602	DEPT Total:	976.28	Co-Op Extension	2 Vendors	4 Transactions	
1	Fund Total:	53,466.63	General Revenue Fund		84 Transactions	

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
		No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
665	DEPT					JD 2 Redetermination		
	8206		Southern Minnesota Enterprises Inc					
90			21-665-000-0000-6305		43,655.00	JD2-repairs/cleanout/reslope	7/4/2023	Construction And Repairs
	8206		Southern Minnesota Enterprises Inc		43,655.00	1 Transactions		N
665	DEPT Total:				43,655.00	JD 2 Redetermination	1 Vendors	1 Transactions
21	Fund Total:				43,655.00	County Ditch Fund		1 Transactions

SBENDORF
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 38 Capital Outlay 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	
251	DEPT			Jail			
	4035 Uline Inc						
37	38-251-000-0000-6600		427.68	Janitor carts, garbage-new pod	164726274	Capital Outlay - Detention Center	N
	4035 Uline Inc		427.68	1 Transactions			
251	DEPT Total:		427.68	Jail	1 Vendors	1 Transactions	
38	Fund Total:		427.68	Capital Outlay Fund		1 Transactions	

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
398	DEPT			Landfill				
	38160 J R's Advanced Recyclers Inc							
32	53-398-000-0000-6304		905.00	107 appliances	110512	Contract Services		N
	38160 J R's Advanced Recyclers Inc		905.00	1 Transactions				
	39600 Jones Haugh & Smith Inc							
33	53-398-000-0000-6304		760.43	Soil boring location-landfill	44308	Contract Services		N
	39600 Jones Haugh & Smith Inc		760.43	1 Transactions				
	77570 Short Elliott Hendrickson Inc							
35	53-398-000-0000-6542		22,615.07	Permitting & expansion	447721	Testing & Monitoring		N
34	53-398-000-0000-6542		5,578.04	Landfill services	447724	Testing & Monitoring		N
	77570 Short Elliott Hendrickson Inc		28,193.11	2 Transactions				
	99500 Ziegler,Inc							
36	53-398-000-0000-6301		2,530.20	Repair to D6N	SI000346487	Equip Repairs		N
	99500 Ziegler,Inc		2,530.20	1 Transactions				
398	DEPT Total:		32,388.74	Landfill	4 Vendors	5 Transactions		
53	Fund Total:		32,388.74	Landfill Fund		5 Transactions		
	Final Total:		129,938.05	57 Vendors	91 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	53,466.63	General Revenue Fund	
	21	43,655.00	County Ditch Fund	
	38	427.68	Capital Outlay Fund	
	53	32,388.74	Landfill Fund	
	All Funds	129,938.05	Total	Approved by,
				
				

PERSONNEL REPORT
July 11, 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>
-------------	-----------------------	--------------------	-------------

Resignations/Retirements/Terminations:

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

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

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer	Det. Center/Sheriff's Office	Backgrounding candidate
Road Deputy (3)	Sheriff's Office	Backgrounding candidates
Adult Probation Officer	Community Corrections	Interviewing
RN/Case Manager/Social Worker (2)	Public Health	Screening Applicants
Asst. County Attorney I/II/Sr. (2)	County Attorney	Recruiting
Legal Administrative Assistant	County Attorney	Recruiting
Assessment Technician	Assessor's Office	Screening Applicants
County Auditor	Auditor's Office	Restructuring Position
Landfill Operator	Landfill/Highway	Backgrounding candidate
Temporary Records Specialist	Sheriff's Office	Recruiting
Finance Director	Finance	Recruiting

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Lead Custodian	Facilities & Grounds	On Hold
Office Support Specialist (.5 FTE)	Extension	On Hold For 2023



Steele County Agenda Item

Subject: Out of State Travel Request

Department: Information Technology

Committee Meeting Date: July 6, 2023

Board Meeting Date: July 11, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approval

Recommendation:

Approve Out of State Travel for IT Director to attend the 2023 ISM Annual Conference (IT Solutions Management for Human Services) at the Gaylord Palms Resort, Kissimmee, FL from September 10-13.

Background (*Including Budget Impact*):

The American Public Human Services Association (APHSA) holds an annual ISM (IT Solutions Management) Conference. This year the conference is in Kissimmee, FL. There are multiple general and breakout sessions directly applicable to Information Technology and IT Security as we provide services to both MNPrairie and Steele County. In addition to the general and breakout sessions there are multiple opportunities to network with peers and exchange ideas and challenges with other IT leaders dealing with Human Services. I last attended in 2021, and it was extremely beneficial – even though we were still in the midst of COVID.

There is no direct budgetary impact as the costs for my attending this conference are covered by MNPrairie. However, our policy requires prior authorization for Out of State Travel.

Attachments:



Steele County Agenda Item

Subject: Adopt Resolution accepting Donations to Veteran Services

Department: Veteran Services

Committee Meeting Date: July 5, 2023

Board Meeting Date: July 11, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee Recommends approval

Recommendation:

Adopt Resolution accepting the donations to Veteran Services

Background (*Including Budget Impact*):

Per State Law, all donations must be approved by the County Board of Commissioners **Attachments:**

- Donations
 - o \$1,000 DONATION – ELKS NATIONAL FOUNDATION (ENF)
GRANT FROM LOCAL ELKS LODGE #1395
- Donation Acceptance Resolution July 11, 2023

RESOLUTION

ACCEPTANCE OF VETERAN SERVICES DONATIONS

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donation offered;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donations of:

- \$1,000 Elks National Foundation (Enf) Grant from Local Elks Lodge #1395

Dated this 11TH day of July 2023.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 11th day of July 2023.

Brenda Blood, Steele County Auditor



Steele County Agenda Item

Subject: Employee Leave Donation Policy

Department: Human Resources

Committee Meeting Date: July 5, 2023

Board Meeting Date: July 11, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approval

Recommendation:

Approval replacing Employee Catastrophic Leave Donation Policy with new, IRS compliant Employee Leave Donation Policy.

Background (*Including Budget Impact*):

We have learned that the County's Employee Catastrophic Leave Donation Personnel Policy is no longer compliant with IRS regulations. Therefore, a new Employee Leave Donation Policy has been created to still allow employees the opportunity to donate some of their accrued vacation, sick, or PTO leave into a "pool" in the event that a County employee has a catastrophic event occur and they exhaust all of their paid leave.

The main difference in the new policy is that the donated leave will be solicited annually and kept in a "pool" until it is needed and approved to be used for an employee who has a catastrophic event occur vs. the former policy, which solicited donations on behalf of a specific, named employee at the time of the catastrophic event. Upon approval of the new policy, employees who donate paid leave accruals in a given calendar year will have the leave put into a "pool" and will never know the identity of the employee recipient of their donated leave.

Attachments:

Employee Leave Donation Policy

Policy & Procedure Statement

Policy No.:	TBD
Title:	Paid Leave (PTO-Vacation-Sick) Donation
Effective date:	
Personnel responsible:	Human resources and payroll
Personnel to whom applicable:	All benefit eligible employees

Purpose of policy. Steele County recognizes that an employee may have a catastrophic emergency or disaster that renders them unable to work and results in a need for paid time off in excess of their available bank of sick, vacation, or PTO leave. Employees in Steele County may have accrued sick, vacation, or PTO leave that they would like to make available to others in these situations. Furthermore, IRS rules allow for the surrender -- in the form of a donation-- of paid leave without negative tax consequences to the donor in limited circumstances related to catastrophic medical emergencies and major disasters.

Therefore, Steele County shall establish a process for employees to donate paid leave hours to a general pool and for employees in qualifying circumstances to apply to use such paid leave in a manner that meets the IRS requirements for a bona-fide employer-sponsored leave-sharing arrangement.

Legal references and authority. Private Ruling Letter, Rev. Rul. 90-29, 1990-1 C.B. 11; 5 U.S.C. §6391; IRS Notice 2006-59

Definitions. The following definitions apply in relation to this policy:

Qualifying catastrophic medical emergency is when an employee experiences a significant medical emergency that requires them to be absent from duty for more than 20 consecutive days and will result in the loss of income to the employee due to the exhaustion of all paid leave available, apart from the leave-donation pool. (For example: terminal cancer diagnosis)

Qualifying major catastrophic disaster is a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies that affects the employee's primary residence and that will require an employee to be absent from duty for more than 20 consecutive days and will result in a loss of income to the employee due to the exhaustion of all paid leave available, apart from the leave-donation pool. (For example: flood)

Policy and procedures.

Donation of leave. Donation of leave is voluntary.

To donate PTO/vacation/sick leave, an employee must:

- Be employed by Steele County for a minimum of one year
- Not be on an approved leave of absence at the time of their donation
- Donate at least 4 hours of PTO/vacation/sick leave
- Donate an equal number of sick AND vacation leave hours (2 hrs sick and 2 hrs vacation)
- Donate no more than 50 percent of their current PTO, vacation, or sick leave balance
- Leave no less than 80 hours of PTO/vacation/sick leave in their accrued balance at the time of the donation
- Submit a **Leave (PTO-Vacation) Donation Form** to the Steele County Payroll Specialist identifying the number of hours to be donated

A leave donation is not rescindable once it has been submitted.

The donor-employee may not designate the employee to whom they desire to contribute the leave.

Use of donated leave. The donated leave is deposited into a pool (that cannot exceed 1,500 hours at any point in time) that will be distributed to qualifying recipients who have a catastrophic medical emergency or major catastrophic disaster.

Each hour of donated PTO/vacation/sick leave equals one hour of PTO/vacation/sick for use by the qualifying recipient.

To qualify to use leave from the pool, an employee –or supervisor at the request of the employee-- must:

- Complete a **Donated Leave Request Form** and submit it to Human Resources no later than the end of the pay period in which the employee seeks use of donated PTO/vacation/sick leave.
 - The form shall include the following information, at a minimum:
 - Employee's name
 - Date of desired use of donated PTO/vacation/sick leave
 - Employee's PTO/vacation/sick leave balances
 - Amount of requested donated PTO/vacation/sick leave
 - Detailed description of the nature of the catastrophic medical emergency or major disaster (and appropriate documentation), its impact on the employee's ability to report to duty for a prolonged/extended period and the substantial impact on the employee's income.
- Have exhausted all available paid leave prior to use of donated PTO/vacation leave.

Approval of requests to use donated leave. Requests for use of donated leave shall be reviewed for approval by Human Resources.

The distribution of donated leave shall be authorized in up to 80-hour increments, considering employees' requests in chronological order of receipt by Human Resources. (If multiple requests are received on the same date and the pool is not adequate to address both requests, the available leave shall be split evenly among the qualifying employees –subject to the 80-hour-increments maximums.) Employee's requesting more than 80 hours for a single catastrophic medical emergency or major disaster may qualify for an additional up-to-80-hour increment after other qualifying employees have received their donation, but not to exceed 160 hours per qualifying catastrophic medical emergency or major disaster.

The name and exact cause of a qualifying employee's receipt of donated leave for a medical emergency is protected health information.

At no time shall more donated leave be used than is authorized or than is available in the leave-donation pool.

Policy approval:

Author(s):

Reviewed and Approved by:

Julie Johnson & Gina McGuire

Steele County ICS Committee:

Steele County Board of Commissioners:

Revision history:

STEELE COUNTY PERSONNEL AGENDA ITEM

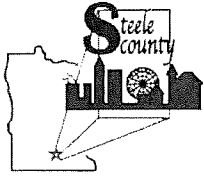
July 11, 2023 at 5:00 pm

JULY EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Jessica Bedney	Probation Officer I – Comm. Corrections	07/01/23	6
Spring Teichroew	Probation Officer II – Comm. Corrections	07/01/23	6
Ashley Schultz	Probation Officer II – Comm. Corrections	07/01/23	6
Jed Loftus	Sergeant – Detention Ctr./Sheriff's Office	07/07/23	15
Katie Barden	SSTS Specialist – Planning & Zoning	07/08/23	10
Kristi Archambault	Public Health Nurse – Public Health	07/10/23	17
Ikran Mohamed	Correctional Officer – Detention Center	07/11/23	1
Chris Deml	Sign Technician – Highway	07/15/23	27
Christine Bartsch	HHA/Homemaker Lead – Public Health	07/16/23	11
Thomas Burger	Custodian – Buildings & Grounds	07/17/23	6
Beth Jongbloedt	Public Health Nurse	07/20/23	1
Sean Robbins	Road Deputy – Sheriff's Office	07/21/23	9
Kristi Diercks	Probation Officer II – Comm. Corrections	07/23/23	9



Steele County Agenda Item

Subject: Amend CUP #399 (Tails & Trails)

Department: Planning & Zoning

Committee Meeting Date: July 3, 2023

Board Meeting Date: July 11, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 7 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Christy Mulert to amend CUP #399 allowing for the expansion of Tails and Trails Kennel for up to 50 dogs. The property is located at 3073 South County Road 45.

Attachments:

Findings of Fact

Location Map

Site Map(s)

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #399**

Tails and Trails Kennel

Applicant:

David and Christy Mulert

Land Owner(s):

David and Christy Mulert

Project Description:

Expand their existing Dog Kennel business to allow up to 50 dogs. Expansion would include the construction of an additional building to house dogs and a maintenance building. Current permit allows up to 30 dogs and 10 cats.

Zoning District(s):

Agricultural

Ordinance Section:

Section 704.6 of the Steele County Zoning Ordinance allows kennels as a conditional use in the Agricultural District.

Section 504.02 states that any change involving structural alterations, enlargement, intensification of use, or similar change not specifically permitted by the Conditional or Interim Use Permit issued shall require an amended Conditional or Interim Use Permit and all procedures shall apply as if a new permit were being issued.

Property Address:

3073 S. County Road 45
Owatonna, MN 55060

Project Site Legal Description:

The W 1/2 of the SE 1/4 of the NW 1/4, Section 27, T 107 N, R 20 W. Steele County, MN.

AND

Beginning at the Southwest corner of the N 1/2 of NW 1/4, Section 27, T 107 N, R 20 W, thence East along South line of said 80 acres for a distance of 120 rods, thence North 1 rod, thence West 120 rods, thence South 1 rod to place 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 not affect parks or schools. Electrical service is already provided to the site. Water is provided by a private well and sewage is treated by a private septic system.

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 proposal will have no effect on agricultural land in the area.

A limit shall be placed on the hours the dogs can be outside to mitigate potential effects of barking dogs on neighboring residences.

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

The planning commission finds that appearance will be similar to many rural building sites.

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

The planning commission finds the expansion is related to the land use and the use of the property for the existing kennel.

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 kennels as a conditional use in the agricultural district.

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

The planning commission finds the expected traffic to the site will not cause traffic hazards or congestions.

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 proposed use will not negatively affect nearby businesses.

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

The planning commission finds:

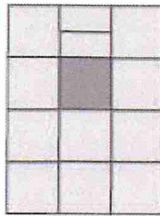
- Electrical and gas utilities are already provided to the site.
- Water will be provided by a private well.
- Solids wastes shall be cleaned up and disposed of. Wash water will be collected in a tank and properly applied.
- The existing access onto County State Aid Highway 45 is adequate to handle the expected traffic.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the Amendment to Conditional Use Permit #399 with the following conditions.

1. This permit allows for the boarding of dogs and cats. It does not permit the breeding and selling of animals.
2. Kennel is permitted for a maximum of 50 dogs and 10 cats.
3. Dogs must be kept inside during the hours of 7:00 P.M. to 6:00 A.M.
4. The kennel owner must live on site.
5. All buildings shall meet building code for the intended use. Any remodeling or new construction on the parcel is to adhere to all Steele County codes and ordinances.
6. Solid dog waste shall be cleaned up and disposed of in an approved manner. Wastewater shall be collected in a holding tank and disposed of in a manner approved by Steele County and/or the State of Minnesota.
7. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to the Department of Agriculture, Board of Animal Health and the Minnesota Pollution Control Agency.

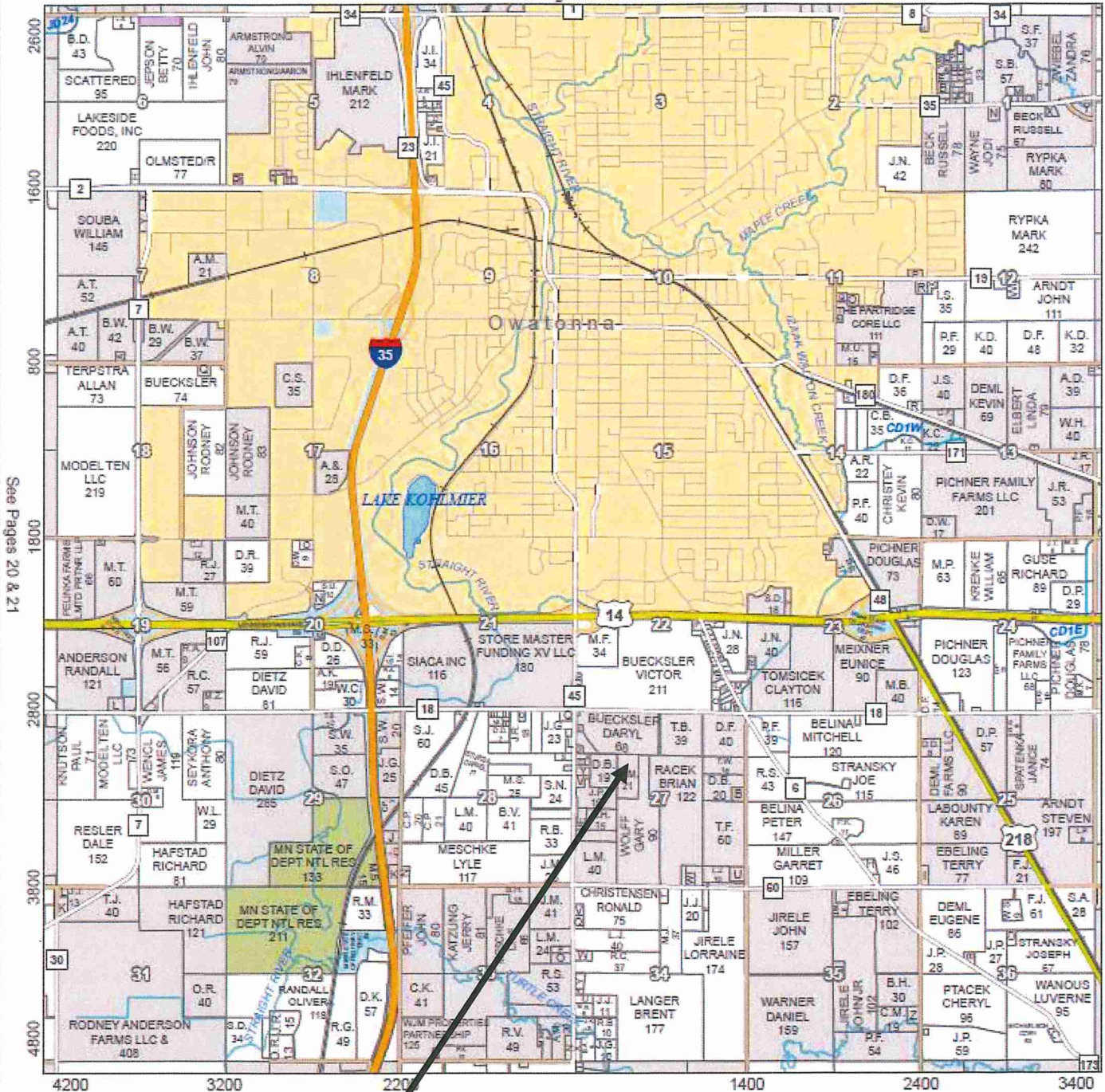
Owatonna



T.107N. - R.20W.



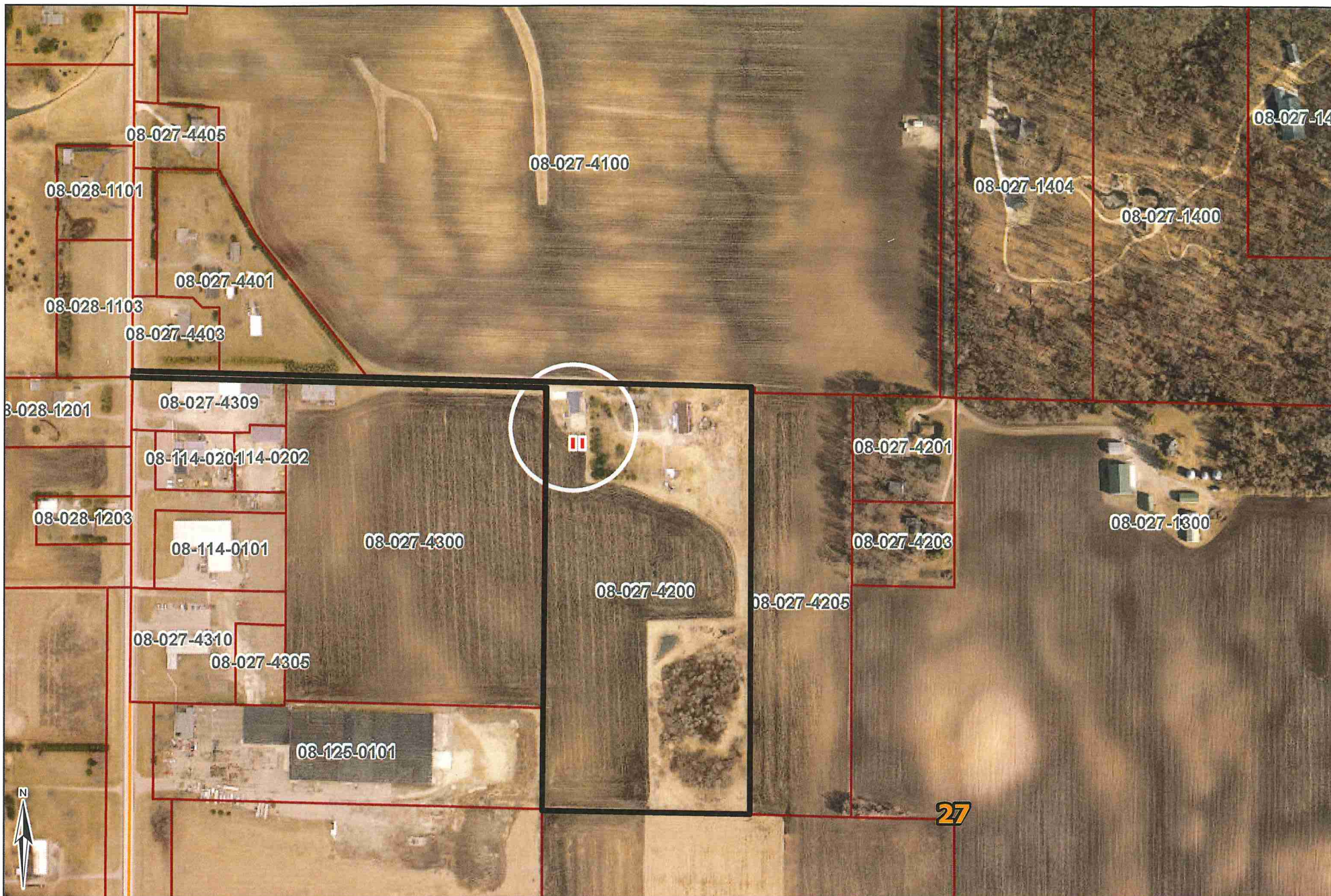
See Pages 24 & 25



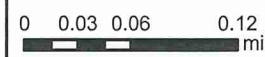
See pages 12 & 13

Mulert Kennel Location

3073 South County Road 45



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Tails and Trails

June 26, 2023



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Tails and Trails

June 26, 2023



44 of 64

Staff Report
for
Amendment to Conditional Use Permit Application #399
Mulert – Tails and Trails Kennel

Applicant:

David and Christy Mulert

Property Owner(s):

David and Christy Mulert

Property Address:

3073 S. County Road 45
Owatonna, MN 55060

Property Legal Description:

The W 1/2 of the SE 1/4 of the NW 1/4, Section 27, T 107 N, R 20 W. Steele County, MN.

AND

Beginning at the Southwest corner of the N 1/2 of NW 1/4, Section 27, T 107 N, R 20 W, thence East along South line of said 80 acres for a distance of 120 rods, thence North 1 rod, thence West 120 rods, thence South 1 rod to place of beginning.

Zoning District:

Agricultural

Project Description:

Expand their existing Dog Kennel business to allow up to 50 dogs. Expansion would include the construction of an additional building to house dogs and a maintenance building. Current permit allows up to 30 dogs and 10 cats.

Existing Conditions:

1. This permit allows for the boarding of dogs and cats. It does not permit the breeding and selling of animals.
2. Kennel is permitted for a maximum of 30 dogs and 10 cats.
3. Dogs must be kept inside during the hours of 7:00 P.M. to 6:00 A.M.
4. The kennel owner must live on site.
5. All buildings shall meet building code for the intended use. Any remodeling or new construction on the parcel is to adhere to all Steele County codes and ordinances.
6. Solid dog waste shall be cleaned up and disposed of in an approved manner. Wastewater shall be collected in a holding tank and disposed of in a manner approved by Steele County and/or the State of Minnesota.
7. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to the Department of Agriculture, Board of Animal Health and the Minnesota Pollution Control Agency.

Reason for Conditional Use Permit Application:

Section 504.02 states that any change involving structural alterations, enlargement, intensification of use, or similar change not specifically permitted by the Conditional or Interim Use Permit issued shall require an amended Conditional or Interim Use Permit and all procedures shall apply as if a new permit were being issued.

General Criteria for Issuing Conditional Use Permit:

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

The proposal should have no impact on parks, or schools. Electricity and natural gas are already provided to the site.

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

The site is predominately surrounded by agricultural land and some scattered rural residences. The nearest neighboring residences are located approximately 1170 feet to the east and 1190 feet to the west of where the proposed kennel is to be located. Noise from barking dogs is the biggest potential effect that could be of concern to the nearest of these neighbors. The existing CUP already has a condition that limits the hours when the dogs can be outside to mitigate any potential effects from barking dogs. The County has not received any complaints on the existing facility but one resident over ¾ of a mile away commented during a public hearing for a different kennel on Austin Road that he could hear the dogs barking.

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

The appearance will be similar to the existing site. Mulert's plan on building two new buildings south of their existing building. Both buildings will be 20 feet by 36 feet. One will be used for additional kennel space and the other will be for maintenance. Both buildings will be similar in appearance to many rural storage buildings.

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

The existing land use is a rural building site on 20 acres. Tails and trails kennel has operated from this site by Conditional Use permit #399 since 2016.

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

The zoning ordinance allows kennels as a conditional use in the agricultural district.

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

The expansion could create an additional 30 to 40 vehicle trips to the site per day. Typical customers will drop their animals off in the morning and pick them up in the afternoon. There have been no reported concerns from traffic from the site.

7) Existing businesses will not be adversely affected because of curtailment of customers trade:

Several businesses are located along County Road 45 west of the site. This includes several businesses at the site of the former Caterpillar plant, Kappy's Auto Body and Four-Seasons Electric. This proposal should not have any effect on the current businesses.

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

- Electrical: Electrical utilities are already provided to the site.
- Water: Water will be provided by a private well. The amount of water needed will not trigger any additional water appropriations permits from the Department of Natural Resources.
- Sewer: The septic system for the house was installed in 1993 and was certified as compliant in 2008. Wash water from this facility will not be put into that system. Feces will be cleaned up and disposed of in the trash. Wash water should be collected in a tank.

- Access: The existing access onto County State Aid Highway 45 will be used. The access is adequate to handle the expected traffic.

Staff Comments:

If the Planning Commission recommends approval of this expansion they should amend condition #2.

2. Kennel is permitted for a maximum of ~~30 dogs and 10 cats~~ 50 dogs.

CONDITIONAL USE PERMIT**PERMIT#** 399
amend

PARCEL #:	<u>08-027-4200</u>	HEARING DATE:	<u>07/03/23</u>
DISTRICT:	<u>Agricultural</u>	DECISION DATE:	<u>07/11/23</u>

APPLICANT:	<u>Christy Mulert</u>	LANDOWNER:	<u>David & Christy Mulert</u>
ADDRESS:	<u>3073 S. Cty Rd 45</u>	ADDRESS:	<u>3073 S. Cty Rd. 45</u>
	<u>Owatonna, MN 55060</u>		<u>Owatonna, MN 55060</u>

PROPERTY ADDRESS:

3073 S. Cty. Rd. 45
Owatonna, MN 55060

LEGAL DESCRIPTION OF PROPERTY:

The W 1/2 of the SE 1/4 of the NW 1/4, Section 27, T 107 N, R 20 W. Steele County, MN.

AND

Beginning at the Southwest corner of the N 1/2 of NW 1/4, Section 27, T 107 N, R 20 W, thence East along South line of said 80 acres for a distance of 120 rods, thence North 1 rod, thence West 120 rods, thence South 1 rod to place of beginning.

REFERENCE ORDINANCE FOR CUP:

Section 704.6 of the Steele County Zoning Ordinance allows kennels as a conditional use in the agricultural district.

PROPOSED USE(S):

Kennel for up to 50 dogs.

CONDITIONAL USE PERMIT

PERMIT# 399
amend

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 7 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 allows for the boarding of dogs and cats. It does not permit the breeding and selling of animals.
- 2 Kennel is permitted for a maximum of 50 dogs and 10 cats.
- 3 Dogs must be kept inside during the hours of 7:00 P.M. to 6:00 A.M.
- 4 The kennel owner must live on site.
- 5 All buildings shall meet building code for the intended use. Any remodeling or new construction on the parcel is to adhere to all Steele County codes and ordinances.
- 6 Solid dog waste shall be cleaned up and disposed of in an approved manner. Wastewater shall be collected in a holding tank and disposed of in a manner approved by Steele County and/or the State of Minnesota.
- 7 Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to the Department of Agriculture, Board of Animal Health and the Minnesota Pollution Control Agency.

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: Property Tax & Elections Director

Department: Administrator's Office

Committee Meeting Date: July 5, 2023

Board Meeting Date: July 11, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Recommendation:

Committee recommends bringing the Property Tax & Elections Director to the Board for discussion and action

Background (*Including Budget Impact*):

The Internal Central Services committee discussed the qualifications and responsibilities of the proposed Property Tax & Elections Director position. Based on committee discussions, the draft position description for the Board to consider will have a minimum formal education requirement of a high school diploma (with a college degree preferred) and a minimum of 5 years of experience, or any equivalent combination of education and experience.

Most of the job descriptions for director (department head) nonelected positions in the county require a bachelor's degree. There are pros and cons to having a bachelor's degree included as a minimum qualification requirement for a position. Each director position's minimum education qualification should be evaluated on its own merits with regard to competencies needed, supervision scope, roles/responsibilities, workforce availability, etc.

Attachments:

Draft Property Tax & Elections Position Description



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Property Tax & Elections Director	Department: Property Tax & Elections
Immediate Supervisor's Position Title: County Administrator	FLSA Status: Exempt
Job Summary: Under the Direction of the County Administrator, the Director of Property Tax & Elections is responsible for administering all functions, programs, and services of the Property Tax & Elections Department to ensure compliance with applicable statutes and laws. The Director oversees and ensures service to the public, other County departments and government agencies in the area of property tax administration, federal, state, county and local election administration, drainage system liens and records, licensing and other statutory related duties. The Director develops and maintains internal controls to ensure the integrity of all areas of responsibility. The Director communicates with other departments, agencies, and the public and ensures accuracy and attention to detail by implementing standards, testing and measures.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and oversees the activities of department staff assisting in and performing elections administration, property tax administration, payroll, entering and coding accounts payable/receivables, and maintaining records of real estate transfer and the permanent preservation of the tax books.
 - a) Recruits, interviews and hires new employees.
 - b) Delegates, assigns, and determines work requirements and activities for positions within the department.
 - c) Evaluates, monitors performance and conducts performance reviews.
 - d) Handles employee personnel actions.
 - e) Provides training opportunities for staff.
- Manages the election process and elections within the County.
 - a) Supervises and/or trains local election judges, city and township clerks.
 - b) Coordinates the preparation and distribution of ballots, absentee ballots and election materials.
 - c) Oversees the testing and maintenance of electronic voting equipment.
 - d) Reports election results to the MN Secretary of State.
- Administers and oversees the property tax system, to include:
 - a) Calculates taxes for the County by collaborating and working with the various townships, cities and school districts in receiving the necessary data to figure tax rates in order to collect taxes from taxpayers and to assure all taxing districts receive their levies.
 - b) Supervises and oversees the preparation, distribution of tax statements, the collection of delinquent property taxes and the settlement/distribution of taxes, special assessment and licenses to jurisdictions/districts within the County.
 - c) Collaborates with the Finance Office to ensure all taxing districts receive their correct dollars levied are paid out to taxing districts.

- Oversees the administration and maintenance of the ditch system records and the individual accounting of each system. Sets up meetings and works with the ditch inspector and attorneys regarding legal processes and taking meeting minutes.
- Records and maintains the official minutes and tracks Resolutions and Agreements of all Board meetings.
- Oversees processes to transfer titles in real and personal property, update names, addresses, legal descriptions, splits, taxing authorities, etc., in the property tax system database.
- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
 - b) Attends conferences, seminars, regional meetings and services on various professional organizations.
 - c) Serves on various committees, task forces or special projects, as appropriate.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Accounting Technician	1
2	Property Tax Specialist	1
3	Technical Clerk I	1
4	Chief Deputy Auditor (TBD)	1
TOTAL		4
Required Work Experience in Addition to Formal Education/Training: Minimum of 5 years experience in office administration; or any equivalent combination of education and experience. Supervisory experience preferred.		
LICENSE/ CERTIFICATION	Identify licenses/certification required: MN Driver's License. Completion of MN Department of Revenue Property Tax Calculation Certification; County Election Administrator Certification; County Board of Appeal & Equalization Training required after hire.	

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum 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			Technical Degree/Diploma, Associate's Degree, or Bachelor's Degree preferred			
X	High school diploma or GED.			Major field of study or degree emphasis: Real estate, property tax, business or related field			
	1 year college		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: • Property tax processes, principles, and practices. • Knowledge of laws, rules, statutes and regulation pertaining to payroll, tax reporting, and elections, and other office responsibilities. • Knowledge of legal descriptions and statutes pertaining to property taxes. • Fundamentals of supervision and management principles and concepts. • Understanding of the statewide voter registration system. • Knowledge of data privacy laws, practices and record retention requirements. • Principles of computers, accounting software applications, databases and specialty software used in accounting and/or tax administration and general business productivity applications/software (i.e. internet browsers, email, word processing, spreadsheets, presentational software, etc.).			
	2nd year graduate level						
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK				Skilled in: • Public relations, public speaking and communication skills. • Managing, supervising, monitoring, training and assisting other departmental staff in the performance of their job assignments within the department. • Establishing and maintaining effective working relationships with employees, other departments, vendors, other governmental agencies and the general public. • Planning, organizing and overseeing election procedures, processes, and reporting. • Interpreting, understanding and applying statutes, regulations and guidelines pertaining to departmental activities, functions, and job responsibilities. • Formulating and implementing procedures and processes to ensure departmental functions are performed with attention to detail, accuracy and precision. • Supervising, implementing and maintaining accounting and recordkeeping for the County in accordance with departmental processes and procedures. • Preparing and generating financial reports and summaries required by federal, state or local agencies and/or officials. • Operating, using and applying accounting software, applications or specialized programs used within the Auditor's office. • Organizing and coordinating the processing and distributing tax statements and disbursements of property taxes to governmental entities within the County. • Organizational and time management skills.			
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities							
Employee is required to:				Never	1-33%	34-66%	66-100%

		Occasionally	Frequently	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: Light Work: Exerting up to 25 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 of the job are primarily administrative and supervisory in nature performed in a typical County office. While the incumbent may be subject occasionally to irate or angry citizens making the job less than desirable, the physical and environmental hazards and risks associated with the job can be characterized as minimal.

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 1/2014 by BCC. Revised 4/2014. Updated 7/2023 by JJ.



Steele County Agenda Item

Subject: Short Term Maintenance Building Lease

Department: Building & Grounds

Committee Meeting Date: July 6, 2023

Board Meeting Date: July 11, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends bringing to the Board

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 \$800/month for a total lease cost of \$9,600.00.

Attachments:

Lease Agreement

LEASE

THIS AGREEMENT made on June 27, 2023, by and between LZZ Engineering LLC, hereinafter referred to as Landlord, and Steele County 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 July 1, 2023 to June 30, 2024 with an option for six month as both parties agree.
- 2. RENT: Tenant agrees to pay Landlord as cash rent for the Property the sum of **Eight Hundred (\$800) 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: Steele County, 630 Florence Ave, 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

Steele County

By

**Minutes of the
Steele County Planning Commission
July 3, 2023**

Call to Order:

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

Agenda:

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

Minutes:

Motion by Spatenka, second by Pool to approve the June 5th, 2023 minutes as submitted. Motion passed unanimously.

Building Permits:

The building permits for May were reviewed.

County Board Action

Oolman reported the County Board approved CUP 434 (Wilert) and the renewal of CUP 217 (Klemmensen Pit) as recommended by the planning commission.

Amendment to CUP #399 (Christy Mulert – Tails and Trails Kennel)

This request is from Christy Mulert to amend CUP #399 to expand the capacity of her kennel to allow up to 50 dogs. The kennel is located at 3073 South County Road 45 in Section 27 of Owatonna Township.

The public hearing was opened.

- Mike Eidson -2899 S. County Rd 45, did not oppose the request but expressed concern with the drainage from this property running toward his building site. His residence is about 300 yards away and he asked what would be done with the dog waste to ensure that it didn't pollute his site. He requested that the runoff be tested to insure it wasn't polluting his property.
Oolman responded that the applicant has indicated they sweep up the solid dog waste and hose down the kennels. The wash water is then collected in a holding tank which is pumped.
- Less Johnson, 2942 S. County Road 45, He occasionally hear the dogs but does not oppose the request. He does not want this facility to infringe on his use of his property such as shooting a gun.
- Jerry Katzung, Owatonna Township, hasn't heard any complaints concerning the existing site.
- Greg Lammer, indicated he lives in the area and can occasionally hear dogs barking but it's never been an issue.

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

Motion by Spatenka, second Dinse to recommend approval of the amendment to CUP #399 with the following 7 conditions: (~~strikethrough~~ is deleted, underlined is added)

1. This permit allows for the boarding of dogs and cats. It does not permit the breeding and selling of animals.
2. Kennel is permitted for a maximum of ~~30~~ 50 dogs and 10 cats.
3. Dogs must be kept inside during the hours of 7:00 P.M. to 6:00 A.M.
4. The kennel owner must live on site.
5. All buildings shall meet building code for the intended use. Any remodeling or new construction on the parcel is to adhere to all Steele County codes and ordinances.
6. Solid dog waste shall be cleaned up and disposed of in and approved manner. Wastewater shall be collected in a holding tank and disposed of in a manner approved by Steele County and/or the State of Minnesota.
7. Operator is responsible to obtain all other federal, state, and local permits and regulations including but not limited to the Department of Agriculture, Board of Animal Health and the Minnesota Pollution Control Agency.

Motion passed unanimously.

Adjournment:

Motion by Lammers, second by Pool to adjourn. Motion passed. Meeting adjourned at 7:20 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, July 5, 2023 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Krueger, Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Interim Auditor Brenda Blood, Veteran Services Rene Gilormini, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving out of state travel for the IT Director to attend 2023 ISM Annual Conference.
2. Committee recommends adopting a Resolution accepting Donations to Veteran Services (and add “from local Elks Lodge #1395” to the bullet point on resolution).
3. Committee recommends approval of the Employee Leave Donation Policy to comply with IRS regulations.

General Agenda

4. Committee recommends bringing the Property Tax and Elections Director position to the full Board for discussion and action.

Department Head Reports

Treasurer/Finance: 1) 2024 budgeting is gearing up, 2) Audit is underway, 3) Working with staff on departmental transition

Human Resources: 1) Experiencing relative success in hiring with the exception of law enforcement, 2) Getting our “arms around” new legislation that was passed

Auditor Office: Mobile home taxes went out last week

Veteran Services: 1) Hearing from outside law enforcement agencies once/week who are recruiting Vets for positions, 2) Very busy with claims due to change in law, 3) Seeing more Vietnam Vets transitioning to nursing home care



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, July 6, 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, Jail Administrator Anthony Buttera, Community Corrections Director Tim Schammel, Sheriff Lon Thiele, and Administrator Scott Golberg.

Agenda:

1. Committee recommends bringing to the board the short-term maintenance building lease. Utilities is included and the four stall is heated. This would be \$800 a month and looking at one year lease.

Information:

Community Corrections Building Update: Trying to maximize the space for parking. There is some legal work that needs to be done to change the zone from B2 to B1 which will change the setbacks. Discussion regarding the layout details. The original designs offer a wood building with a brick face. Material costs came in higher than anticipated. Budget Discussion: Preliminary project cost was \$2.6M came in at @ \$3.4M without value engineering. The cost increase is due to the cost of wood compared to the steel and the cost of labor to put up a wood building (more labor intensive). There was discussion regarding the costs of putting up a metal building. The frame, studs, and trusses would be metal like a Butler building. Cost savings is \$500K. The building is set at 7,400 sq ft. Looking at going out for bid late summer and to start construction next spring (2024) and be completed by the end of the summer. Need to also look at the current building lease for possible extension. Committee recommends bringing item to the Board for final review. Work Session for August 22nd.

Sheriff's Addition Update: The addition is 8,900 sq ft. This current building design budget is \$5.6M, which is \$350,000 over the March budget estimate (without value engineering). By using several pieces of the existing furniture, they were able to save some costs. There are additional options that will help to reduce costs. These should be reviewed by the entire Board. Looking at going out for bid in September. Committee recommends bringing item to the Board for final review. Work Session for August 22nd.

Community Center Landscaping: The retaining wall has collapsed. Would like to remove the retaining wall completely and put in a patio area. Needs to be done before the fair. Moving forward with getting costs.

Fairgrounds electrical Safety Project: Project is out for bids. All bids will be opened on July 18th.

Maintenance Garage: Should the county put the old maintenance garage up for bid to be moved or should it be demolished? Committee would like the building to go out for bid.

Enterprise Vehicle Leasing: Our fleet is about 26 vehicles. During staff research and discussions with Enterprise, it was determined that the County can prepay leases and maintain all the benefits of fleet administration costs/time by utilizing Enterprise Fleet without paying the large amount of interest on regular open-ended leases. We would pay \$25 a month per vehicle plus interest and they would take care of finding vehicles, selling used vehicles, plates, and tabs and basic maintenance. For the small monthly cost, it makes sense to have Enterprise perform all of the administrative work. Would be about \$300-350 a vehicle per year cost for the modified program. Moving forward the county will purchase the cars through Enterprise taking advantage of the modified agreement.

Department Head Reports: None