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, SEPTEMBER 12, 2023 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

4. City of Owatonna TIF District No. 3-17 (FoamCraft) (Pg. 4)
5. Northland Public Finance - TIF District No. 3-17 (FoamCraft) (pg. 24)
6. Notice of Public Hearing – Preliminary Plat, 121 Mill Street(Community Corrections)(pg. 26)
7. Notice of Public Hearing–Zoning Change request, 121 Mill St.(Comm. Corr.) (pg. 27)
8. Notice of Public Hearing – CUP-9 for 2500 Alexander St. SW (Detention Center) (pg. 29)

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.*

9. Approve August 22, 2023 Board Minutes (pg. 31)
10. Approve August 22, 2023 Board Work Session Minutes (pg. 33)
11. Approve September 7, 2023 Board Work Session Minutes (pg. 35)
12. Approve Bills (pg. 36)
13. Approve Personnel Report (pg.69)
14. Approve Financial Independent Contractor Agreement Amendment 1 extending services with Cathy Piepho through December 2023 as needed. (pg. 70)

General

15. September Anniversary Report (pg. 73)
16. Adopt Resolution approving Final Payment for Contract No. 223738; SAP 074-637-038 in an amount of $19,602.15 (pg. 74)

County Board Work Session – September 12, 2023

17. Action Items

Information Items

18. Internal Central Services Committee Minutes – September 5, 2023 (pg. 76)
19. Property & Maintenance Committee Minutes – September 7, 2023 (pg. 78)

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee- **Wednesday, September 13 at 8 a.m. in the Boardroom**

Public Works Committee – **Thursday September 14 at 8 a.m., Public Works Facility**

Land Use & Records – **Tuesday, September 19 at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, September 26 at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, September 26 at 5 p.m. in the Boardroom**

Adjourn

DRAFT

CITY OF OWATONNA, MINNESOTA

MODIFIED DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 3

AND TAX INCREMENT FINANCING PLAN FOR

TAX INCREMENT FINANCING (ECONOMIC DEVELOPMENT)

DISTRICT NO. 3-17 (FOAMCRAFT)

PROPOSED

PUBLIC HEARING DATE: SEPTEMBER 19, 2023

PLAN APPROVED: __________, 2023

REQUEST FOR CERTIFICATION: ________________, 2023

TIF DISTRICT CERTIFIED: _____________________, 2023

NORTHLAND
PUBLIC FINANCE

Northland Securities, Inc.
150 South Fifth Street, Suite 3300
Minneapolis, MN 55402
(800) 851-2920
Member NASD and SIPC
Registered with SEC and MSRB

TABLE OF CONTENTS

ARTICLE I – INTRODUCTION AND DEFINITIONS 1

Section 1.01 Introduction 1
Section 1.02 Definitions 1
Section 1.03 Exhibits 2
Section 1.04 Plan Preparation 2

ARTICLE II - DEVELOPMENT PROGRAM 3

Section 2.01 Overview 3
Section 2.02 Statement of Objectives 3
Section 2.03 Boundaries of Development District 4
Section 2.04 Development Activities 4
Section 2.05 Payment of Public Development Costs 5
Section 2.06 Environmental Controls; Land Use Regulations 5
Section 2.07 Park and Open Space to be Created 5
Section 2.08 Proposed Reuse of Property 5
Section 2.09 Administration and Maintenance of Development District 5
Section 2.10 Amendments 5

ARTICLE III - TAX INCREMENT FINANCING DISTRICT AND PLAN 6

Section 3.01 Statutory Authority 6
Section 3.02 Planned Development 6
3.02.1 Statement of Objectives 6
3.02.2 Development Description 6
3.02.3 City Plans and Development Program 6
3.02.4 Property Acquisition 6
3.02.5 Development Activities 6
3.02.6 Need for Tax Increment Financing 6
Section 3.03 Tax Increment Financing District 7
3.03.1 Designation 7
3.03.2 Boundaries of TIF District 7
3.03.3 Type of District 7
Section 3.04 Plan for Use of Tax Increment 8
3.04.1 Estimated Tax Increment 8
3.04.2 Public Development Costs 8
3.04.3 Estimated Sources and Uses of Funds 8
Figure 3.1 9
3.04.4 Administrative Expense 9
3.04.5 County Road Costs 9
3.04.6 Bonded Indebtedness 9
3.04.7 Duration of TIF District 10
3.04.8 Estimated Impact on Other Taxing Jurisdictions 10
3.04.9 Prior Planned Improvements 10

ARTICLE IV – ADMINISTERING THE TIF DISTRICT 10

Section 4.01 Filing and Certification 10
Section 4.02 Modifications of the Tax Increment Financing Plan 10

Section 4.03 Four-Year Knockdown Rule 11
Section 4.04 Five-Year Rule and Six-Year Rule..11
Section 4.05 Financial Reporting and Disclosure Requirements...................12
Section 4.06 Business Subsidy Compliance 12

EXHIBITS **13**
Exhibit I Present Value Analysis 13
Exhibit II Projected Tax Increment 14
Exhibit III Impact on Other Taxing Jurisdictions...15
Exhibit IV Estimated Tax Increment Over Life of District 16
Exhibit V Boundaries Map for Development District and TIF District ...17

ARTICLE I – INTRODUCTION AND DEFINITIONS

SECTION 1.01 INTRODUCTION

The City of Owatonna propose to provide tax increment financing assistance through the establishment of Tax Increment Financing (Economic Development) District No. 3-17 within Development District No. 3 to assist with the financing of certain project costs for the construction of an approximate 15,625 square feet expansion to an existing approximately 30,625 square feet manufacturing facility by a private developer.

The Development District serves as the "project area" for tax increment financing districts established within its boundaries. The Development Program describes the City's objectives for the development of the area within the Development District and the use of tax increment financing within. This document contains the Modified Development Program for achieving the objectives of Development District No. 3 through the adoption of a Tax Increment Financing Plan for Tax Increment Financing (Economic Development) District No. 3-17.

Below is a summary of the municipal action that has been taken in connection with Development District No. 3 and establishment of tax increment financing districts therein to date and as proposed:

- Development District No. 3 was created by the City on November 18, 2000, amended July 5, 2006, September 18, 2007, September 2, 2008, June 19, 2012, February 19, 2013, December 17, 2013, April 15, 2014, June 7, 2016, August 14, 2017, September 3, 2019 (for the Costco warehouse/distribution project), September 3, 2019 (for the Daikin Applied Americas, Inc. warehouse project), April 7, 2020 (for the Bosch Automotive warehouse/distribution project), May 17, 2022 (for the AMP Automation Manufacturing Project), and is hereby amended.
- This modification constitutes the fourteenth amendment of the Development District Plan.
- All provisions of the Development District Plan adopted November 18, 2003, and amended July 5, 2006, September 18, 2007, September 2, 2008, June 19, 2012, February 19, 2013, December 17, 2013, April 15, 2014, June 7, 2016, August 14, 2017, September 3, 2019, April 7, 2020, and May 17, 2022, are hereby incorporated by reference. The purpose of this amendment is to increase the boundaries of the Development District by the addition of the property described in Section 3.03.2 and shown on the map in Exhibit V of this Plan.

Tax increment financing districts previously established and the tax increment financing plans related thereto, within Development District No. 3, remain in full force and effect and are not modified.

SECTION 1.02 DEFINITIONS

The terms defined below, for purposes hereof, and for purposes of Development District No. 3 and the Modified Development Program related thereto and for Tax Increment Financing District No. 3-17 and the Tax Increment Financing Plan related thereto which is established and approved within Development District No. 3, shall have the following respective meanings, unless the context specifically requires otherwise.

1. "City" means the City of Owatonna, Minnesota.
2. "City Council" means the City Council of the City.
3. "County" means Steele County, Minnesota.

4. "Developer" means the private party undertaking construction within the TIF District.
5. "Development" means the proposed construction of an approximately 15,625 square feet expansion to an existing approximately 30,625 square feet manufacturing facility in the City.
6. "Development District" means Development District No. 3 in the City, created and established pursuant to and in accordance with the Development District Act.
7. "Development District Act" means Minnesota Statutes, Sections 469.124 through 469.133, as amended and supplemented from time to time.
8. "Development Program" means the Development Program for the Development District, as amended and supplemented from time to time.
9. "Public Development Costs" means the cost of the Development, including administrative expenses, and interest as a financing cost, which will be paid or financed with tax increments from the TIF District, but not to exceed the estimated tax increment generated by the development activity expected to occur within the Development District and TIF District.
10. "Property" means the approximate 4.17 acre site within the TIF District as described in Section 3.03.2 of the TIF Plan.
11. "Project Area" means the geographic area of the Development District.
12. "Project Costs" means Public Development Costs.
13. "School District" means Owatonna Public Schools, Independent School District 761.
14. "State" means the State of Minnesota.
15. "Tax Increment Bonds" means any tax increment bonds as defined in Section 469.174, subd. 3 of the TIF Act, issued by the City to finance Public Development Costs, and any obligations issued to refund such bonds, pursuant to Section 469.178 of the TIF Act.
16. "TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1794 as amended, both inclusive.
17. "TIF District" means Tax Increment Financing (Economic Development) District No. 3-17 (FoamCraft).
18. "TIF Plan" means the tax increment financing plan for the TIF District (this document).

SECTION 1.03 EXHIBITS

The following exhibits are attached to and by reference made a part of the Development Program and Tax Increment Financing Plan:

- Exhibit I: Present Value Analysis.
- Exhibit II: Projected Tax Increment
- Exhibit III: Impact on Other Taxing Jurisdictions
- Exhibit IV: Estimated Tax Increment Over Life of District
- Exhibit V: Maps of Development District and TIF District

SECTION 1.04 PLAN PREPARATION

This document was prepared for the City by Northland Public Finance, part of Northland Securities, Inc.

ARTICLE II - DEVELOPMENT PROGRAM

SECTION 2.01 OVERVIEW

The City hereby modifies Development District No. 3 and the related Development Program as a tool to achieve the objectives described in Section 2.02. The Development District serves as the "Project Area" for the tax increment financing districts established within its boundaries. The Development Program describes the City's objectives for the development of this area and the use of tax increment financing.

SECTION 2.02 STATEMENT OF OBJECTIVES

The establishment and modification of the Development District pursuant to the Development District Act is necessary and in the best interests of the City and its residents and is necessary to give the City the ability to meet certain public purpose objectives that would not be obtainable in the foreseeable future without intervention by the City in the normal development process.

The City intends, to the extent permitted by law, to accomplish the following objectives through the implementation of the Development Program:

1. Provide for the acquisition of land and construction and financing of the private development in the Development District which are necessary for the orderly and beneficial development of the Development District and adjacent areas of the City.
2. Encourage the redevelopment of blighted and under-utilized areas of the City.
3. Facilitate the removal of deteriorated structures and encourage redevelopment in commercial areas providing high levels of property maintenance and private investment.
4. Provide parking needed to support development and encourage use of shared parking to promote additional private development.
5. Build, maintain improve, and reconstruct public improvements and utilities needed to support development.
6. Promote and secure the prompt and unified development of certain property in the Development District, which property is not now in productive use or in its highest and best use, with a minimum adverse impact on the environment, and thereby promote and secure the desirable development of other land in the City.
7. Promote and secure additional employment opportunities within the Development District and the City for residents of the City and the surrounding area, thereby improving living standards and reducing unemployment and the loss of skilled and unskilled labor and other human resources in the City.
8. Secure the increase in values of property subject to taxation by the City, the School District, the County, and other taxing jurisdictions in order to better enable such entities to pay for governmental services and programs that they are required to provide.
9. Promote the concentration of new unified development consisting of desirable industrial and other appropriate development in the Development District so as to maintain these areas in a manner compatible with its accessibility and prominence in the City.
10. Encourage the expansion and improvement of local business, economic activity and development, whenever possible.
11. Create a desirable and unique character within the Development District through quality land use alternatives and design quality in new buildings.

SECTION 2.03 BOUNDARIES OF DEVELOPMENT DISTRICT

The boundaries of the Development District are coterminous with the boundaries of the following tax increment financing districts, as shown in the map in Exhibit V.

- Tax Increment Financing District No. 3-5 (Sputtering Components)
- Tax Increment Financing District No. 3-6 (Viracon)
- Tax Increment Financing District No. 3-7 (Kerry)
- Tax Increment Financing District No. 3-8 (Daikin)
- Tax Increment Financing District No. 3-9 (Cybex)
- Tax Increment Financing District No. 3-10 (Pro-Pet)
- Tax Increment Financing District No. 3-11 (Cemstone)
- Tax Increment Financing District No. 3-12 (Costco)
- Tax Increment Financing District No. 3-13 (Daiken #2)
- Tax Increment Financing District No. 3-14 (Bosch)
- Tax Increment Financing District No. 3-15 (CDI)
- Tax Increment Financing District No. 3-16 (Kamp)
- Tax Increment Financing District No. 3-17 (FoamCraft)

SECTION 2.04 DEVELOPMENT ACTIVITIES

The City will perform or cause to be performed, to the extent permitted by law, all project activities pursuant to the Development District Act, the TIF Act, and other applicable state laws, and in doing so anticipates that the following may, but are not required, to be undertaken by the City:

1. The making of studies, planning, and other formal and informal activities relating to the Development Program.
2. The implementation and administration of the Development Program.
3. The rezoning of land within the Development District.
4. The acquisition of property, or interests in property, by purchase or condemnation, which acquisition is consistent with the objectives of the Development Program.
5. The preparation of property for use and development in accordance with applicable Land Use Regulations and the Development Agreement, including demolition of structures, clearance of sites, placement of fill and grading.
6. The resale of property to private parties.
7. The construction or reconstruction of site improvements to property within a tax increment financing district.
8. The construction, improvement and maintenance of parking facilities.
9. The construction, improvement and maintenance of streets, sidewalks, alleys, and public utilities.
10. The issuance of Tax Increment Bonds to finance the Public Development Costs of the Development Program, and the use of tax increment revenue available to the City to pay or finance the Public Development Costs of a tax increment financing district, as provided in a tax increment financing plan, incurred or to be incurred by it pursuant to the Development

Program.

11. The use of tax increment revenue to pay debt service on the Tax Increment Bonds or otherwise pay or reimburse with interest the Public Development Costs of a tax increment financing district, as provided in a tax increment financing plan.

SECTION 2.05 PAYMENT OF PUBLIC DEVELOPMENT COSTS

Public Development Costs and the plan for their payment are described in each tax increment financing plan for each tax increment financing district established within the boundaries of the Development District. Public Development Costs of the Development Program will be paid primarily from tax increment revenues from tax increment financing districts within the Development District. The City may utilize other available sources of revenue which the City may apply to pay a portion of the Public Development Costs.

SECTION 2.06 ENVIRONMENTAL CONTROLS; LAND USE REGULATIONS

All municipal actions, public improvements and private development shall be carried out in a manner consistent with existing environmental controls and all applicable land use regulations.

SECTION 2.07 PARK AND OPEN SPACE TO BE CREATED

Park and open space within the Development District, if created, will be created in accordance with the City's Comprehensive Plan and zoning and subdivision ordinances.

SECTION 2.08 PROPOSED REUSE OF PROPERTY

The Development Program provides that the City may acquire property and reconvey the same to another entity. All parcels in the Development District are eligible for acquisition. In acquiring land, the City will require the execution of a binding development agreement with respect thereto and evidence that tax increment revenues or other funds will be available to repay the costs associated with the proposed acquisition of property. It is the intent of the City to negotiate the acquisition of property whenever possible. Appropriate restrictions regarding the reuse and redevelopment of property shall be incorporated into any development agreement to which the City is a party.

SECTION 2.09 ADMINISTRATION AND MAINTENANCE OF DEVELOPMENT DISTRICT

Maintenance and operation of the Development District will be the responsibility of the City Administrator who shall serve as administrator of the Development District. Each year the Administrator will submit to the City Council the maintenance and operation budget for the following year. The Administrator will administer the Development District pursuant to the provisions of Section 469.131 of the Development District Act; provided, however, that such powers may only be exercised at the direction of the City Council. No action taken by the Administrator pursuant to the above-mentioned powers shall be effective without authorization by the City Council.

SECTION 2.10 AMENDMENTS

The City may alter and amend the Development Program or enlarge or reduce the size of the Development District all pursuant to the Development District Act.

ARTICLE III - TAX INCREMENT FINANCING DISTRICT AND PLAN

SECTION 3.01 STATUTORY AUTHORITY

Tax Increment Financing (Economic Development) District No. 3-17 and the TIF Plan therefor are established and adopted under the authority of the TIF Act.

SECTION 3.02 PLANNED DEVELOPMENT

3.02.1 Statement of Objectives

The objectives which the City seeks to achieve through the implementation of the TIF District are set out in the Development Program.

3.02.2 Development Description

The Project within the TIF District includes the construction of an approximately 15,625 square feet expansion to an existing approximately 30,625 square feet manufacturing facility in the City.

3.02.3 City Plans and Development Program

In addition to achieving the objectives of the Development Program, the Development is consistent with and works to achieve the development objectives of the City. The TIF Plan for the TIF District conforms to the general plan for development of the City as a whole.

3.02.4 Property Acquisition

The City does not plan to acquire property within the TIF District.

3.02.5 Development Activities

As of the date of approval of the TIF Plan, there are no development activities proposed in the TIF Plan that are subject to contracts.

3.02.6 Need for Tax Increment Financing

The Development would not occur solely through private investment within the reasonably foreseeable future and, therefore, the use of tax increment financing is deemed necessary. The Developer has represented to the City that it could not proceed with the proposed construction of the Development in the TIF District without tax increment assistance to offset the high cost of the site improvements for the Development. The Developer has further represented that the expansion planned in the Development is necessary for the Developer to retain its current operations in the State, as well as to expand its business and increase jobs and the tax base in the State.

The TIF Plan conforms with the general development plan of the City and will generally complement and serve to implement policies adopted in the City's comprehensive plan. The Development is in accordance with the existing zoning for the property and the City's Planning Commission has determined that the Development is consistent with the comprehensive plan.

The TIF Plan will afford maximum opportunity consistent with the sound needs of the City as a whole for the development of the TIF District by private enterprise. The proposed Development will be used by the Developer, a private enterprise, for warehousing and distributing products and will afford maximum opportunity for the development of the applicable parcels consistent with the needs of the City. The Development will maximize the potential of an underutilized site and will increase the taxable market valuation of the City and the available warehouse and distribution facilities in the City.

A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above and is shown in Exhibit I. This analysis indicates that the increase in estimated market value of the proposed development (less the present value of the projected tax increments for the maximum duration permitted by the TIF Plan) exceeds the estimated market value of the site prior to the establishment of the TIF District.

SECTION 3.03 TAX INCREMENT FINANCING DISTRICT

3.03.1 Designation

The TIF District is designated as Tax Increment Financing (Economic Development) District No. 3-17 (FoamCraft).

3.03.2 Boundaries of TIF District

The boundaries of the TIF District are shown in the maps included in Exhibit V.

The TIF District boundaries includes the area of parcel identified (PID) as 17-479-0105, an approximate 4.17 acre site (the "Property), and all adjacent rights-of-way and abutting roadways to the Property. The description of the Property is as follows:

- BLK 1 ALL THAT PART OF LOT 1 LYING E OF FOLLOWING DESC LINE: COM NE COR LOT 1 TH W450.60' TO TPOB TH S497.00' TO S LN LOT 1 AND THERE TERMINATING OWATONNA INDUSTRIAL PARK NO.3

3.03.3 Type of District

The TIF District is established as an "economic development" district pursuant to Sections 469.174 subd. 12, and 469.176, subd. 4c, of the TIF Act.

The TIF Act allow tax increments from an economic development district as a tax increment financing district that consists of any project or portions of a project which the City finds to be in the public interest because:

(1) it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality;

(2) it will result in increased employment in the state;

(3) it will result in preservation and enhancement of the tax base of the state; or

(4) it satisfies the requirements of a workforce housing project under Section 469.176, subd. 4c, paragraph (d) of the TIF Act.

The City finds the Development to be in the public interest because it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality, it will result in increased employment in the state and it will result in preservation and enhancement of the tax base of the state.

Revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15 percent of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

(1) the manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;

(2) warehousing, storage, and distribution of tangible personal property, excluding retail sales;

(3) research and development related to the activities listed in clause (1) or (2);

(4) telemarketing if that activity is the exclusive use of the property;

(5) tourism facilities;

(6) space necessary for and related to the activities listed in clauses (1) to (5) or

(7) a workforce housing project that satisfies the requirements of Section 496.176, subd. 4c, paragraph (d) of the TIF Act.

The Development will be used for the purpose of manufacturing and 100% of the planned building will be used for this purpose. The Development is a qualified facility and meets the requirements in the TIF Act.

SECTION 3.04 PLAN FOR USE OF TAX INCREMENT

3.04.1 Estimated Tax Increment

The original tax capacity of value of the TIF District will be set by the County Auditor upon request for certification. The original tax capacity value may change over time based on the use and tax classification of each parcel.

For the purposes of the TIF Plan, the estimated original tax capacity is $27,900 based on the total current estimated market value of $1,432,500 of the Property as described in Section 3.03.2.

The estimated total tax capacity value of the property after completion of the Development is $35,900. This amount is based on a total estimated taxable market value of $2,213,750 classified as commercial property. The taxable market value is an estimates for purpose of estimating tax increment for the TIF Plan. The actual market value, as will be assessed by the County Assessor, may vary from this estimate.

The difference between the total tax capacity value and the original tax capacity value is the captured tax capacity value for the creation of tax increment. It is the City's intent to retain 100% of the captured tax capacity value for the life of the TIF district.

The original tax rate for the TIF District, as certified by the auditor of the County, will be the sum of all the local tax rates excluding that portion of the school rate attributable to the general education levy (under Minnesota Statutes Section 126C.13) that apply to property in the district.

Tax increment estimates included in the TIF Plan are based on an estimated combined local tax rate of 137.24% (Pay 2023 tax rate). The original tax rate for the District will be based on the current tax rate based on the actual certification date for the TIF District and will vary from the estimated tax rate.

Pursuant to Section 469.177, subd. 2 of the TIF Act, it is found and declared that all of the captured tax capacity generated within the TIF District is necessary to finance or otherwise make permissible expenditures authorized by Section 469.176, subd. 4 of the TIF Act.

Under these assumptions, the estimated annual tax increment upon completion of the Development is $20,341 (after deducting the State Auditor's Office fee of 0.36% of the tax increment distribution) in the first year of tax increment collection. The actual tax increment will vary according to the certified original tax capacity value and original tax rate, the actual property value produced by the proposed development and the changes in property value and state laws that govern calculation of property taxes over the life of the district. Exhibit II contains the projected tax increment over the life of the TIF District.

3.04.2 Public Development Costs

The City plans to use tax increment to pay the Public Development Costs. The Public Development Costs eligible for reimbursement from tax increment pursuant to the TIF Act may include land acquisition, site improvements and preparation costs, utilities, other qualified costs, and costs related to the establishment of the TIF District and other administration costs.

3.04.3 Estimated Sources and Uses of Funds

The estimated sources of revenue, along with the Public Development Costs of the TIF District, are itemized in Figure 3-1. These estimates are based on the best available information for the sources and uses of funds. Such costs are eligible for reimbursement from tax increment from the TIF District. The City reserves the right to administratively adjust the amount of any of the Project Cost line items listed in Figure 3-1, so long as the "Total Estimated Project Costs" is not increased, not including interest expense.

Figure 3.1
City of Owatonna
Tax Increment Financing District No.
TIF Plan Estimated Sources and Uses of Funds
FoamCraft Packaging

	Total
Estimated Tax Increment Revenues (from tax increment generated by the district)	
Tax increment revenues distributed from the county	$205,382
Interest and investment earnings	$0
Total Estimated Tax Increment Revenues	$205,382
Estimated Project/Financing Costs (to be paid or financed with tax increment)	
Project costs	
Land/building acquisition	$0
Site improvements/preparation costs	$138,459
Utilities	$0
Other qualifying improvements	$0
Administrative costs	$20,538
Estimated Tax Increment Project Costs	$158,997
Estimated financing costs	
Interest expense	$46,385
Total Estimated Project/Financing Costs to be Paid from Tax Increment	$205,382
Estimated Financing	
Total amount of bonds to be issued	$158,997

3.04.4 Administrative Expense

Tax increment shall be used to pay documented administrative expenses of the City for administration of the TIF District. The tax increment used to pay administrative expenses will not exceed 10% of the total estimated tax increment expenditures included in Figure 3-1. Increments used to pay the county's administrative expenses are not subject to the 10% limit. The City will use these monies to pay for and reimburse the City for costs of administering the TIF District, pursuant to the limitation in the TIF Act. Section 469.174, subd. 14 of the TIF Act defines administrative expenses or administrative costs.

3.04.5 County Road Costs

The Development will not substantially increase the use of county roads and necessitate the need to use tax increments to pay for county road improvements.

3.04.6 Bonded Indebtedness

Tax Increment Bonds issued in connection with "any project for which tax increment financing has been undertaken" must be one of the types of bonds expressly authorized by Section 469.178 of the TIF Act. The types of bonds include general obligation bonds supported by tax increment, revenue bonds (including "pay-as-you-go" obligations); and interfund loans or advances.

The total amount of bonds estimated to be issued to pay Public Development Costs is shown in Figure 3.1. The City will not issue general obligation bonds as a result of the TIF Plan. The City plans to use tax increments to reimburse itself for administrative expense and to reimburse the Developer on a pay-go basis through issuance of a Tax Increment Financing Revenue Note, payable solely from tax increment from the TIF District, for certain Public Development Costs, with interest.

The City may approve an interfund loan to reimburse itself for administrative expense it will incur for the TIF District. The City may advance or loan money to finance expenditures, under Section 469.176, subd. 4 of the TIF Act, from the general funds of the City or any other legally authorized fund to finance qualified expenditures, subject to the provisions defined in this section of the TIF Act.

3.04.7 Duration of TIF District

The duration to collect and spend tax increments on eligible purposes is set at the maximum duration of eight (8) years after the date of receipt of the first tax increment or nine (9) years of tax increment collection. The estimated first year of tax increment collect is 2025. The estimated decertification date is 12/31/2033.

3.04.8 Estimated Impact on Other Taxing Jurisdictions

Exhibits III and IV show the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City finds that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The City anticipates minimal impact of the proposed development on city-provided services. A slight increase in water and sewer usage is expected. It is anticipated that there may be a slight but manageable increase in police and fire protection duties due to the development.

3.04.9 Prior Planned Improvements

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District. The City will include this statement with the request for certification to the County Auditor. If building permits had been issued during this time period, then the County Auditor would increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

ARTICLE IV – ADMINISTERING THE TIF DISTRICT

SECTION 4.01 FILING AND CERTIFICATION

The filing and certification of the TIF Plan consists of the following steps:

1. Upon adoption of the TIF Plan, the City shall submit a copy of the TIF Plan to the Minnesota Department of Revenue and the Office of the State Auditor.
2. The City will request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements.

SECTION 4.02 MODIFICATIONS OF THE TAX INCREMENT FINANCING PLAN

The City reserves the right to modify the TIF District and the TIF Plan. Pursuant to the TIF Act, the following actions can only be approved after satisfying all the necessary requirements for approval of the original TIF Plan (including notifications and public hearing):

- Reduction or enlargement in the geographic area of the Development District or the TIF District.
- Increase in the amount of bonded indebtedness to be incurred.
- Increase in the amount of capitalized interest.
- Increase in that portion of the captured net tax capacity to be retained by the City.
- Increase in the total estimated Project Costs.
- Designation of additional property to be acquired by the City.

Other modifications can be made by resolution of the City Council. In addition, the original approval process does not apply if (1) the only modification is elimination of parcels from the TIF District and (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the auditor of the County of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

SECTION 4.03 FOUR-YEAR KNOCKDOWN RULE

Pursuant to Section 469.176, subd. 6 of the TIF Act, the Four-Year Knockdown Rule requires that if after four years from certification of the TIF District no demolition, rehabilitation, renovation or site improvement, including a qualified improvement of an adjacent street, has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The City must submit to the auditor of the County, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall certify to the auditor of the County that such activity has commenced and the parcel shall once again be included in the TIF District. The auditor of the County shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue of the State, and add such amount to the original net tax capacity of the TIF District.

SECTION 4.04 FIVE YEAR RULE AND SIX YEAR RULE

Pursuant to Section 469.1763, subd. 2 of the TIF Act at least 80% of the total revenue derived from tax increments paid by properties in the TIF District must be expended on activities in the in the TIF District or to pay bonds, to the extent that the proceeds of the bonds were used to finance activities in the district or to pay, or secure payment of, debt service on credit enhanced bonds.

Not more than 20% of the total revenue derived from tax increments paid by properties in the TIF District may be expended, through a development fund or otherwise, on activities outside of the TIF District but within the defined geographic area of the project except to pay, or secure payment of, debt service on credit enhanced bonds. All administrative expenses for the TIF District will be considered to be expenditures for activities outside of the TIF District pursuant to requirements within the TIF Act.

Five Year Rule

Revenues derived from tax increments paid by properties in the TIF District that are expended on an activity within the district will instead be considered to have been expended on an activity outside the district for purposes of Section 469.1763, subd. 2 of the TIF Act unless:

(1) before or within five years after certification of the district, the revenues are actually paid to a third party with respect to the activity;

(2) bonds, the proceeds of which must be used to finance the activity, are issued and sold to a third party before or within five years after certification of the district, the revenues are spent to repay the bonds, and the proceeds of the bonds either are, on the date of issuance, reasonably expected to be spent before the end of the later of (i) the five-year period, or (ii) a reasonable temporary period within the meaning of the use of that term under section 148(c)(1) of the Internal Revenue Code, or are deposited in a reasonably required reserve or replacement fund;

(3) binding contracts with a third party are entered into for performance of the activity before or within five years after certification of the district and the revenues are spent under the contractual obligation;

(4) costs with respect to the activity are paid before or within five years after certification of the district and the revenues are spent to reimburse a party for payment of the costs, including interest on unreimbursed costs; or

(5) revenues are spent for housing purposes as described by Section 469.1763, subd. 2 of the TIF Act, paragraph (b).

(b) For purposes of this subdivision, bonds include subsequent refunding bonds if the original refunded bonds meet the requirements of paragraph (a), clause (2).

It is anticipated that all tax increments collected in the TIF District will be spent or obligated before within five years after certification of the TIF District.

Six Year Rule

Pursuant to Section 469.1763, subd. 4 of the TIF Act, beginning with the sixth year following certification of the TIF District, the use of tax increment derived from property within the TIF District is further limited. The general concept of the Six Year Rule provides that the TIF District must be decertified when the product of the applicable in-district percentage multiplied by cumulative revenues derived from tax increments paid by properties in the district that have been collected through the end of the calendar year, equals or exceeds an amount sufficient to pay costs and obligations. The City will administer the TIF District in compliance with the Six Year Rule.

SECTION 4.05 FINANCIAL REPORTING AND DISCLOSURE REQUIREMENTS

The City will comply with the annual reporting requirements of state law pursuant to the guidelines of the Office of the State Auditor. Under current law, the City must prepare and submit a report on the TIF District on or before August 1 of each year. The City must also annually publish in a newspaper of general circulation in the City an annual statement for each tax increment financing district.

The reporting and disclosure requirements outlined in this section begin with the year the district was certified, and shall end in the year in which both the district has been decertified and all tax increments have been spent or returned to the county for redistribution. Failure to meet these requirements, as determined by the State Auditors Office, may result in suspension of distribution of tax increment.

SECTION 4.06 BUSINESS SUBSIDY COMPLIANCE

The City will comply with the business subsidies requirements specified in Minnesota Statutes, Sections 116J.993 to 116J.995.

Exhibit I
City of Owatonna
Tax Increment Financing District No.
Present Value Analysis As Required By Section 469.175(3)(2) of the TIF Act

1	Estimated Future Market Value w/ Tax Increment Financing	2,397,174	[1]
2	Payable Pay 2023 Market Value	1,432,500	
3	Market Value Increase (1-2)	964,674	
4	Present Value of Future Tax Increments	153,843	
5	Market Value Increase Less PV of Tax Increments	810,831	
6	Estimated Future Market Value w/o Tax Increment Financing	1,551,192	[1]
7	Payable Pay 2023 Market Value	1,432,500	
8	Market Value Increase (6-7)	118,692	
9	Increase in MV From TIF	692,139	[2]

[1] *Assume 1.00% annual appreciation over 9 year life of district.*

[2] *Statutory compliance achieved if increase in market value from TIF (Line 9) is greater than or equal to zero.*

Exhibit II
City of Owatonna
Tax Increment Financing District (Economic Development)
FoamCraft Packaging
Projected Tax Increment Financing (TIF) Cash Flow

TIF District Year	Taxes Payable Year	Taxable Market Value	Tax Capacity	Base Tax Capacity	Captured Tax Capacity for TIF	Original Tax Rate	Captured TIF	Less State Fee	TIF from District	PV Available TIF from District
1	2025	2,213,750	42,775	27,900	14,875	137.24%	20,414	(73)	20,341	18,581
2	2026	2,235,888	43,218	27,900	15,318	137.24%	21,022	(76)	20,946	36,794
3	2027	2,258,246	43,665	27,900	15,765	137.24%	21,636	(78)	21,558	54,635
4	2028	2,280,829	44,117	27,900	16,217	137.24%	22,256	(80)	22,176	72,103
5	2029	2,303,637	44,573	27,900	16,673	137.24%	22,882	(82)	22,800	89,198
6	2030	2,326,673	45,033	27,900	17,133	137.24%	23,514	(85)	23,429	105,918
7	2031	2,349,940	45,499	27,900	17,599	137.24%	24,153	(87)	24,066	122,264
8	2032	2,373,440	45,969	27,900	18,069	137.24%	24,798	(89)	24,709	138,239
9	2033	2,397,174	46,443	27,900	18,543	137.24%	25,449	(92)	25,357	153,843
						TOTAL =	206,124	(742)	205,382	153,843

Key Assumptions for Cash Flow:

1 Taxable market value (TMV) is assumed to increase by 1.0% annually
2 Original Tax Capacity Rate estimated based on Taxes Payable Year Pay 2023
3 Election for captured tax capacity is 100.00%
4 Base Tax Capacity is calculated based on estimated taxable market value of $1,432,500 for PID 17-479-0105
5 Present Value (PV) calculated based on semi-annual payments, interest rate 5.0%, dated date 1/1/2024
6 Taxable Market Value (TMV) includes estimated value of all property in district, including existing building, land, and building expansion. Taxable market value of building expansion estimated based on 15,625 SF expansion at TMV of $781,250

Exhibit III
City of Owatonna
Tax Increment Financing District No. 3-17
Impact on Other Taxing Jurisdictions
(Taxes Payable Pay 2023)

Annual Tax Increment

Estimated Annual Captured Tax Capacity (Full Development)	$18,543
Payable Pay 2023 Local Tax Rate	137.240%
Estimated Annual Tax Increment	$25,449

Percent of Tax Base

	Net Tax Capacity (NTC)	Captured Tax Capacity	Percent of Total NTC
City of Owatonna	29,431,406	18,543	0.06%
Steele County County	55,479,390	18,543	0.03%
ISD #761	41,626,640	18,543	0.04%

Dollar Impact of Affected Taxing Jurisdictions

	Net Tax Capacity (NTC)	% of Total	Tax Increment Share	Added Local Tax Rate
City of Owatonna	57.305%	41.755%	10,626	0.036%
Steele County County	50.055%	36.473%	9,282	0.017%
ISD #761	29.880%	21.772%	5,541	0.013%
Other	0.000%	0.000%	0	
Totals	137.240%	100.000%	25,449	

NOTE NO. 1: Assuming that ALL of the captured tax capacity would be available to all taxing jurisdictions even if the City does not create the Tax Increment District, the creation of the District will reduce tax capacities and increase the local tax rate as illustrated in the above tables.

NOTE NO. 2: Assuming that NONE of the captured tax capacity would be available to the taxing jurisdiction if the City did not create the Tax Increment District, then the plan has virtually no initial effect on the tax capacities of the taxing jurisdictions. However, once the District is established, allowable costs paid from the increments, and the District is terminated, all taxing jurisdictions will experience an increase in their tax base.

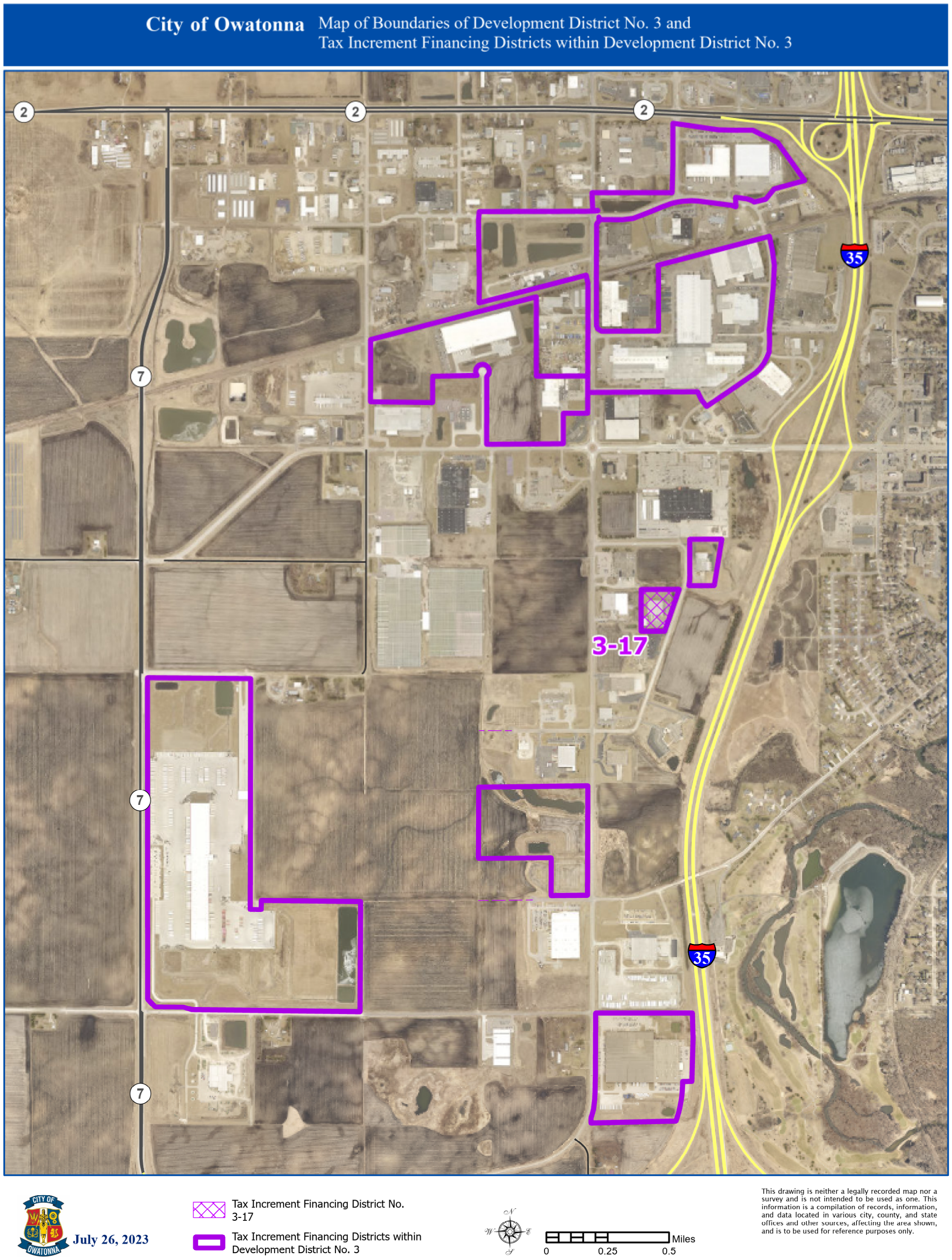
Exhibit IV
City of Owatonna
Tax Increment Financing (Economic Development) District No.
Estimated Tax Increments Over Maximum Life of District

						Based on Pay Pay 2023 Tax Rate =	*137.240%*	*57.305%*	*50.055%*	*29.880%*	*0.000%*
TIF District Year	**Taxes Payable Year**	**New Taxable Market Value**	**New Tax Capacity**	**Base Tax Capacity**	**Captured Tax Capacity**	**Estimated Total Tax Increments**	**City TIF Related Share**	**County TIF Related Share**	**School TIF Related Share**	**Other TIF Related Share**	
1	2025	2,213,750	42,775	27,900	14,875	20,414	8,524	7,446	4,445	-	
2	2026	2,235,888	43,218	27,900	15,318	21,022	8,778	7,667	4,577	-	
3	2027	2,258,246	43,665	27,900	15,765	21,636	9,034	7,891	4,711	-	
4	2028	2,280,829	44,117	27,900	16,217	22,256	9,293	8,117	4,846	-	
5	2029	2,303,637	44,573	27,900	16,673	22,882	9,554	8,346	4,982	-	
6	2030	2,326,673	45,033	27,900	17,133	23,514	9,818	8,576	5,119	-	
7	2031	2,349,940	45,499	27,900	17,599	24,153	10,085	8,809	5,259	-	
8	2032	2,373,440	45,969	27,900	18,069	24,798	10,354	9,044	5,399	-	
9	2033	2,397,174	46,443	27,900	18,543	25,449	10,626	9,282	5,541	-	
Total						206,124	86,066	75,178	44,879	-	

Note: The Estimated Total Tax Increment shown above is before deducting the State Auditor's fee, which is payable at a rate of 0.36% of the Total Tax Increment collected. Exhibit II provides Estimated Total Tax Increment after deducting for the State Auditor's fee.

Exhibit V

Boundaries Map for Development District and TIF District



VIA EMAIL AND U.S. MAIL

TO: **Steele County**
Auditor's Office
630 Florence Avenue
PO Box 890
Owatonna, MN 55060
Attention: Brenda Blood, brenda.blood@steelecountymn.gov

Owatonna Public Schools
Clerk of the School Board I.S.D. #761
515 W. Bridge Street
Owatonna, MN 55060
Attention: Eric Schuster, eschuster@isd761.org

FROM: **City of Owatonna**
540 West Hills Circle
Owatonna, MN 55060
Attention: Greg Kruschke, greg.kruschke@ci.owatonna.mn.us

Northland Public Finance
Northland Securities, Inc.
150 South Fifth Street, Suite 3300
Minneapolis, MN 55402
Attention: Tammy Omdal, tomdal@northlandsecurities.com

DATE: August 18, 2023

RE: City of Owatonna Proposed Tax Increment Financing District No. 3-17 (Economic Development)

The City Council (the "Council") of the City of Owatonna, Steele County, Minnesota, will hold a public hearing on September 19, 2023, at approximately 7:00 p.m., at City Hall, 540 West Hills Circle in the City of Owatonna, Minnesota (the "City"), relating to the proposed establishment of Tax Increment Financing District No. 3-17 (Economic Development) within Development District No. 3, and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133 and Sections 469.174 through 469.1794, inclusive, as amended, for the proposed approximate 15,625 square-foot expansion of a manufacturing facility within the City.

We are enclosing for your review a draft of the Tax Increment Financing Plan for the TIF District (the "TIF Plan") pursuant to Minnesota Statutes, Section 469.175, Subdivision 2. This Subdivision 2 requires that the County Auditor and the Clerk of the School Board be provided a 30-day period in which to review and comment on the fiscal and economic implications of a modified or proposed tax increment financing district. Exhibit III of the Plan illustrate the estimated fiscal and economic impacts on the affected local taxing jurisdictions from the TIF District. If you require further information, please let us know no later than 15 days after receipt of the TIF Plan.

Please note that the TIF Plan is a draft. The City may refine the TIF Plan prior to the public hearing. We will provide you with a revised TIF Plan if any substantial revisions to the draft are proposed.

This notice is also being sent in accordance with Minnesota Statues, Section 469.175, Subd. 1a, which addresses an election by Steele County to use tax increments generated from the TIF District to finance county road improvements deemed necessary because of increased use due to the expansion. Upon receipt of this notice the County has a 45-day period in which to notify the City of its intent to utilize tax increments and to provide an estimate of the costs.

Please direct any comments or questions to Greg Kruschke, Community Development Manager of the City, at 507-774-7317 or to Tammy Omdal with Northland Securities, Inc., Financial Advisor to the City, at 612-851-4964.

Cc: Mary Ippel, Taft Law Firm, MIppel@Taftlaw.com
Maren Magill, Taft Law Firm, MMagill@Taftlaw.com
Greg Kruschke, City of Owatonna, greg.kruschke@ci.owatonna.mn.us
Jessica Green, Northland Securities, jgreen@northlandsecurities.com

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION FOR A PRELIMINARY PLAT, IN ACCORDANCE WITH "THE 1992 ORDINANCE CODE OF OWATONNA", SECTION 155, IN THE CITY OF OWATONNA.

WHEREAS, an application requesting to plat land under "The 1992 Ordinance Code of Owatonna" Section 155 has been filed with the City Zoning Administrator, which application requests the following:

A request by Allison Timmins, Wold Architects, on behalf of Steele County for preliminary plat of Cedar Mill Addition, a 0.804± acre tract of land legally described as follows:

Lots 1, 2, and 3, Block 16, in the Town (now City) of Owatonna, Steele County, Minnesota And Lot 4, Block 16, in the Town (now City) of Owatonna, Steele County, Minnesota

ADDRESS: 121 Mill Street

WHEREAS, a public hearing on said application is required before said application can be considered;

NOW THEREFORE, NOTICE IS HEREBY GIVEN THAT a public hearing on said proposed plat will be held by and before the Planning Commission of the City of Owatonna in the Gainey Room at the Owatonna Public Library on the **12th DAY OF SEPTEMBER, 2023 AT 5:30 P.M.**, and all persons interested in such changes may be heard at said time and place as provided by Ordinance No. 155.

Respectfully,

Greg Kruschke, AICP
Community Development Manager
City of Owatonna Administration Building
Owatonna, MN 55060
PHONE: (507) 774-7317
EMAIL: Greg.Kruschke@ci.owatonna.mn.us

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION FOR A ZONE CHANGE UNDER THE "OWATONNA ZONING ORDINANCE", IN THE CITY OF OWATONNA.

WHEREAS, an applicant requesting changes in zoning under the "Owatonna Zoning Ordinance" has been duly filed with the City Zoning Administrator, said notice pertains to change of zoning of land and property as follows:

> Application No. RZ-6, Allison Timmins, Wold Architects, on behalf of Steele County, a request to rezone the subject property from B-2, Community Commercial District to B-3, Central Business District for the purposes of constructing a new Community Corrections building for the property located at 121 Mill Street East.

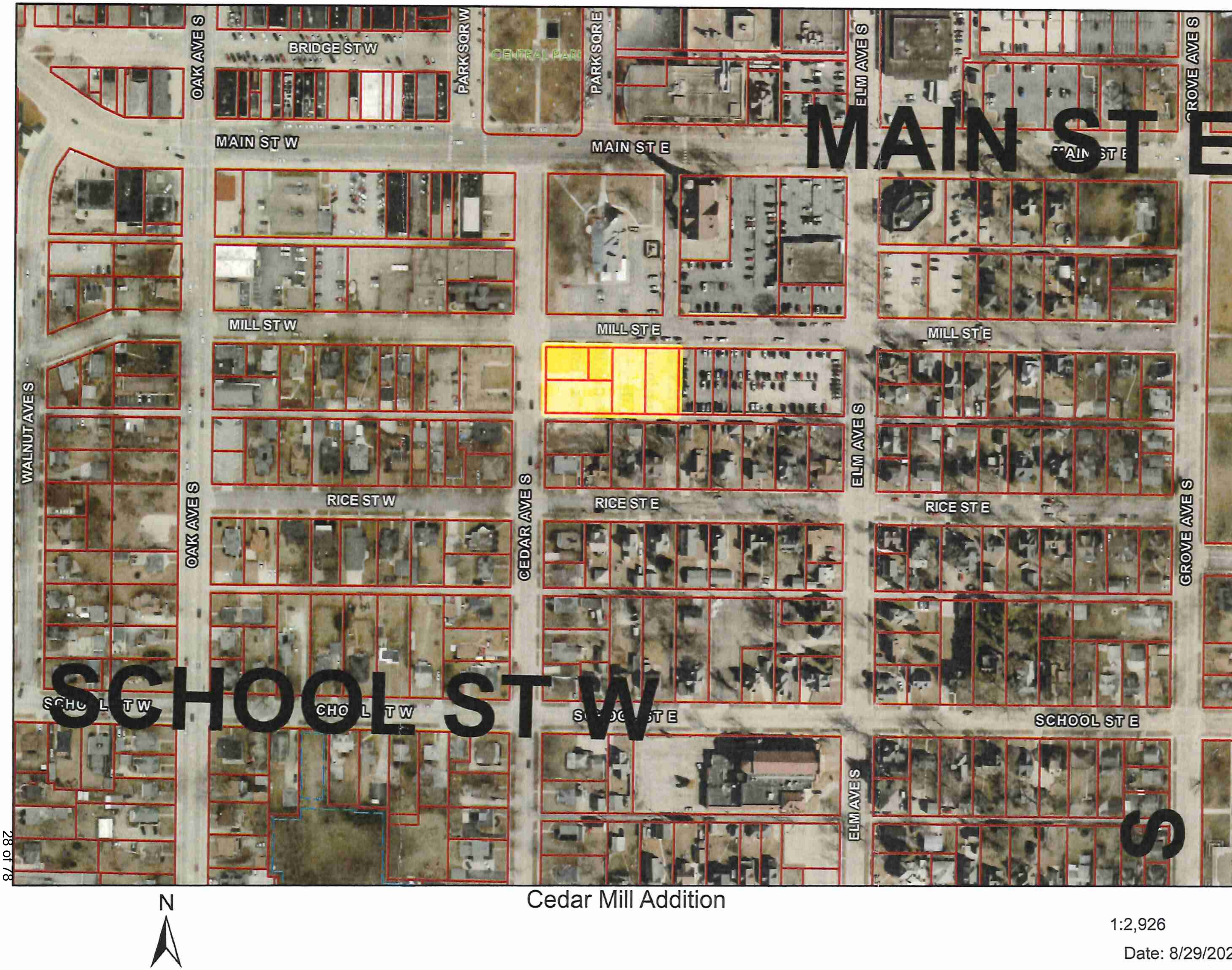
PROPERTY DESCRIPTION:
Lots 3 & 4, Block 16, in the Town (now City) of Owatonna, Steele County, Minnesota

WHEREAS, a public hearing on said application is required before said application can be considered.

NOW THEREFORE, NOTICE IS HEREBY GIVEN THAT a public hearing on said proposed zone change will be held by and before the Planning Commission of the City of Owatonna in the Gainey Room at the Owatonna Public Library on the **12th DAY OF SEPTEMBER, 2023 AT 5:30 P.M.**, and any and all persons interested in such changes may be heard at said time and place as provided by the "Owatonna Zoning Ordinance".

Respectfully,

Greg Kruschke, AICP
Community Development Manager
City Administration Building
Owatonna, MN 55060
PHONE: (507) 774-7317
EMAIL: greg.kruschke@ci.owatonna.mn.us



Cedar Mill Addition

1:2,926

Date: 8/29/2023

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION FOR A CONDITIONAL USE UNDER THE "OWATONNA ZONING ORDINANCE", IN THE CITY OF OWATONNA.

WHEREAS, an applicant requesting a Conditional Use Permit under the "Owatonna Zoning Ordinance" has been duly filed with the City Zoning Administrator, which application requests the following:

> CUP-9 by Allison Timmins, Wold Architects, on behalf of Steele County, a request for a structured loading area with doors facing the public right of way. Code requires these to be 200' away from the ROW where they are only providing 120' for this structure.

ADDRESS: 2500 Alexander Street SW

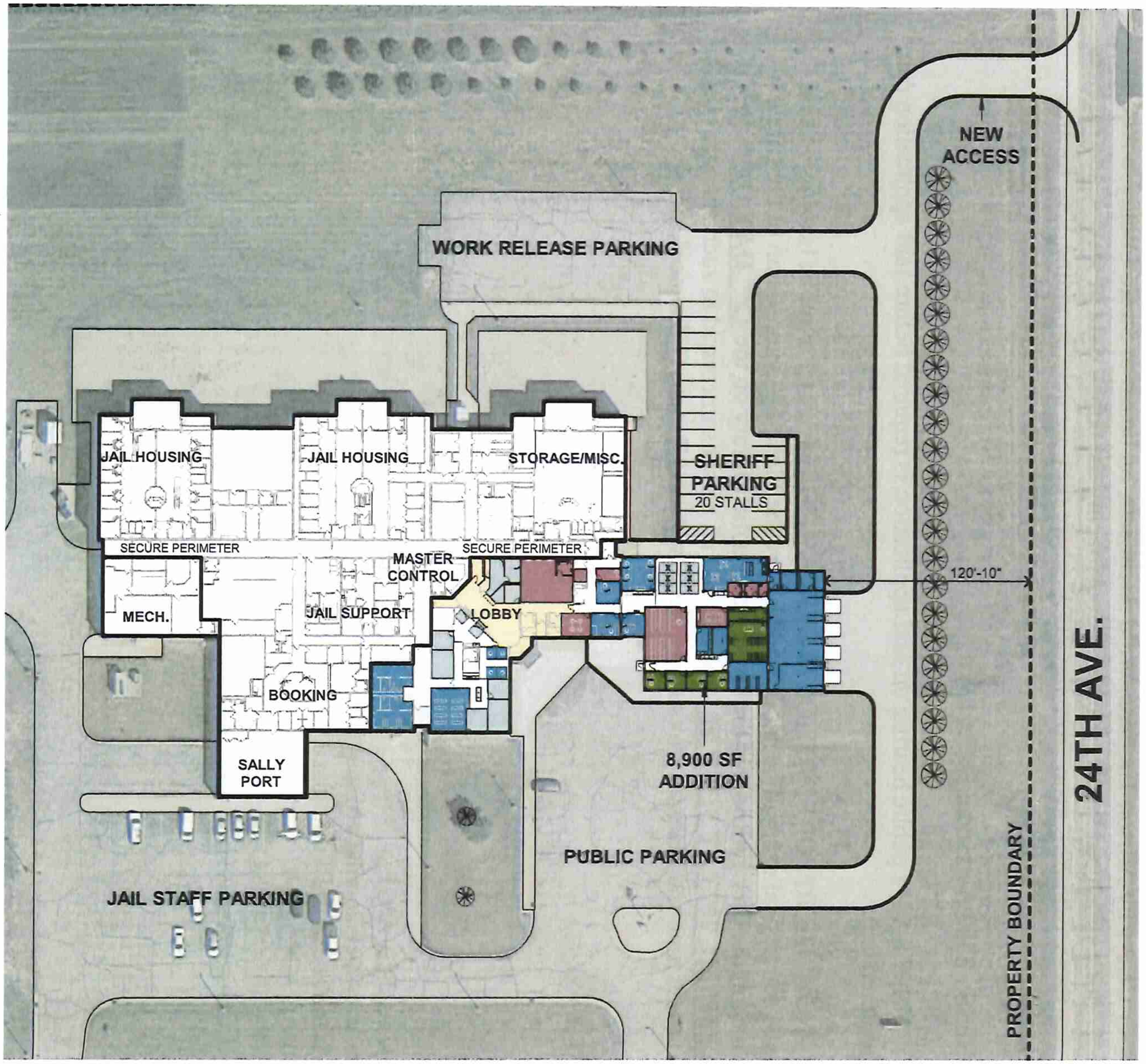
WHEREAS, a public hearing on said application is required before said application can be considered.

NOW THEREFORE, NOTICE IS HEREBY GIVEN THAT a public hearing on said proposed conditional use will be held by and before the Planning Commission of the City of Owatonna in the Gainey Room at the Owatonna Public Library on the **12th DAY OF SEPTEMBER, 2023 AT 5:30 P.M.**, and any and all persons interested in such changes may be heard at said time and place as provided by the "Owatonna Zoning Ordinance".

Respectfully,

Greg Kruschke, AICP
Community Development Manager
City Administration Building
Owatonna, MN 55060
PHONE: 507-774-7317
EMAIL: greg.kruschke@ci.owatonna.mn.us

STEELE COUNTY
SHERIFF'S ADDITION AND RENOVATION
JUNE 8, 2023



SITE PLAN
UG 1

1 **SITE PLAN**
1/64" = 1'-0"
0 48' 96'

Comm No: 232074

8/3/2023 9:39:31 AM
Autodesk Docs://222224 - COU Steele - Sheriff Addition and Renovation/Steele County Sheriff Addition and Renovation (2022).rvt
Autodesk Docs://222224 - COU Steele - Sheriff Addition and Renovation/Steele County Sheriff Addition and Renovation (2022).rvt

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION August 22, 2023

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on August 22, 2023 with Commissioner's Glynn, Gnemi, Abbe, Krueger, and Brady present. Also present were Human Resources Director Julie Johnson, Facilities and Fleet Director Jake Rysavy, IT Director Dave Purscell, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the agenda. Ayes all.

Public Comment: Three people spoke regarding the east side corridor project.

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

Consent Agenda:

A. Approve the minutes of August 8, 2023 Board Meeting
B. Approve the minutes of the August 8, 2023 Board Work Session
C. Approve Bills
D. Approve Personnel Report

New Hires/Promotions/Demotions/Transfers. (Positions previously approved by Board):

Name	*Position/Dept.*	*Rating/Step*	*Date*
Aaron Pulanco	Asst. Cty. Attorney I	C43/3	08/14/23
Adrianne Medina	Case Manager/Care Coordinator	C42/1	08/22/23

E. Approve Access Variance Request for proposed filed access – CR 198: Enberg, Parcel ID 11-002-4400.

F. Approve renewal of the DOC Work Release Contract through 2024.

General Agenda:

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve final payment to Moh's Contracting, Inc for the Detention Center jail Pod Renovation Project in an amount of $33,959.44. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve the Facilities and Fleet Director to advertise for Bids upon completion of the Steele County Sheriff's Addition and Renovation construction documents. Ayes all.

Commissioner Reports:

Commissioner Brady reported his attendance at Public Works Committee meeting, Southeast Minnesota Emergency Communication Board meeting in Rochester, and a Work Session.

Commissioner Glynn reported his attendance at a Fair Board meeting and a Work Session.

Commissioner Gnemi reported his attendance at Drug Court, Soil and Water Conservation, Fairground's meeting, History Center Board meeting, and a Work Session.

Commissioner Abbe reported his attendance at a Public Works Committee meeting, Community Health Board meeting, MNPrairie meeting, MNPrairie Budget Meeting, and a Work Session.

Commissioner Krueger reported his attendance at Steele County Public Health, South County Utilization meeting, MNPrairie Joint Powers meeting, Opening Fair meeting, Fairground's meeting, MNPrairie Work Session and a Work Session.

LISTING OF BILLS
August 22, 2023

7 Rivers Recycling LLC	3,501.56
Alcohol Monitoring System Inc	2,115.20
All American Arena Products	20,029.23

Baker Tilly US, LLP	9,470.00
Cellebrite Inc	6,100.00
Central Farm Services	5,753.07
Counties Providing Technology	4,547.00
CRK Properties LLC	6,645.72
Dahle Enterprises of Morristown LLC	6,249.07
Erickson Engineering Co LLC	2,372.50
Hillyard-Hutchinson	2,428.31
Honeywell Inc	15,464.26
Kronos Incorporated	3,263.98
Mohs Contracting Inc	219,738.73
Moore Md/KellyannaJ	3,751.69
Piepho/Catherine L	4,450.00
Steele County Highway Dept	7,686.65
Streichers Inc	3,002.67
Univ Of Mn Regents	7,750.82
US Corrections LLC	2,747.50
Waste Management Of Wi-Mn	57,975.00
WHKS & Co	4,078.12
Ziegler,Inc	24,843.25
111 Payments less than 2000	39,168.27
Final Total:	**463,132.60**

Motion by Commissioner Gnemi seconded by Commissioner Abbe , to adjourn to the Call of the Chair at 5:18 p.m. Ayes all.

____
CHAIRMAN

ATTEST: ________________________
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION August 22, 2023

STATE OF MINNESOTA)
)ss
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on August 22, 2023 with Commissioners Glynn, Gnemi, Abbe, Krueger and Brady present. Also present were Jail Administrator Anthony Buttera, Facilities and Fleet Director Jake Rysavy, Sheriff Lon Thiele, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Facilities and Fleet Director Jake Rysavy requested authorization to make final payment to Moh's Contracting, Inc for the Detention Center Jail Pod Renovation project in the amount of $33,959. DOC gave final approval of the renovation with a few small adjustments that were not the responsibility of Moh's Contracting to change. The Board agreed to bring the item forward to the Board meeting.

Wold gave a presentation on the site plan for the Sheriff addition to the Detention Center. Square footage for this facility has not changed from the last meeting. Cost trend and cost per square footage was discussed along with the soil correction that will be required. Although costs have stabilized, based on Wold's findings, it is not proven that if the county waits to build, that it would be less expensive next year. Discussed the possibility of holding the soil correction material on the property vs trucking it away and both options will be part of the bid request. Facilities and Fleet Director Jake Rysavy requested approval of the addition and renovation as proposed and requested authorization to advertise for bids upon completion of the construction documents. The Board agreed to bring the item forward to the Board meeting.

Discussion regarding the cannabis law and how it affects the county. Public Health and Planning and Zoning are reviewing the information. More information to follow in the future.

LEC buyout discussion. City and County have met to discuss the allocation of assets at the LEC and the City requested to wait on further discussion until the County demonstrated a commitment to the Sheriff's Addition project by authorizing bids. During the planning stage of the Sheriff's Addition project, cost estimates were given on the approximate buyout amount, deferred maintenance savings, etc. Golberg indicated that the LEC property settlement of assets process will be fair and based on an appraisal(s) from a third party. Some concern was expressed about what the buyout amount would be in relation to the overall project cost.

Discussion regarding setting a meeting for budget review. Board agreed to set a Work Session for September 7th at 4 pm to begin reviewing the 2024 budget.

Meeting was adjourned at 4:45 p.m.

____

CHAIRMAN

ATTEST:____________________

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION SEPTEMBER 7, 2023

STATE OF MINNESOTA)
)ss
COUNTY OF STEELE)

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on September 7, 2023, with Commissioners Abbe, Krueger, Glynn, and Gnemi present. Also present were Cathy Piepho, IT Director Dave Purscell, Human Resource Director Julie Johnson, Financial Analyst Johnathan Walstrom, GIS Coordinator Nick Flatgard, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Mark Blando, Owatonna Library Director, and Nancy Vaillancourt, Branch Manager, gave an update on the Owatonna and Blooming Prairie Library operations and requested that $256,000 be appropriated in the County's 2024 Budget for library operations.

Dave Purscell, IT Director, and Nick Flatgard, GIS Coordinator, presented information about their 2024 budget requests, which includes an additional staff person in GIS and IT, the purchase of a contour mapping product (Light Detection and Ranging), and the purchase of an unfunded mandate security software required by BCA.

Julie Johnson, HR Director, presented information supporting her request for an additional HR position in 2024 budget.

Cathy Piepho presented the 2024 preliminary levy and budget information that included a summary of significant levy changes from prior year, 2024 tax levy changes by department, the 2023 to 2027 Capital Improvement Plan, capital and general fund balances, and 2024 appropriation requests.

Meeting was adjourned at 6:00 p.m.

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CHAIRMAN

ATTEST:____________________

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

Steele County

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
301	DEPT			Administration			
61505	Gopher State One-Call						
17	10-301-000-0000-6260		35.10	August 2023 locates	3081475	Consultants/Admin Fee	N
61505	Gopher State One-Call		35.10	1 Transactions			
9753	OpenGov Inc						
46	10-301-000-0000-6301		1,721.16	AMS Subscription for 2023/2024	INV00013782	Equip/Software Maint	N
9753	OpenGov Inc		1,721.16	1 Transactions			
68420	Plunkett's Pest Control, Inc.						
48	10-301-000-0000-6512		109.62	August pest control	8165155	Bldg Repair & Maintenance	N
68420	Plunkett's Pest Control, Inc.		109.62	1 Transactions			
301	DEPT Total:		1,865.88	Administration	3 Vendors	3 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
11215	Central Farm Services						
7	10-302-000-0000-6553		163.67	Weed control, CSAH 2	131052061	Weed Spray & Vegetation Supplies	N
8	10-302-000-0000-6553		327.34	Weed control, CSAH 45	131052061	Weed Spray & Vegetation Supplies	N
9	10-302-000-0000-6553		163.66	Weed control, CSAH 7	131052061	Weed Spray & Vegetation Supplies	N
11215	Central Farm Services		654.67	3 Transactions			
46551	Locators & Supplies Inc						
22	10-302-000-0000-6801		414.65	Safety vests & gloves	0309453-IN	Osha/Safety Supplies	N
46551	Locators & Supplies Inc		414.65	1 Transactions			
8711	Minnesota Paving & Materials						
33	10-302-000-0000-6525		877.08	73.09 ton class 5 modified	1787215	CSAH Supplies - Aggregate/Asphalt	N
8711	Minnesota Paving & Materials		877.08	1 Transactions			
9163	Sign Solutions						
52	10-302-000-0000-6534		5,230.30	Sign inventory	407908	Supplies - Signing	N
53	10-302-000-0000-6534		1,448.43	Sign inventory	407908	Supplies - Signing	N
9163	Sign Solutions		6,678.73	2 Transactions			
302	DEPT Total:		8,625.13	Road & Bridge Maintenance Expense	4 Vendors	7 Transactions	
303	DEPT			Construction Expense			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
52513	Mn Dept Of Transportation						
34	10-303-000-0000-6260		639.54	Material testing 074-612-044	P00017541	Consultants/Admin Fee	N
35	10-303-000-0000-6260		321.53	Material testing 074-023-003	P00017541	Consultants/Admin Fee	N
36	10-303-000-0000-6260		682.18	Material testing 074-649-001	P00017541	Consultants/Admin Fee	N
38	10-303-000-0000-6260		737.86	Material testing 074-023-004	P00017541	Consultants/Admin Fee	N
37	10-303-000-0000-6510		76.82	4x8 white mold	P00017541	Engineering & Surveying Supplies	N
52513	Mn Dept Of Transportation		2,457.93	5 Transactions			
303	DEPT Total:		2,457.93	Construction Expense	1 Vendors	5 Transactions	
304	DEPT			Equipment Maintenance & Shops			
7846	Boss Supply Co						
1	10-304-000-0000-6520		60.00	Kanaflex hose, unit#2152	46733	Machinery/Vehicle Parts	N
7846	Boss Supply Co		60.00	1 Transactions			
10150	Carquest Auto Parts						
2	10-304-000-0000-6520		1.24	Vacuum tubing-Unit 2226	465646	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520		46.09	Fuel filter & fuel spin off	466665	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520		80.08	Lube grease, unit#2201	467341	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520		14.10	Lube, unit#2184	467786	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520		22.50	Sealed battery, unit#2183	468100	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		164.01	5 Transactions			
11215	Central Farm Services						
10	10-304-000-0000-6540		848.25	63.80 gallons of CLT Superlube	2662477	Fuel & Lubricants	N
11215	Central Farm Services		848.25	1 Transactions			
16480	Crysteel Truck Equipment Inc						
11	10-304-000-0000-6252		6,980.50	Front & tandem align,unit#2131	B32167	Contracted Services	N
12	10-304-000-0000-6520		1,910.00	Cargo glide 1000 Ford F150 box	LP216093	Machinery/Vehicle Parts	N
13	10-304-000-0000-6520		115.00	Floor mats, unit#2236	LP216183	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc		9,005.50	3 Transactions			
8882	D & M Construction LLC						
14	10-304-000-0000-6520		27.24	Forklift propane, unit#2186	13790	Machinery/Vehicle Parts	Y
15	10-304-000-0000-6520		27.24	Forklift propane, unit#2186	13902	Machinery/Vehicle Parts	Y
8882	D & M Construction LLC		54.48	2 Transactions			
25565	First Supply LLC-Owatonna						

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16	10-304-000-0000-6520		4.68	Plug, unit#2213	1382185000	Machinery/Vehicle Parts	N
25565	First Supply LLC-Owatonna		4.68	1 Transactions			
36550	IFACS						
19	10-304-000-0000-6520		15.31	Screws & nuts, unit#2212	5320556	Machinery/Vehicle Parts	N
20	10-304-000-0000-6520		15.31	Screws & nuts, unit#2211	5320556	Machinery/Vehicle Parts	N
21	10-304-000-0000-6520		22.30	Carriage bolt & nut-Unit 2212	5320791	Machinery/Vehicle Parts	N
36550	IFACS		52.92	3 Transactions			
9755	Matejcek's						
23	10-304-000-0000-6520		351.00	Mirror, beacon light-unit#2184	IB32308	Machinery/Vehicle Parts	N
24	10-304-000-0000-6520		12.00	Mirror, unit#2184	IB32363	Machinery/Vehicle Parts	Y
9755	Matejcek's		363.00	2 Transactions			
50510	McNeilus Steel Inc						
25	10-304-000-0000-6520		57.75	1 1/4" black pipe, unit#2213	01998753	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc		57.75	1 Transactions			
51630	Mike's Repair						
27	10-304-000-0000-6252		225.00	Tire mount, unit#2153	102730	Contracted Services	Y
26	10-304-000-0000-6520		777.50	Tires, uinit#2153	102730	Machinery/Vehicle Parts	Y
28	10-304-000-0000-6252		150.00	Boot tire svc call, unit#2153	102838	Contracted Services	Y
29	10-304-000-0000-6520		38.41	7 x 9 boot, unit#2153	102838	Machinery/Vehicle Parts	Y
31	10-304-000-0000-6252		80.00	Tire mount, unit#2184	102875	Contracted Services	Y
30	10-304-000-0000-6520		1,221.41	Tire, stem & scrap, unit#2184	102875	Machinery/Vehicle Parts	Y
51630	Mike's Repair		2,492.32	6 Transactions			
1308	Miners's Outdoor & Rec						
32	10-304-000-0000-6520		56.12	Chain & oil, unit#9998	206186	Machinery/Vehicle Parts	N
1308	Miners's Outdoor & Rec		56.12	1 Transactions			
56125	NAPA Auto Parts						
39	10-304-000-0000-6520		28.76	Hose clamp, unit#2152	987523	Machinery/Vehicle Parts	N
40	10-304-000-0000-6520		24.29	Cabin air filter, unit#2193	989385	Machinery/Vehicle Parts	N
41	10-304-000-0000-6520		18.68	Panel filter, unit#2201	989385	Machinery/Vehicle Parts	N
42	10-304-000-0000-6520		13.57	Mud flaps, unit#2153	989741	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts		85.30	4 Transactions			
4097	Nuss Truck & Equipment						

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43	10-304-000-0000-6520		80.00-	Brake kit exchange, unit#2131	PSO0265922	Machinery/Vehicle Parts	N
44	10-304-000-0000-6520		8.58	Twist lock housing, unit#2131	PSO0265922	Machinery/Vehicle Parts	N
45	10-304-000-0000-6520		291.30	Oil&fuel filters, fan & resist	PSO0334701	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment		219.88	3 Transactions			
61520	Owatonna Motor Company						
47	10-304-000-0000-6520		220.00	Mud flaps, unit#2236	163103	Machinery/Vehicle Parts	N
61520	Owatonna Motor Company		220.00	1 Transactions			
3314	Ronco Engineering Sales Co Inc						
49	10-304-000-0000-6520		209.43	Hose, nipple, clamp-Unit#2153	3332124	Machinery/Vehicle Parts	N
3314	Ronco Engineering Sales Co Inc		209.43	1 Transactions			
74005	Sherwin-Williams Company						
50	10-304-000-0000-6520		241.00	Pusher stem assembly	30429	Machinery/Vehicle Parts	N
74005	Sherwin-Williams Company		241.00	1 Transactions			
9376	Trueman Welters Inc						
54	10-304-000-0000-6520		1,181.00	Blade,bushings,pin&nut ut#2182	IE35407	Machinery/Vehicle Parts	N
55	10-304-000-0000-6520		1,816.82	CV Joint assembly, unit#2225	IE35491	Machinery/Vehicle Parts	N
9376	Trueman Welters Inc		2,997.82	2 Transactions			
304	DEPT Total:		17,132.46	Equipment Maintenance & Shops	17 Vendors	38 Transactions	
310	DEPT			Capital Construction			
3832	I & S Group Inc						
18	10-310-000-0000-6262		18,055.00	Prof services 074-649-001	95480	Sales Tax Consultants	Y
3832	I & S Group Inc		18,055.00	1 Transactions			
77570	Short Elliott Hendrickson Inc						
51	10-310-000-0000-6262		1,205.82	Prof services 074-602-007	451791	Sales Tax Consultants	N
77570	Short Elliott Hendrickson Inc		1,205.82	1 Transactions			
9217	WHKS & Co						
56	10-310-000-0000-6262		20,211.44	Prof services 074-598-015	48963	Sales Tax Consultants	Y
9217	WHKS & Co		20,211.44	1 Transactions			
4364	WSB & Associates Inc						
57	10-310-000-0000-6262		112,435.09	Prof services 074-648-007	1795300015	Sales Tax Consultants	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
58	10-310-000-0000-6567		15,717.75	Prof services 074-021-006	19850000017	CRRSAA Construction Projects	Y
4364	WSB & Associates Inc		128,152.84	2 Transactions			
310	DEPT Total:		167,625.10	Capital Construction	4 Vendors	5 Transactions	
10	Fund Total:		197,706.50	Road & Bridge Fund		58 Transactions	
	Final Total:		197,706.50	29 Vendors	58 Transactions		

Recap by Fund	Fund	AMOUNT	Name		
	10	197,706.50	Road & Bridge Fund		
	All Funds	197,706.50	Total	Approved by,	. . . .
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					. . . .

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

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
13	DEPT			Law Library			
70550	Thomson Reuters - West						
175	01-013-000-0000-6501		1,097.50	West information charges-Aug	848874930	Books	N
70550	Thomson Reuters - West		1,097.50	1 Transactions			
13	DEPT Total:		1,097.50	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
4879	Shred Right						
99	01-031-000-0000-6801		20.00	Shred serv order 10735-8/24	0006596	General Expense	Y
4879	Shred Right		20.00	1 Transactions			
31	DEPT Total:		20.00	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
4879	Shred Right						
100	01-032-000-0000-6801		20.00	Shred serv order 10735-8/24	0006596	General Expense	Y
4879	Shred Right		20.00	1 Transactions			
32	DEPT Total:		20.00	Human Resources	1 Vendors	1 Transactions	
41	DEPT			Auditor			
37441	Information Systems Corp						
33	01-041-000-0000-6410		1,200.00	APX extender annual maint	M30751	Office Supplies	N
37441	Information Systems Corp		1,200.00	1 Transactions			
41	DEPT Total:		1,200.00	Auditor	1 Vendors	1 Transactions	
44	DEPT			Financial Administrator			
5287	Piepho/Catherine L						
94	01-044-000-0000-6260		9,850.00	Finance services - August 23	1002	Consultants	Y
5287	Piepho/Catherine L		9,850.00	1 Transactions			
44	DEPT Total:		9,850.00	Financial Administrator	1 Vendors	1 Transactions	
62	DEPT			Central Services			
8499	Counties Providing Technology						

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
81	01-062-000-0000-6301		4,467.00	Gen tech/assist/support-Sept	1622	Equip/Software Maint	Y
8499	Counties Providing Technology		4,467.00	1 Transactions			
16282	Crosstown Cartage Inc						
27	01-062-000-0000-6801		324.00	Contracted mail services	08/18/2023	General Expense	N
28	01-062-000-0000-6802		110.00	Additional mail services	08/18/2023	Internal Chargeback	N
16282	Crosstown Cartage Inc		434.00	2 Transactions			
37441	Information Systems Corp						
34	01-062-000-0000-6301		12,650.28	APX extender annual maint	M30751	Equip/Software Maint	N
37441	Information Systems Corp		12,650.28	1 Transactions			
4419	Matrix Communications Inc						
90	01-062-000-0000-6210		753.46	Monthly phone system maint	M007403	Telephone	N
4419	Matrix Communications Inc		753.46	1 Transactions			
62	DEPT Total:		18,304.74	Central Services	4 Vendors	5 Transactions	
63	DEPT			Auditor Elections			
6992	Blood/Brenda						
3	01-063-000-0000-6261		15.00	Meal reimb-RiceCounty-Blood	8/16/23	Conference & Training	N
4	01-063-000-0000-6261		15.00	Meal reimb-RiceCounty-Laue	8/16/23	Conference & Training	N
6992	Blood/Brenda		30.00	2 Transactions			
63	DEPT Total:		30.00	Auditor Elections	1 Vendors	2 Transactions	
91	DEPT			County Attorney			
3901	Diligent Service Network						
52	01-091-000-0000-6343		350.00	Subpoena services	321608	Service Fees	Y
3901	Diligent Service Network		350.00	1 Transactions			
9363	PITNEY BOWES GLOBAL FINANACIAL SVC						
95	01-091-000-0000-6410		163.53	Postage meter lease 7/1 - 9/30	3106239977	Office Supplies	N
9363	PITNEY BOWES GLOBAL FINANACIAL SVC		163.53	1 Transactions			
70003	Sheriff of Rice County						
11	01-091-000-0000-6343		140.00	Subpoena svc 74-CR22272	Stanley 202301164	Service Fees	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
70003	Sheriff of Rice County		140.00	1 Transactions			
79375	Sheriff Of Scott County						
98	01-091-000-0000-6343		95.00	Subpoena service 74-CR22272	6088	Service Fees	N
79375	Sheriff Of Scott County		95.00	1 Transactions			
91	DEPT Total:		748.53	County Attorney	4 Vendors	4 Transactions	
101	DEPT			County Recorder			
37441	Information Systems Corp						
32	01-101-000-0000-6301		3,124.03	APX extender annual maint	M30751	Equip/Software Maint	N
37441	Information Systems Corp		3,124.03	1 Transactions			
37025	Innovative Office Solutions LLC						
53	01-101-000-0000-6410		171.88	Labels,calendar,calculator,etc	4297955	Office Supplies	N
37025	Innovative Office Solutions LLC		171.88	1 Transactions			
7301	RIVERLAND COMMUNITY COLLEGE AUST						
96	01-101-000-9305-6480		595.00	Leadership skills seminar-Blum	1176798	Non-Capitalized Inv-Technology Fun	Y
7301	RIVERLAND COMMUNITY COLLEGE AUST		595.00	1 Transactions			
101	DEPT Total:		3,890.91	County Recorder	3 Vendors	3 Transactions	
103	DEPT			Assessor			
37025	Innovative Office Solutions LLC						
5	01-103-000-0000-6410		9.85	Paper products-Jt Region mtg	4300465	Office Supplies	N
37025	Innovative Office Solutions LLC		9.85	1 Transactions			
51300	Metro Sales Inc						
43	01-103-000-0000-6301		394.25	Ricoh/MP color copier contract	INV2347929	Equip/Software Maint	N
51300	Metro Sales Inc		394.25	1 Transactions			
103	DEPT Total:		404.10	Assessor	2 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
13000	City Of Blooming Prairie						
183	01-105-000-0000-6805		368.06	Bldg permit reimb - August		Bl Pr Reimb-Bldg Permit	N

Steele County

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13000	City Of Blooming Prairie		368.06	1 Transactions			
105	DEPT Total:		368.06	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						
49	01-111-040-0000-6300		80.00	Service call & lock repair	2971	Bldg Repairs & Maintenance	Y
48	01-111-041-0000-6300		20.00	New key for Annex	2983	Bldg Repairs & Maintenance	Y
182	01-111-040-0000-6300		48.00	Rekey & master cylinder	2990	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		148.00	3 Transactions			
9571	Agile Fleet Inc						
176	01-111-050-0000-6410		2,100.00	Fleet setup	20230829E4	Office Supplies	N
177	01-111-050-0000-6410		1,560.00	Software training	20230829E4	Office Supplies	N
178	01-111-050-0000-6410		1,170.00	Implementation	20230829E4	Office Supplies	N
179	01-111-050-0000-6410		1,560.00	RFID implementation	20230829E4	Office Supplies	N
180	01-111-050-0000-6410		5,850.00	Single sign-on	20230829E4	Office Supplies	N
181	01-111-050-0000-6410		581.39-	Sourcewell discount	20230829E4	Office Supplies	N
9571	Agile Fleet Inc		11,658.61	6 Transactions			
6980	Block Plumbing & Heating Inc						
51	01-111-040-0000-6300		44.68	Press caps	65844	Bldg Repairs & Maintenance	N
6980	Block Plumbing & Heating Inc		44.68	1 Transactions			
8288	Four Seasons Electric						
184	01-111-040-0000-6300		391.28	Install new wire on fan	12902	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric		391.28	1 Transactions			
52550	MEI Total Elevator Solutions						
58	01-111-042-0000-6300		224.64	Service call-replace car fan	1033908	Bldg Repairs & Maintenance	N
186	01-111-040-0000-6300		205.38	Monthly fee - September 2023	1036103	Bldg Repairs & Maintenance	N
185	01-111-042-0000-6300		191.76	Monthly fee - September 2023	1036104	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions		621.78	3 Transactions			
9683	Northland Pest Control						
188	01-111-043-0000-6300		75.00	Pest control - August	14158	Bldg Repairs & Maintenance	Y
187	01-111-042-0000-6300		105.00	Pest control - August	14159	Bldg Repairs & Maintenance	Y
190	01-111-041-0000-6300		85.00	Pest control - August	14160	Bldg Repairs & Maintenance	Y
189	01-111-040-0000-6300		65.00	Pest control - August	14161	Bldg Repairs & Maintenance	Y

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9683	Northland Pest Control		330.00	4 Transactions			
9754	R & M Fabrication LLC						
191	01-111-044-0000-6300		212.25	Bunk guard	4478	Bldg Repairs & Maintenance	N
9754	R & M Fabrication LLC		212.25	1 Transactions			
90352	United Rentals (North America), Inc						
192	01-111-044-0000-6300		260.80	Lift inspection - shared cost	223095739-001	Bldg Repairs & Maintenance	N
90352	United Rentals (North America), Inc		260.80	1 Transactions			
111	DEPT Total:		13,667.40	Buildings & Grounds	8 Vendors	20 Transactions	
121	DEPT			Veteran Service			
6032	APG Media of Southern Minnesota LLC						
80	01-121-000-0000-6242		114.00	Memorial flags - August	13476-0823	Publishing	N
6032	APG Media of Southern Minnesota LLC		114.00	1 Transactions			
14420	Culligan Inc						
82	01-121-000-0000-6301		24.85	Water - August 2023	15391516-08312C	Repairs/Maintenance	N
14420	Culligan Inc		24.85	1 Transactions			
37025	Innovative Office Solutions LLC						
6	01-121-000-0000-6410		36.82	Wall hanger	4301901	Office Supplies	N
37025	Innovative Office Solutions LLC		36.82	1 Transactions			
2111	Veterans Information Service						
19	01-121-000-0000-6242		65.00	Book & supplement	6718	Publishing	N
2111	Veterans Information Service		65.00	1 Transactions			
121	DEPT Total:		240.67	Veteran Service	4 Vendors	4 Transactions	
201	DEPT			Sheriff			
8458	American Tower Corporation						
78	01-201-297-0000-6347		671.95	BP tower lease - September 23	410999650	T-Bl Pr Lease Payments	N
8458	American Tower Corporation		671.95	1 Transactions			
3615	Ancom Technical Center Inc						
79	01-201-000-0000-6210		88.75	Check portable radio - 7410	116843	Telephone	Y

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	3615	Ancom Technical Center Inc		88.75	1 Transactions			
	13000	City Of Blooming Prairie						
23		01-201-000-0000-6801		2,408.01	Security 2023 Steele Co Fair	August 21 2023	Misc Expense	N
	13000	City Of Blooming Prairie		2,408.01	1 Transactions			
	9745	City of Faribault						
24		01-201-000-0000-6801		4,350.00	Security 2023 Steele Co Fair	0070564	Misc Expense	N
	9745	City of Faribault		4,350.00	1 Transactions			
	8288	Four Seasons Electric						
84		01-201-000-0125-6320		296.02	Supply cord - EOC trailer	12863	21 EOC Trailer Maintenance	N
	8288	Four Seasons Electric		296.02	1 Transactions			
	2176	Gerold/John						
31		01-201-000-0000-6801		112.50	Hay for posse barn-2023 Fair	August 2023	Misc Expense	N
	2176	Gerold/John		112.50	1 Transactions			
	9746	Hodgkins/David						
35		01-201-000-0000-6801		125.00	Security 2023 Steele Co Fair	August 2023	Misc Expense	N
	9746	Hodgkins/David		125.00	1 Transactions			
	37025	Innovative Office Solutions LLC						
87		01-201-000-0000-6410		17.02	Stapler & clips	4304702	Office Supplies	N
86		01-201-000-0000-6410		22.94	Stapler & clips	4309641	Office Supplies	N
88		01-201-000-0000-6410		17.02-	Return stapler & clips	SCN-122769	Office Supplies	N
	37025	Innovative Office Solutions LLC		22.94	3 Transactions			
	37469	Insty Prints						
54		01-201-000-0000-6410		177.00	1000 time off forms	156799	Office Supplies	N
	37469	Insty Prints		177.00	1 Transactions			
	4710	Interstate Power Systems Inc						
89		01-201-297-0000-6301		600.00	Completed B inspection	R001200356.01	T BI Pr-Equipment Repairs	N
	4710	Interstate Power Systems Inc		600.00	1 Transactions			
	4877	L & L Street Rods & Sport Trucks						
56		01-201-000-0000-6480		68.85	Shipping for parts-7401 & 7402	3794	Non-Capitalized Inventory	Y
55		01-201-000-0000-6480		550.00	Squad equipment removal 7405	3805	Non-Capitalized Inventory	Y

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
4877	L & L Street Rods & Sport Trucks		618.85	2 Transactions			
9747	Rethemeier/Victoria						
44	01-201-000-0000-6801		220.00	Security 2023 Steele Co Fair	August 2023	Misc Expense	N
9747	Rethemeier/Victoria		220.00	1 Transactions			
79350	Sheriff Of Rice County						
45	01-201-000-0000-6801		1,451.34	Security 2023 Steele Co Fair	2023-025	Misc Expense	N
79350	Sheriff Of Rice County		1,451.34	1 Transactions			
85300	Streichers Inc						
101	01-201-000-0000-6408		203.94	6 gold cutouts - SCSO	I1651501	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc		203.94	1 Transactions			
9748	White/ShaLee						
47	01-201-000-0000-6801		340.00	Security 2023 Steele Co Fair	August 2023	Misc Expense	N
9748	White/ShaLee		340.00	1 Transactions			
201	DEPT Total:		11,686.30	Sheriff	15 Vendors	18 Transactions	
207	DEPT			Sheriff Special Deputies			
15550	Court Sports And More Inc						
26	01-207-000-0001-6801		50.00	Screenprint design	100577	General Expense-Special Fund	N
25	01-207-000-0001-6801		721.00	14 rain jkts-Special Deputies	62774	General Expense-Special Fund	N
15550	Court Sports And More Inc		771.00	2 Transactions			
207	DEPT Total:		771.00	Sheriff Special Deputies	1 Vendors	2 Transactions	
251	DEPT			Jail			
5750	Bob Barker Company Inc						
2	01-251-000-0000-6418		397.36	Inmate socks, tshirts,trousers	1932493	Lock-Up Supplies	N
5750	Bob Barker Company Inc		397.36	1 Transactions			
37025	Innovative Office Solutions LLC						
7	01-251-000-0000-6410		164.79	Copy paper,wipes,post-its	4297927	Office Supplies	N
37025	Innovative Office Solutions LLC		164.79	1 Transactions			
83500	Steele County Highway Dept						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
12	01-251-000-0000-6562		232.71	Fuel	2185	Gas & Oil	N
83500	Steele County Highway Dept		232.71	1 Transactions			
8247	Summit Food Services LLC						
17	01-251-000-0000-6441		3,825.71-	Credit - duplicate payment	109762	Prisoner Meals	N
13	01-251-000-0000-6441		3,561.94	Inmate meals 7/29 - 8/4/2023	INV2000181378	Prisoner Meals	N
15	01-251-000-0000-6451		27.54	Paper products	INV2000181378	Operating Supplies	N
14	01-251-000-0000-6441		2,944.77	Inmate meals 8/5 - 8/11/23	INV2000182081	Prisoner Meals	N
16	01-251-000-0000-6441		3,330.32	Inmate meals 8/12 - 8/18/23	INV2000182645	Prisoner Meals	N
18	01-251-000-0000-6451		55.08	Paper products	INV2000182645	Operating Supplies	N
8247	Summit Food Services LLC		6,093.94	6 Transactions			
1999	VonWald/Deanne						
20	01-251-000-0000-6801		14.24	Transport meal	8/13/2023	Misc Expense	N
21	01-251-000-0000-6801		13.05	Transport meal	8/15/2023	Misc Expense	N
1999	VonWald/Deanne		27.29	2 Transactions			
251	DEPT Total:		6,916.09	Jail	5 Vendors	11 Transactions	
252	DEPT			Community Corrections			
37025	Innovative Office Solutions LLC						
8	01-252-000-0000-6410		39.22	Holder, notepads, steno books	4296510	Office Supplies	N
37025	Innovative Office Solutions LLC		39.22	1 Transactions			
9749	Julsrud/Siri						
9	01-252-000-0000-5526		25.00	Overpayment of fees	8/21/23	Screening Fees	N
9749	Julsrud/Siri		25.00	1 Transactions			
252	DEPT Total:		64.22	Community Corrections	2 Vendors	2 Transactions	
253	DEPT			Law Enforcement Center			
9075	Access Tonna Lock Service						
1	01-253-000-0000-6300		60.00	15 Building keys for OPD	2943	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		60.00	1 Transactions			
1967	BATTERIES PLUS BULBS						
50	01-253-000-0000-6300		50.30	Batteries for security gate	P64967408	Bldg Repairs & Maintenance	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
1967	BATTERIES PLUS BULBS		50.30	1 Transactions			
49155	Malo Roofing, Inc						
57	01-253-000-0000-6300		650.00	Repair damage from high winds	18869	Bldg Repairs & Maintenance	N
49155	Malo Roofing, Inc		650.00	1 Transactions			
62900	Owatonna Heating & Cooling Inc.						
92	01-253-000-0000-6300		310.00	Repair Trane a/c	55842	Bldg Repairs & Maintenance	N
93	01-253-000-0000-6300		173.00	Repair compressor	55877	Bldg Repairs & Maintenance	N
62900	Owatonna Heating & Cooling Inc.		483.00	2 Transactions			
253	DEPT Total:		1,243.30	Law Enforcement Center	4 Vendors	5 Transactions	
281	DEPT			Emergency Management			
51630	Mike's Repair						
91	01-281-000-0000-6421		1,112.32	Tire replacement - trailers	102666	Maintenance Operating Exp	Y
51630	Mike's Repair		1,112.32	1 Transactions			
281	DEPT Total:		1,112.32	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Environmental Services			
4035	Uline Inc						
46	01-391-000-0000-6550		296.40	Strapping tape	5204978	Household Hazardous Waste	N
4035	Uline Inc		296.40	1 Transactions			
391	DEPT Total:		296.40	Environmental Services	1 Vendors	1 Transactions	
481	DEPT			Public Health Nursing			
9630	Alvarado/Gabrielle						
75	01-481-461-6066-6330		11.70	Travel meal - Smashburger	July & August 2023	Travel Expenses	N
76	01-481-461-6066-6410		42.65	Candy, cleaning supplies	July & August 2023	Office Supplies	N
74	01-481-461-6066-6464		548.46	YOLO mtgs & snacks	July & August 2023	General Supplies & Outreach	N
77	01-481-465-6057-6464		6.98	Water	July & August 2023	General Supplies & Outreach	N
9630	Alvarado/Gabrielle		609.79	4 Transactions			
8789	Dahle/Teya F						
102	01-481-461-6034-6261		75.00	Reflective consultation	1492	Conference & Training	Y
103	01-481-461-6059-6261		75.00	Reflective consultation	1492	Conference & Training	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8789	Dahle/Teya F		150.00	2 Transactions			
9453	Davis/Bailey						
120	01-481-461-6066-6464		20.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9453	Davis/Bailey		20.00	1 Transactions			
9742	DeLaRosa/Aliyanna						
121	01-481-461-6066-6464		60.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
29	01-481-461-6066-6464		40.00	Tobacco Grant student payment	June & July 2023	General Supplies & Outreach	N
9742	DeLaRosa/Aliyanna		100.00	2 Transactions			
9741	DeLaRosa/Naomie						
122	01-481-461-6066-6464		60.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
30	01-481-461-6066-6464		40.00	Tobacco Grant student payment	June & July 2023	General Supplies & Outreach	N
9741	DeLaRosa/Naomie		100.00	2 Transactions			
9390	Fisher/Madelyn						
123	01-481-461-6066-6464		100.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9390	Fisher/Madelyn		100.00	1 Transactions			
9391	Garza/Ruby						
124	01-481-461-6066-6464		120.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9391	Garza/Ruby		120.00	1 Transactions			
7951	Genoa Healthcare Company						
104	01-481-461-6025-6434		16.03	Prenatal vitamins	F23081531	Medical Supplies	N
7951	Genoa Healthcare Company		16.03	1 Transactions			
9539	Hanson/Carter						
125	01-481-461-6066-6464		60.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9539	Hanson/Carter		60.00	1 Transactions			
9646	Heyne/Ella						
126	01-481-461-6066-6464		40.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9646	Heyne/Ella		40.00	1 Transactions			
5109	Houck Transit Advertising						
105	01-481-460-6011-6243		280.00	Bus advertising	115920	Advertising,Marketing & Promotional	N

Steele County

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
5109	Houck Transit Advertising		280.00	1 Transactions			
37025	Innovative Office Solutions LLC						
106	01-481-465-6057-6410		16.05	Receipt book, highlighters	4292124	Office Supplies	N
107	01-481-465-6057-6410		10.49	Correction tape	4297807	Office Supplies	N
108	01-481-465-6057-6410		24.60	Batteries	4298736	Office Supplies	N
37025	Innovative Office Solutions LLC		51.14	3 Transactions			
9654	Knudson/Kiley						
127	01-481-461-6066-6464		80.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9654	Knudson/Kiley		80.00	1 Transactions			
41040	KOWZ-KRUE Radio						
109	01-481-460-6011-6243		180.00	Radio air time - August 2023	9692-8	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio		180.00	1 Transactions			
4537	Mn Home Care Association						
110	01-481-460-6009-6261		450.00	Home care conference	20007859	Conference & Training	N
4537	Mn Home Care Association		450.00	1 Transactions			
5424	Northstar Calibration Inc						
111	01-481-462-6047-6563		291.00	Thermometer temp calibration	643863	Maintenance And Repair	N
5424	Northstar Calibration Inc		291.00	1 Transactions			
7944	Red Oxygen						
112	01-481-460-6011-6210		14.48	Texting services	628433	Telephone	N
113	01-481-461-6040-6210		14.48	Texting services	628433	Telephone	N
7944	Red Oxygen		28.96	2 Transactions			
9565	Richardson/Karys						
128	01-481-461-6066-6464		20.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9565	Richardson/Karys		20.00	1 Transactions			
4597	Sanofi Pasteur Inc						
115	01-481-462-6047-6466		1,546.87-	Flu Vaccine	920805097	Flu Vaccine	N
114	01-481-462-6047-6466		6,449.45	Flu Vaccine	921143054	Flu Vaccine	N
4597	Sanofi Pasteur Inc		4,902.58	2 Transactions			
9653	Sletten/Norah						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
129	01-481-461-6066-6464		80.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9653	Sletten/Norah		80.00	1 Transactions			
85147	Stericycle Inc						
117	01-481-460-6009-6322		88.12	Hazardous waste	4011982489	Service Agreements	N
116	01-481-462-6047-6322		5.71	Hazardous waste	4011982489	Service Agreements	N
118	01-481-464-6061-6322		16.42	Hazardous waste	4011982489	Service Agreements	N
85147	Stericycle Inc		110.25	3 Transactions			
84035	Tri-M Graphics						
119	01-481-461-6066-6464		190.70	Poster-Youth mental health	102051	General Supplies & Outreach	N
84035	Tri-M Graphics		190.70	1 Transactions			
9647	Werk/Aubrianna Jo						
130	01-481-461-6066-6464		80.00	Tobacco grant student payment	August 2023	General Supplies & Outreach	N
9647	Werk/Aubrianna Jo		80.00	1 Transactions			
481	DEPT Total:		8,060.45	Public Health Nursing	23 Vendors	35 Transactions	
550	DEPT			Four Seasons			
8424	Cintas						
22	01-550-000-0000-6420		199.35	Monthly linens	4165317293	Linen Service	Y
8424	Cintas		199.35	1 Transactions			
33550	Hillyard-Hutchinson						
85	01-550-000-0000-6410		12.42	Scrubber pads	605228093	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson		12.42	1 Transactions			
585	Olympic Fire Protection Corp						
10	01-550-000-0000-6410		456.21	Repair leak in sprinkler syst	10000857	Operating Supplies - Contracts	N
585	Olympic Fire Protection Corp		456.21	1 Transactions			
77390	Schilling Supply Company						
97	01-550-000-0000-6410		23.01	Urinal screens	920856-02	Operating Supplies - Contracts	N
77390	Schilling Supply Company		23.01	1 Transactions			
550	DEPT Total:		690.99	Four Seasons	4 Vendors	4 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
602	DEPT			Co-Op Extension			
14420	Culligan Inc						
83	01-602-000-0000-6410		69.24	Water & cooler rent - Sept 23	15396671-08312C	Office Supplies	N
14420	Culligan Inc		69.24	1 Transactions			
72120	Univ Of Mn Regents						
40	01-602-000-0000-6306		1,507.16	CUnderwood 98.25 h 7/17-8/13	0300032396	Contracted Services	N
38	01-602-000-0000-6306		1,568.25	KBrown 76.5 hrs 7/17-8/13	0300032400	Contracted Services	N
37	01-602-000-0000-6306		1,353.00	MDinse 66 hrs 7/17-8/13	0300032402	Contracted Services	N
36	01-602-000-0000-6306		1,137.75	CKath 55.5 hrs 7/17-8/13	0300032406	Contracted Services	N
39	01-602-000-0000-6306		1,072.29	Steckelberg 73.75 h 7/17-8/13	0300032475	Contracted Services	N
42	01-602-000-0000-6306		1,884.75	MRysavy 100 hrs 7/17-8/13	0300032476	Contracted Services	N
41	01-602-000-0000-6306		1,540.79	GZollner 81.75 hrs 7/17-8/13	0300032477	Contracted Services	N
72120	Univ Of Mn Regents		10,063.99	7 Transactions			
602	DEPT Total:		10,133.23	Co-Op Extension	2 Vendors	8 Transactions	
1	Fund Total:		90,816.21	General Revenue Fund		133 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
631	DEPT			Judicial Ditch 1			
84625	Steele County Soil & Water Conserv Dist						
131	21-631-000-0000-6260		67.47	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 1)	Inspections & Engineer	N
84625	Steele County Soil & Water Conserv Dist		67.47	1 Transactions			
631	DEPT Total:		67.47	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT			Judicial Ditch 10			
84625	Steele County Soil & Water Conserv Dist						
135	21-633-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 10)	Inspections & Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
633	DEPT Total:		43.97	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT			Judicial Ditch 5			
84625	Steele County Soil & Water Conserv Dist						
132	21-634-000-0000-6260		79.22	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 5)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		79.22	1 Transactions			
634	DEPT Total:		79.22	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
84625	Steele County Soil & Water Conserv Dist						
133	21-635-000-0000-6260		619.72	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 6)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		619.72	1 Transactions			
635	DEPT Total:		619.72	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT			Judicial Ditch 7			
84625	Steele County Soil & Water Conserv Dist						
134	21-636-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 7)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
636	DEPT Total:		43.97	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT			JD 11 (Ripley Ditch)			
84625	Steele County Soil & Water Conserv Dist						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
136	21-637-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 11)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
637	DEPT Total:		43.97	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
84625	Steele County Soil & Water Conserv Dist						
137	21-638-000-0000-6260		149.72	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 12)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		149.72	1 Transactions			
638	DEPT Total:		149.72	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
84625	Steele County Soil & Water Conserv Dist						
138	21-639-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 23)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
639	DEPT Total:		43.97	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
84625	Steele County Soil & Water Conserv Dist						
139	21-640-000-0000-6260		126.22	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 24)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		126.22	1 Transactions			
640	DEPT Total:		126.22	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT			County Ditch 1 - Orig			
84625	Steele County Soil & Water Conserv Dist						
140	21-641-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 1)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
641	DEPT Total:		43.97	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
84625	Steele County Soil & Water Conserv Dist						
141	21-642-000-0000-6260		43.96	Ditch Insp Serv-Q1&2 2023	2023-14 (CD1-Ch	Inspections And Engineers	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
84625	Steele County Soil & Water Conserv Dist		43.96	1 Transactions			
642	DEPT Total:		43.96	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
84625	Steele County Soil & Water Conserv Dist						
142	21-643-000-0000-6260		67.46	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 2)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		67.46	1 Transactions			
643	DEPT Total:		67.46	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
84625	Steele County Soil & Water Conserv Dist						
143	21-644-000-0000-6260		43.96	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 4)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.96	1 Transactions			
644	DEPT Total:		43.96	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
84625	Steele County Soil & Water Conserv Dist						
144	21-645-000-0000-6260		114.46	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 5)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		114.46	1 Transactions			
645	DEPT Total:		114.46	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
84625	Steele County Soil & Water Conserv Dist						
145	21-646-000-0000-6260		43.96	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 19)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.96	1 Transactions			
646	DEPT Total:		43.96	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
84625	Steele County Soil & Water Conserv Dist						
146	21-647-000-0000-6260		43.96	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 20)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.96	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
647	DEPT Total:		43.96	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
84625	Steele County Soil & Water Conserv Dist						
147	21-648-000-0000-6260		43.96	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 21)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.96	1 Transactions			
648	DEPT Total:		43.96	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
84625	Steele County Soil & Water Conserv Dist						
148	21-649-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 22)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
649	DEPT Total:		43.97	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
84625	Steele County Soil & Water Conserv Dist						
149	21-650-000-0000-6260		126.22	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 23)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		126.22	1 Transactions			
650	DEPT Total:		126.22	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
84625	Steele County Soil & Water Conserv Dist						
150	21-651-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 24)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
651	DEPT Total:		43.97	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
84625	Steele County Soil & Water Conserv Dist						
151	21-652-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 25)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
652	DEPT Total:		43.97	County Ditch 25	1 Vendors	1 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
653	DEPT			County Ditch 27			
84625	Steele County Soil & Water Conserv Dist						
152	21-653-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (CD 27)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
653	DEPT Total:		43.97	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
84625	Steele County Soil & Water Conserv Dist						
153	21-654-000-0000-6260		126.22	Ditch Insp Serv-Q1&2 2023	2023-14 (PTD 7)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		126.22	1 Transactions			
654	DEPT Total:		126.22	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
84625	Steele County Soil & Water Conserv Dist						
160	21-655-000-0000-6260		1,677.22	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 2)	Inspections And Engineers	N
154	21-655-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (PTD 8)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		1,721.19	2 Transactions			
655	DEPT Total:		1,721.19	Public Tile Ditch 8	1 Vendors	2 Transactions	
656	DEPT			Public Tile Ditch 9			
84625	Steele County Soil & Water Conserv Dist						
155	21-656-000-0000-6260		278.97	Ditch Insp Serv-Q1&2 2023	2023-14 (PTD 9)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		278.97	1 Transactions			
656	DEPT Total:		278.97	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
84625	Steele County Soil & Water Conserv Dist						
156	21-657-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (PTD 10)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
657	DEPT Total:		43.97	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
84625	Steele County Soil & Water Conserv Dist						
157	21-658-000-0000-6260		149.72	Ditch Insp Serv-Q1&2 2023	2023-14 (PTD 11)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		149.72	1 Transactions			
658	DEPT Total:		149.72	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
84625	Steele County Soil & Water Conserv Dist						
158	21-659-000-0000-6260		102.72	Ditch Insp Serv-Q1&2 2023	2023-14 (PTD 17)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		102.72	1 Transactions			
659	DEPT Total:		102.72	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
84625	Steele County Soil & Water Conserv Dist						
159	21-660-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (PTD 18)	Inspections And Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
660	DEPT Total:		43.97	Public Tile Ditch 18	1 Vendors	1 Transactions	
662	DEPT			Judicial Ditch 19			
84625	Steele County Soil & Water Conserv Dist						
161	21-662-000-0000-6260		43.97	Ditch Insp Serv-Q1&2 2023	2023-14 (JD 19)	Inspections & Engineers	N
84625	Steele County Soil & Water Conserv Dist		43.97	1 Transactions			
662	DEPT Total:		43.97	Judicial Ditch 19	1 Vendors	1 Transactions	
21	Fund Total:		4,476.75	County Ditch Fund		31 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
111	DEPT			Buildings & Grounds			
8087	Braun Intertec Eng Inc						
196	38-111-045-0000-6600		2,970.00	Professional svs thru 7/21/23	B355318	Capital Outlay - CCA Bldg	Y
194	38-111-045-0000-6600		3,430.35	Professional svs thru 8/25/23	B356059	Capital Outlay - CCA Bldg	Y
8087	Braun Intertec Eng Inc		6,400.35	2 Transactions			
8681	Mohs Contracting Inc						
197	38-111-000-0000-6600		45,783.32	Admin bldg reno bill thru Aug	3	Capital Outlay - Buildings and Groun	N
8681	Mohs Contracting Inc		45,783.32	1 Transactions			
111	DEPT Total:		52,183.67	Buildings & Grounds	2 Vendors	3 Transactions	
201	DEPT			Sheriff			
8087	Braun Intertec Eng Inc						
195	38-201-000-0000-6600		6,030.00	Professional svs thru 7/21/23	B355318	Capital Outlay - Sheriff	Y
193	38-201-000-0000-6600		6,964.65	Professional svs thru 8/25/23	B356059	Capital Outlay - Sheriff	Y
8087	Braun Intertec Eng Inc		12,994.65	2 Transactions			
201	DEPT Total:		12,994.65	Sheriff	1 Vendors	2 Transactions	
38	Fund Total:		65,178.32	Capital Outlay Fund		5 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
398	DEPT			Landfill			
8501	Ballstadt Enterprises LLC						
59	53-398-000-0000-6300		5,000.00	Deck removal, concrete install	14042	Bldg Repairs & Maintenance	Y
8501	Ballstadt Enterprises LLC		5,000.00	1 Transactions			
10150	Carquest Auto Parts						
60	53-398-000-0000-6301		138.03	Filter & lube	467034	Equip Repairs	N
10150	Carquest Auto Parts		138.03	1 Transactions			
11215	Central Farm Services						
162	53-398-000-0000-6540		1,111.42	305 gals diesel	25731	Machine Fuel	N
163	53-398-000-0000-6540		1,847.50	400 gal diesel 100 gal unlead	25767	Machine Fuel	N
164	53-398-000-0000-6540		1,618.68	420 gals diesel	25822	Machine Fuel	N
165	53-398-000-0000-6540		963.50	250 gals diesel	25849	Machine Fuel	N
166	53-398-000-0000-6540		1,387.44	360 gals diesel	25907	Machine Fuel	N
11215	Central Farm Services		6,928.54	5 Transactions			
14420	Culligan Inc						
167	53-398-000-0000-6304		82.29	Water & fuel surcharge	3801786	Contract Services	N
168	53-398-000-0000-6304		37.15	Softener rental	3817610	Contract Services	N
169	53-398-000-0000-6304		12.94	Softener rental	3818324	Contract Services	N
170	53-398-000-0000-6304		39.99	Softener rental	3822998	Contract Services	N
14420	Culligan Inc		172.37	4 Transactions			
5365	Fleet Pride						
62	53-398-000-0000-6301		31.24	Slack adjuster kit	110471666	Equip Repairs	N
61	53-398-000-0000-6301		101.44	Slack adjuster kit	110498989	Equip Repairs	N
5365	Fleet Pride		132.68	2 Transactions			
37025	Innovative Office Solutions LLC						
171	53-398-000-0000-6410		249.68	Computer paper-2 boxes	4309168	Office Supplies	N
37025	Innovative Office Solutions LLC		249.68	1 Transactions			
38160	J R's Advanced Recyclers Inc						
63	53-398-000-0000-6304		1,020.00	130 appliances	110982	Contract Services	N
38160	J R's Advanced Recyclers Inc		1,020.00	1 Transactions			
43300	Krell/Denise K						
64	53-398-000-0000-6261		314.40	Mileage April - May 2023		Conference & Training	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
65	53-398-000-0000-6261		314.40	Mileage June - July 2023		Conference & Training	N
43300	Krell/Denise K		628.80	2 Transactions			
9342	Liberty Tire Recycling LLC						
172	53-398-000-0000-6304		1,837.60	Tires to recycle	2607542	Contract Services	N
9342	Liberty Tire Recycling LLC		1,837.60	1 Transactions			
9108	Minnesota Department of Commerce						
72	53-398-000-0000-6300		299.00	Scale testing	DEV-00061398	Bldg Repairs & Maintenance	N
9108	Minnesota Department of Commerce		299.00	1 Transactions			
52975	Minnesota Valley Testing Labs						
66	53-398-000-0000-6545		15,196.00	Well testing	1213726	Water Testing	N
52975	Minnesota Valley Testing Labs		15,196.00	1 Transactions			
52304	Mn Counties Intergovernmental Trust						
173	53-398-000-0000-6350		370.00	CAT D6	9441	Property & Liability Insurance	N
52304	Mn Counties Intergovernmental Trust		370.00	1 Transactions			
56125	NAPA Auto Parts						
174	53-398-000-0000-6301		143.82	Windshield wash, floor dry	796647	Equip Repairs	N
56125	NAPA Auto Parts		143.82	1 Transactions			
58850	Northland Farm Systems						
67	53-398-000-0000-6301		1,492.57	Repairs to cub cadet	60869	Equip Repairs	N
58850	Northland Farm Systems		1,492.57	1 Transactions			
4097	Nuss Truck & Equipment						
68	53-398-000-0000-6301		286.11	Air spring	PSO019090-1	Equip Repairs	N
69	53-398-000-0000-6301		19.81	Gasket	PSO031363-1	Equip Repairs	N
4097	Nuss Truck & Equipment		305.92	2 Transactions			
77570	Short Elliott Hendrickson Inc						
70	53-398-000-0000-6542		9,036.00	Landfill permitting	451148	Testing & Monitoring	N
71	53-398-000-0000-6542		1,715.26	Landfill services	451149	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc		10,751.26	2 Transactions			
99500	Ziegler,Inc						
73	53-398-000-0000-6301		6,024.17	Repair to D6N	SI000370711	Equip Repairs	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
99500	Ziegler,Inc		6,024.17	1 Transactions			
398	DEPT Total:		50,690.44	Landfill	17 Vendors	28 Transactions	
53	Fund Total:		50,690.44	Landfill Fund		28 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
865	DEPT			Planning & Zoning Surcharge			
7771	MN Dept of Labor & Industry						
198	72-865-000-0320-2100		555.15	Qtr 4 surcharge (2022)		Steele County Surcharge	N
199	72-865-000-0321-2100		575.32	Qtr 4 surcharge (2022)		Bl Pr Surcharge	N
7771	MN Dept of Labor & Industry		1,130.47	2 Transactions			
865	DEPT Total:		1,130.47	Planning & Zoning Surcharge	1 Vendors	2 Transactions	
72	Fund Total:		1,130.47	State Collections Fund		2 Transactions	
	Final Total:		212,292.19	141 Vendors	199 Transactions		

Recap by Fund	Fund	AMOUNT	Name	
	1	90,816.21	General Revenue Fund	
	21	4,476.75	County Ditch Fund	
	38	65,178.32	Capital Outlay Fund	
	53	50,690.44	Landfill Fund	
	72	1,130.47	State Collections Fund	
	All Funds	212,292.19	Total	Approved by,

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PERSONNEL REPORT
September 12, 2023 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

New Hires/Promotions/Demotions/Transfers. (Positions previously approved by Board):

Name	*Position/Dept.*	*Rating/Step*	*Date*
Julia Spatenka	Legal Administrative Assistant	B23/3	09/05/23

Resignations/Retirements/Terminations:

Name	*Position*	*Department*	*End Date*
Garrett Byrnes (term)	Correctional Officer	Detention Center	08/21/23
Tazio Lombardo	Asst. Cty. Attorney II	Attorney's Office	09/20/23

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Correctional Officer	Detention Center	Backfill Byrnes
Asst. Cty. Attorney I/II/Sr.	Attorneys Office	Backfill Lombardo

STAFFING STATUS *(Information Only – No Action Required)*

Open Positions - Approved to Fill:

Position	*Department*	*Notes*
Correctional Officer (4)	Det. Center/Sheriff's Office	Recruiting & 2 in background
Road Deputy (4)	Sheriff's Office	Recruiting & 3 in background
Property Tax & Elections Director	Property Tax & Elections	Recruiting
Temporary Records Specialist	Sheriff's Office	Offer Pending
Finance Director	Finance	Use Executive Search Firm
Interim Working Foreperson	Highway	Posted Internally

Open Positions – In Committee:

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

Steele County

Agenda Item

Subject: Independent Contractor Agreement – Amendment 1 - Piepho

Department: Administrator's Office

Committee Date: September 5, 2023

Board Meeting Date: September 12, 2023

Committee Recommendation:
Committee recommends approving.

Recommendation:
Amend Contract Agreement Exhibit A with Cathy Piepho as an independent Contractor to administer the main Finance Department functions of budgeting, capital planning/financing, and investments through December 31, 2023 as needed.

Background *(Including Budget Impact)*:

Steele County Treasurer/Finance Director submitted her resignation on June 2nd effective July 14th, 2023.

Original Contract with Cathy Piepho was effective starting July 17th - September 30th, not to exceed 250 hours for the term of the Agreement.

Due to the delay in the recruitment for the Finance Director position, this contract arrangement will serve to provide the necessary operation support in the Finance Department.

Amendment 1: Contract with Cathy Piepho effective starting July 17th – December 31st, not to exceed 530 hours for the term of the Amended Agreement.

Attachments:

Amendment 1 to Exhibit A

INDEPENDENT CONTRACTOR AGREEMENT

AMENDMENT 1 to EXHIBIT A

Drafted 8/31/2023
ICS Committee: 9/5/2023
Board Meeting: 9/12/2023

EXHIBIT A

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

INDEPENDENT CONTRACTOR NAME: Catherine Piepho

TERMS OF AGREEMENT

I. TERM: This agreement is effective from July 17, 2023 through **December 31, 2023**.

II. SERVICES TO BE RENDERED: INDEPENDENT CONTRACTOR will provide consultation services to Steele County with Catherine Piepho being appointed the Interim Steele County Finance Director/Treasurer effective on July 17, 2023, following formal action by the Steele County Board of Commissioners.

The following responsibilities may be adjusted by the Steele County Board of Commissioners. Necessary and appropriate interventions and timelines will be discussed and determined in consultation with INDEPENDENT CONTRACTOR and the Steele County Board of Commissioners.

INDEPENDENT CONTRACTOR is responsible for the following:

- Formulate and recommend purchases and other actions to the Board.
- Coordinate the preparation of the annual 2024 County Budget.
- Coordinate capital improvement planning and financing.
- Be available for questions from the staff in the Finance/Treasurer Department.
- Oversee County investments.
- Other related work as apparent or assigned by the Steele County Board of Commissioners.
- Assist the County Board in developing and executing a process to hire a permanent County Finance Director.

III. COMPENSATION

TOTAL COMPENSATION FOR INDEPENDENT CONTRACTOR SERVICES: shall be $100.00 per hour over the term of this agreement. The COUNTY will not reimburse the INDEPENDENT CONTRACTOR for any expenses.

The COUNTY and INDEPENDENT CONTRACTOR expect that the services provided under this Agreement will typically require 20 hours of work per week and will not exceed a total of **530 hours** for the term of this Agreement. However, reasonable deviation from this schedule is expected due to the nature of the services to be provided. INDEPENDENT CONTRACTOR shall notify the Steele County Administrator and obtain approval for any significant deviations from the 20 hour-per-week schedule.

INDEPENDENT CONTRACTOR shall submit monthly billings to the Steele County Auditor for payments due under this Agreement.

IN WITNESS WHEREOF, the parties have caused this Amendment 1 to Exhibit A to be duly executed intending to be bound thereby.

APPROVED:

INDEPENDENT CONTRACTOR:	STEELE COUNTY:
By: ______________________________	By: ______________________________
Name: ____________________________	Name: ____________________________
Title: _____________________________	Title: _____________________________
Date: _____________________________	Date: _____________________________

STEELE COUNTY PERSONNEL AGENDA ITEM
September 12, 2023 at 5:00 pm

SEPTEMBER EMPLOYEE ANNIVERSARIES
(Information Only – No Action Required)

Anniversaries:

Name	*Position-Dept*	*Anniv. Date*	*Yrs. Service*
Jarred Robinson	Maintenance Tech – Highway	09/01/23	7
Stephen Tschopp	Engineering Tech III – Highway	09/01/23	7
Sean Witter	Int. Maint Sup/Maint Foreperson – Hwy	09/02/23	7
Josh Horejsi	Deputy – Sheriff's Office	09/03/23	8
Melissa Kofstad	Emerg. Prep. Coord./Care Coord. – PH	09/04/23	16
Michelle Bromley	Correctional Officer – Detention Ctr.	09/05/23	6
Michael Witter	Correctional Officer – Detention Ctr.	09/06/23	5
Jennifer Su	Probation Officer II – Comm. Corr.	09/07/23	16
Erin Edel	Accountant – Highway/Public Health	09/14/23	17
Carey Steffensmeier	CARE Coordinator/Social Worker – PH	09/14/23	8
David Stenzel	Environmental Specialist	09/14/23	2
John Anderson	Correctional Officer – Detention Ctr.	09/16/23	4
Mark Blowers	Network Support Specialist – IT	09/22/23	9
Greg Ilkka	County Engineer – Highway	09/25/23	6
Brian Anderson	Appraiser III – Assessor's Office	09/26/23	7
Seth Hummel	Corporal – Detention Ctr.	09/28/23	8
Amber Aaseth	Director of Public Health – PH	09/28/23	25
Bobbie Herzog	Human Resources Assistant – HR	09/30/23	4
Mark Radue	Fac. Maint. Worker I – Facilities	09/30/23	32
Amy Berg	Office Support Specialist – PH	09/30/23	1

Steele County
Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 223738; SAP 074-637-038

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: September 12, 2023

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

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 233738: SAP 074-637-038 to Borneke Construction in the amount of $19,602.15.

Background ***(Including Budget Impact)*****:**

This project improved drainage and completed other minor improvements on CSAH 37 from CSAH 8 to about CR 135) and on Dodge County CSAH 20 from about CR 135 to CSAH 19). This was a joint project with Dodge County. The final contract amount was $727,552.43. Dodge County's portion is $49,749.43 and Steele County's portion is $677,803.00.

Attachments:

Resolution – Certificate of Final Acceptance

Steele County Highway Department
Certificate of Final Contract Acceptance
County Board Acknowledgement

Contract Number:	223708
Contractor:	Borneke Construction
Date Certified:	August 7, 2023
Final Pay Request Number:	5

Whereas; Contract No. 223708 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

I, ___________________________, County Auditor within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

State of Minnesota
County of Steele

Dated this _____ day of ________________, 20__

At_____________________________________

Signed by_________________________________
County Auditor
(SEAL)

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, September 5, 2023 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Krueger, Finance - Cathy Piepho, Human Resource Director Julie Johnson, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the Financial Independent Contractor Agreement Amendment 1 to extend services with Cathy Piepho through December 2023.

Information

Currently the preliminary tax levy increase is 7.4%. The financial team and Administrator met with every department to review their budgets. There was a focus on what they see coming in the next 3 to 5 years.

There are a several retirements coming up in the next five years. Concerns about recruiting and retaining staff and the amount of money to bring qualified individuals into the county was discussed.

HR discussed implementing a program called Leaders at All Levels to engage employees in a growth and leadership program.

The budget impacts listed in the report were discussed. This included MNP and Joint dispatch (which has not finalized their budget) currently at a 5.9% increase. Community Corrections received $438K in funds and they are asking for additional staff. IT budgeted a position in 2023 to be filled in 2024. Other additional staff increases where in the departments of GIS, HR and the Extension office.

Capital Improvement Project discussion: Four Seasons 5-year projection will be approximately $4M. Public Health turnover allowance of 5% was added back into salary expense as due to the stability of the employees and the department. Discussion regarding a required but unfunded required program for IT Department to implement. GIS is asking for LiDAR information for ditches and roads. Dave to see if this is a one-time fee or a fee with annual maintenance fees and will follow up at the Work Session. Discussion regarding the funds that are used to offset the cost of the records department at the Sheriff's office by using gun permit fees.

Other items discussed were as follows: Need an LEC buyout number and need to know the dollars coming back on recent upgrades that were done at the current facility that Steele County will not get to share in the use of. At the Work Session the commissioners would like to talk about the long term effects of using reserves to buy down levy.

Department Head Reports

Human Resources:

Started working through the legislation changes: August 1st - adult use cannabis. January 1st the Employee safe and sick leave. The new union rules that need to be followed.

Going into mediation with the two sergeant groups on September 20th. Waiting to hear the results in October regarding the finding of the arbitration hearing that already occurred.

Getting ready for employee benefit enrollment and are still having recruitment challenges.

Employee Picnic will be September 13th from 11 a.m. to 1 p.m.

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

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Attendees: Commissioner Glynn, Facilities and Fleet Director Jake Rysavy, Treasurer/Finance Director Cathy Piepho, Community Corrections Assistant Director Steve Rick, Wold Architects representatives John McNamara, Jake Wollensak, Allison Timmins, IT Director Dave Purscell, and Administrator Scott Golberg.

Information items:

1. **Community Corrections building update**: The updated building design and cost estimates were presented and discussed. The City of Owatonna will be considering the rezoning request for the property on September 12th. The current metal building option has caused some consternation with the city with respect to their main street downtown building design guidelines. Wold provided some building design options/costs to address the City's concerns and construct an attractive building.

2. **Alexander Street Building:** The state recently notified the county of about $145,000 in emergency management unused funds that became available and have to be spent by the end of September; the funds would be used for some improvements to the property that were in the capital plan. The current renter has indicated that they could be out of the building a month early (December 31st), if the County wants to terminate the lease early.

Department Head Reports: None