



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 26, 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. Loren Dietz – Corky's Early Bird Softball Legacy project Letter (pg. 4)

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

5. Approve September 12, 2023 Board Minutes (pg. 14)
6. Approve September 12, 2023 Board Work Session Minutes (pg. 17)

7. Approve Bills and Journal Entries (pg. 18)
8. Approve Personnel Report (pg. 100)
9. Approve Final Payment Resolution for Contract No. 232305;CP 074-023-005 in an amount of \$411.46 to Safety Signs (pg. 101)
10. Approve Equitable Sharing Agreement Renewal (pg. 103)
11. Approve Minnesota Snowmobile Safety Enforcement Grant Program 2024 – 2025 (pg. 111)
12. Approve Radiological Preparedness Grant renewal for 2024 – 2025 (pg. 116)
13. Adopt Le Sueur River Comprehensive Watershed Management Plan by Resolution (pg. 120)
14. Approve renewal of Professional Services Agreement with Counties Providing Technology for 2024 - 2026 (pg. 124)

General

15. Action Items

County Board Work Session – September 26, 2023

16. Adopt a Resolution setting the Preliminary Net Tax Levy and Budget for 2024 (pg. 137)

Public Works Committee- September 14, 2023

17. Access Variance Request – CSAH 48/Bixby Rd.: Stadheim Properties, Parcel ID 17-177-0003 (pg. 139)
18. Adopt a Resolution to approve MnDOT Contract No. 1053976 and Authorize the Chair and Administrator to execute the contract (pg. 141)

Land Use & Records Committee- September 19, 2023

19. Adopt Solid Waste Management Service Fee Schedule Resolution assessing the urban & rural household fees beginning 2024 (pg. 175)
20. Adopt a Resolution authorizing Sale of Tax Forfeited Properties (pg. 179)

Information Items

21. Public Safety & Health Committee Minutes – September 13, 2023 (pg. 181)
22. Public Works Committee Minutes – September 14, 2023 (pg. 182)
23. Land Use & Records Committee Minutes – September 19, 2023 (pg. 183)

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **Tuesday, October 3rd at 8 a.m. in the Boardroom**

Property & Maintenance Committee–**Thursday, October 5th at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, October 10th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, October 10th at 5 p.m. in the Boardroom**

Closed Session for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03

Adjourn

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

Loren Dietz

1905 Whitetail Run Place NE Owatonna, MN 55060 | 507-456-2618 |
corkysearlybirdsoftball@gmail.com

08/03/2023

Greg Krueger
Steele County District 5 Commissioner
greg.krueger@co.steele.mn.us

507-413-0692
Owatonna, MN 55060

Dear Mr. Krueger:

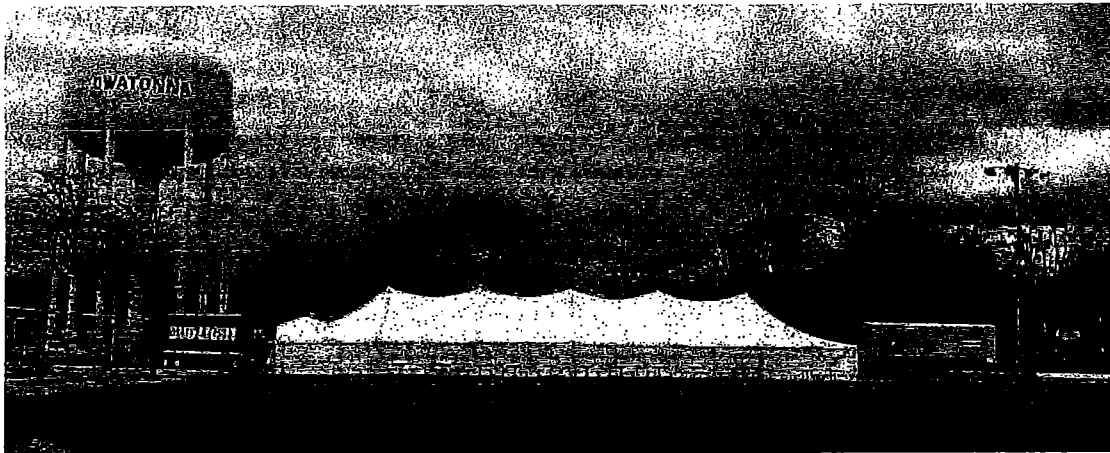
The Corky's Early Bird Softball Tournament Board of Directors have started to explore options for a Legacy Project. We would like to leave a lasting impact on the sport of softball and the Owatonna community for years to come.

Please see enclosed proposal for a Legacy project that can help promote the game of softball as well as reduce operating expenses for fast-pitch and slow-pitch softball tournaments and reduce support costs for the City of Owatonna.

I would like to set up a follow-up meeting to discuss this in more detail.

Sincerely,

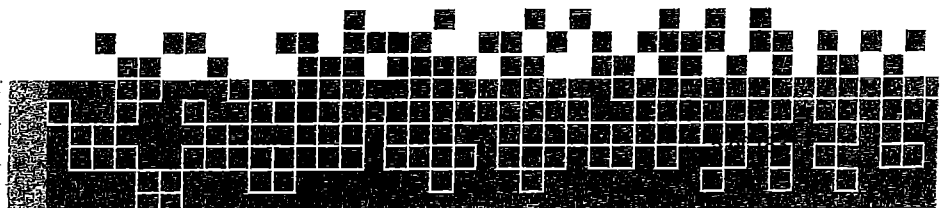
Loren Dietz



Background:

The Corky's Early Bird Softball Tournament has been held for 43 years. Historically, the tournament sets up a large 40x120' Big top tent for the weekend tournament and rents portable restrooms. Both the Tournament and the City of Owatonna spend resource time to set up the area and do cleanup of the event.

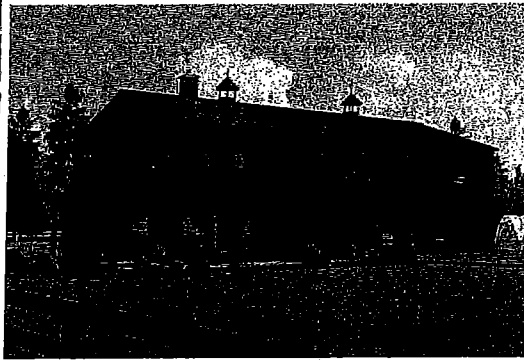
Overall, the number of softball teams in Owatonna adult leagues is dropping and the Fairgrounds complex softball diamonds are only used for 3 days per week in the summer and fall seasons. Weekend tournaments at the Fairgrounds complex have dropped dramatically.



Mission:

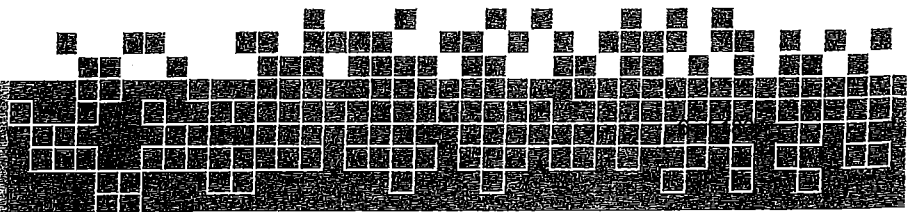
To promote and grow the game of softball and to give back to the City of Owatonna community. To create a legacy project that will reduce the amount of work it takes to continue the legacy of Corky's Early Bird softball tournament and to preserve the rich history of Owatonna softball. Finally, to provide a facility that reduces expenses for youth softball and baseball tournament organizers so that the Fairgrounds Softball Complex is used much more than it is today.

Legacy Project Concept #1:



(Concept photos only)

Proposal to build a permanent 40'x120' building/community center/tournament headquarters on the west side of Diamond #2 at the Fairgrounds Park.



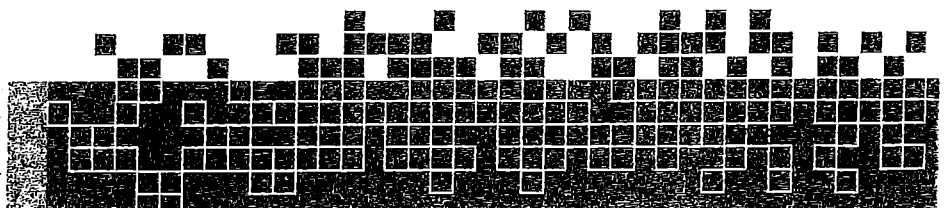
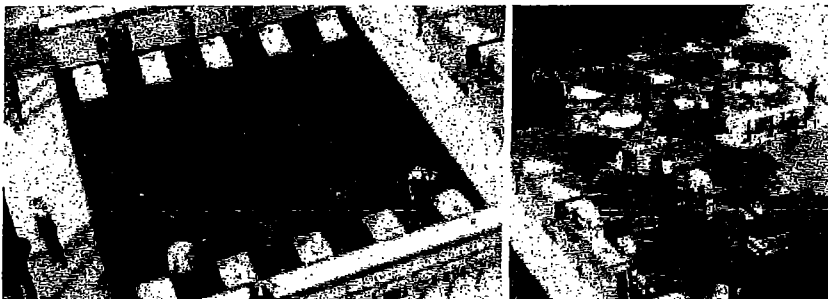
Description:

This pole barn or steel beam structure would include large garage doors on the East side of the building that would open during tournaments. It would also include garage doors on the West side of the building to accommodate food trucks for concessions sales.

The intent of the building would be a turnkey building that can be used to run tournaments and host community events and meetings.

The building could eventually expand to include restrooms, permanent counter/bar area for concessions, a conference style office room to be used for umpires and/or tournament directors, storage areas for tournament director and field maintenance items, and a display area to establish and showcase an Owatonna Softball Hall of Fame.

Eventually, we would expand outside the building to include an area for other types of recreations such as cornhole tournaments or outdoor seating.



Immediate Benefits:

1. Reduced operation costs for tournaments
 - a. Eliminates tent rental fees.
 - b. Eliminates portable restroom fees.
 - c. Eliminates redundant tournament equipment fees.
 - d. Reduces setup and tear down costs.
 - e. Eliminates damage to grass areas near the historical society.
 - f. Reduces man hours for setup and operation of tournament headquarters.
 - g. Eliminates the need for City of Owatonna staff to bring sandbags, cones, picnic tables, garbage cans, or to hang light fixtures.
 - h. Provides an upgraded restroom facility for the Fairgrounds Park
 - i. Provides a large space for umpire headquarters, including privacy for changing uniforms.
 - j. Provides a venue and home for the Owatonna Softball Hall of Fame display.

Expected Benefits:

1. Reduced costs and ease of operation should promote the use of the Fairgrounds Complex for youth and adult softball tournaments.
2. Stocked with enough supplies to run a tournament and do basic field maintenance including hand drags and chalk rollers.
3. Building will be to code with enough power for food trucks, concessions, and misc. tournament director needs such as bracket displays, music, and WiFi.
4. May eventually be used for Owatonna Parks and Recreation Bean Bag league.

Estimated Cost:

Rough estimation of cost for cement foundation and non-insulated building is between \$200,000-\$250,000.

Additional items will be added at additional cost each year.

Sources of Funding:

1. Corky's Early Bird Softball Tournament: \$125,000 initially and additional donation over the next 5 years.
 - a. Includes:
 - i. \$63,000 in the account with City of Owatonna
 - ii. \$27,000 in the Corky's Early Bird account
 - iii. \$35,000 raised at the 2024 Corky's Early Bird Tournament
2. Application for a matching grant with the Owatonna Foundation
3. Request for donation from the Owatonna Softball Board fund
4. Local donations from businesses and individuals

Potential Items stored for tournament director use may include:

- Hand drags
- Baseline chalk rollers
- Hand rakes
- Diamond Dry
- Umpire cards
- Power cords
- Permanently mounted TVs and speakers for tournament brackets and entertainment
- Garbage cans/liners
- Picnic tables
- Cornhole board games

Potential Events:

- Softball tournaments
- Baseball tournaments
- 4-H softball
- Cornhole tournaments
- Community events or meetings
- Family reunions
- Fantasy Football Drafts
- Winter vehicle storage
- Other

Proposed Next steps:

- Meetings with impacted parties to determine if a building would even be allowed and to finalize the concept.
- Quotes from licensed contractors
- Utilities plan for sewer, water, electrical
- Predicted permits, fees.
- Owatonna Foundation Grant Application (due 9/1/23)
 - Requires official quote for the project.

Other items:

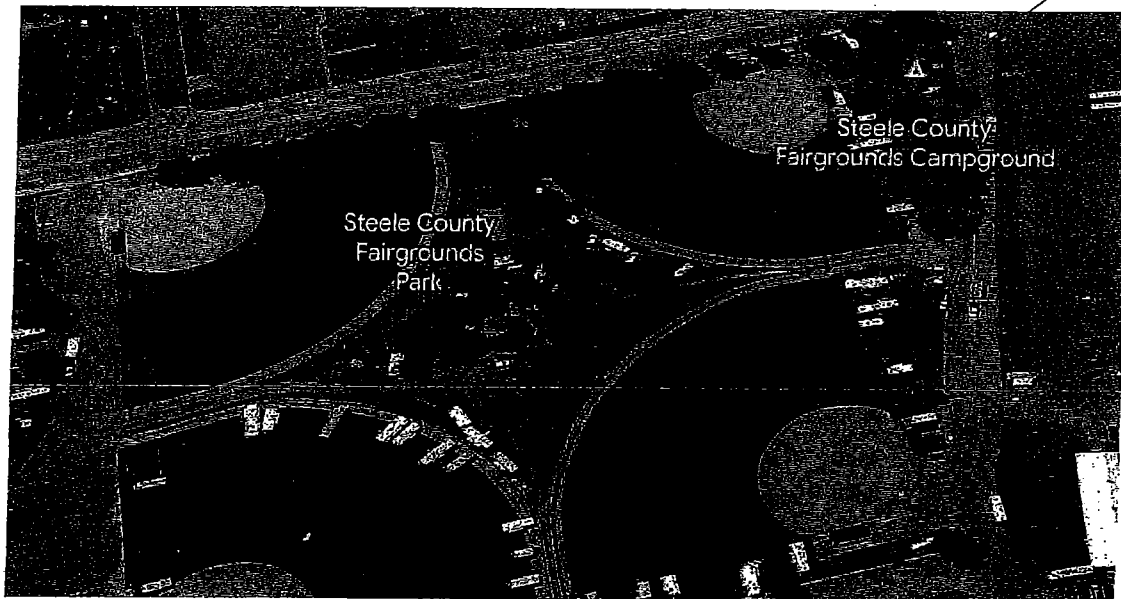
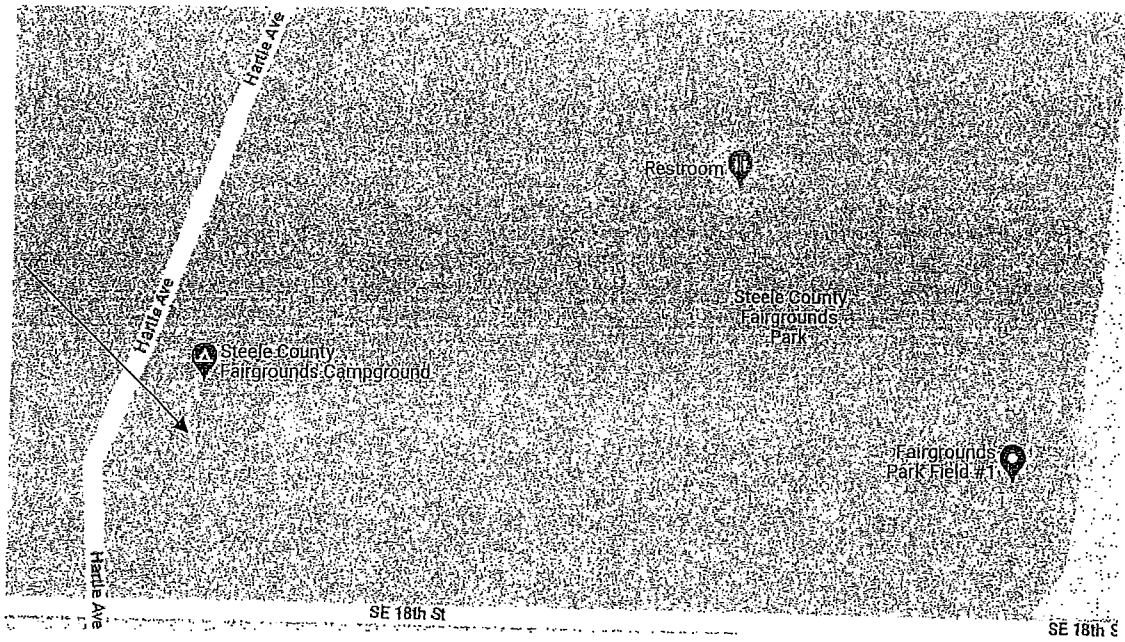
- Long-term agreement for operation and maintenance
- Construction schedule, contract

Questions can be directed to:

Loren Dietz, President, Corky's Early Bird Softball Tournament, Inc.

corkysearlybirdsoftball@gmail.com

Building Location Map:



PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

September 12, 2023

STATE OF MINNESOTA)) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on September 12, 2023 with Commissioner's Gnemi, Abbe, Krueger, Brady, and Glynn present. Also present were Interim County Auditor Brenda Blood, Interim Steele County Finance Director/Treasurer Cathy Piepho, County Engineer Greg Ilkka, Assessor Tom Reineke, IT Director Dave Purscell, HR Assistant Manager Gina McGuire, Emergency Management Director Kristen Sailer, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve with the addition of Appropriations for 2024, Emergency Management Performance grant, Supplemental Emergency Management Performance grant. Ayes all.

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

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

Consent Agenda:

- A. Approve the minutes of August 22, 2023 Board Meeting
- B. Approve the minutes of the August 22, 2023 Board Work Session
- C. Approve the minutes of the September 7, 2023 Board Work Session
- D. Approve Bills
- E. Approve Personnel Report

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:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
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.	Attorney's Office	Backfill Lombardo

- F. Approve Financial Independent Contractor Agreement Amendment 1 extending services with Cathy Piepho through December 2023 as needed

General Agenda:

Human Resource Assistant Director Gina McGuire read the September Employee Anniversary Report

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/Hwy Mtce Foreperson	09/02/23	7
Josh Horejsi	Deputy – Sheriff's Office	09/03/23	8
Melissa Kofstad	Emerg. Prep./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 Coord./Social Worker – PH	09/14/23	8
David Stenzel	Environmental Specialist	09/14/23	2
John Anderson	Correctional Officer – Det. 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

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

**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.

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

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve 2024 Appropriations in an amount of \$533,906.00. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve Emergency Management Performance Grant in an amount of \$39,641.00. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve Emergency Management Performance Grant for ARPA supplemental funding in an amount of \$144,326.00. Ayes all.

Commissioner Reports:

Commissioner Brady Attended HRC, MNPrairie All Commissioners Meeting, Annual Fall Township/County meeting, two Work Sessions.

Commissioner Glynn attended a Property and Maintenance Committee meeting, MNPrairie All Commissioners meeting, Annual Fall Township/County meeting, and a Work Session.

Commissioner Gnemi attended Drug Court, South Central Human Relation center meeting, MNPrairie All Commissioners meeting, Drug Court, Work Force, Township meeting, and a Work Session.

Commissioner Abbe attended MNPrairie All Commissioners Meeting, Internal Central Services Committee meeting, Work Session, MNPrairie Joint Powers Board meeting and a Work Session.

Commissioner Krueger attended MNPrairie All Commissioners meeting, MNPrairie Finance meeting, Criminal Justice meeting, MNPrairie Finance meeting, Work Session, County/Township meeting, and a Work Session.

**LISTING OF BILLS
September 12, 2023**

Agile Fleet Inc	11,658.61
Ballstadt Enterprises LLC	5,000.00
Braun Intertec Eng Inc	19,395.00
Central Farm Services	8,431.46
City Of Blooming Prairie	2,776.07
City of Faribault	4,350.00
Counties Providing Technology	4,467.00
Crysteel Truck Equipment Inc	9,005.50
I & S Group Inc	18,055.00
Information Systems Corp	16,974.31
Mike's Repair	3,604.64
Minnesota Valley Testing Labs	5,196.00
Mn Dept Of Transportation	2,457.93

Mohs Contracting Inc	45,783.32
Piepho/Catherine L	9,850.00
Sanofi Pasteur Inc	4,902.58
Short Elliott Hendrickson Inc	11,957.08
Sign Solutions	6,678.73
Steele County Soil & Water Conserv Dist	4,476.75
Summit Food Services LLC	6,093.94
Trueman Walters Inc	2,997.82
Univ Of Mn Regents	10,063.99
WHKS & Co	20,211.44
WSB & Associates Inc	128,152.84
Ziegler,Inc	6,024.17
93 Payments less than 2000	<u>31,434.51</u>
Final Total:	409,998.69

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

CHAIRMAN

ATTEST: _____
AUDITOR

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

September 12, 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 12, 2023, with Commissioners Gnemi, Abbe, Krueger, Brady, and Glynn present. Also present were Interim County Auditor Brenda Blood, County Engineer Greg Ilkka, Assessor Tom Reineke, IT Director Dave Purscell, HR Assistant Manager Gina McGuire, Emergency Management Director Kristen Sailer, Independent Finance Contractor Cathy Piepho, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Lisa Dierks, Extension Regional Director, spoke regarding her request for a half time/full time for 5 weeks employee funded by the county and hired through the University of Minnesota for 2024.

Cathy Piepho reviewed the 2024 Wellness Fund proposed budget with an expenditure of \$33K for the 2024 budget. The 2024 Compliance Fund Budget proposal was reviewed. Looking at expenditures of \$84.5K with an approximate income of \$50K for the year 2024.

Preliminary Levy options were reviewed. Discussion regarding the use of capital reserves to reduce the preliminary levy from 7.6% to 5.6%. Board supports using the 5.6% as a preliminary levy for 2024 and requested to bring this forward to the meeting on September 26th for action.

Appropriation recommendations for 2024 was reviewed.

Commissioners Abbe and Brady will sit on the group meeting with the AFSME union groups.

Meeting was adjourned at 4:49 p.m.

CHAIRMAN

ATTEST:_____

KWINTER
9/21/23

12:14PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KWINTER
9/21/23 12:14PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				Administration			
	8251	BRN Lawn & Landscape LLC						
1		10-301-000-0000-6512		540.00	August mowing services	2600	Bldg Repair & Maintenance	Y
	8251	BRN Lawn & Landscape LLC		540.00	1 Transactions			
	68420	Plunkett's Pest Control, Inc.						
22		10-301-000-0000-6512		109.62	September pest control	8211819	Bldg Repair & Maintenance	N
	68420	Plunkett's Pest Control, Inc.		109.62	1 Transactions			
301	DEPT Total:			649.62	Administration	2 Vendors	2 Transactions	
302	DEPT				Road & Bridge Maintenance Expense			
	5217	Crane Creek Asphalt						
5		10-302-000-0000-6525		1,653.08	23.12 ton of mix, CSAH 2	4800009949	CSAH Supplies - Aggregate/Asphalt	N
6		10-302-000-0000-6525		1,507.69	22.01 ton of mix, CSAH 2	4800009958	CSAH Supplies - Aggregate/Asphalt	N
	5217	Crane Creek Asphalt		3,160.77	2 Transactions			
	46551	Locators & Supplies Inc						
13		10-302-000-0000-6801		38.00	(2) lime mesh safety vests	0309651-IN	Osha/Safety Supplies	N
	46551	Locators & Supplies Inc		38.00	1 Transactions			
302	DEPT Total:			3,198.77	Road & Bridge Maintenance Expense	2 Vendors	3 Transactions	
304	DEPT				Equipment Maintenance & Shops			
	11215	Central Farm Services						
2		10-304-000-0000-6540		15,641.87	4,999 gallons of unleaded fuel	2941292	Fuel & Lubricants	N
3		10-304-000-0000-6521		10,310.56	2,999 gallons of diesel fuel	2941296	Supplies-Diesel Fuel	N
4		10-304-000-0000-6511		442.00	175 gals - bulk Def antifreeze	701177	Maint Shop Supplies & Materials	N
	11215	Central Farm Services		26,394.43	3 Transactions			
	8459	Freerksen Oil LLC						
12		10-304-000-0000-6540		402.00	60 tubes of Moly EP Grease	2101	Fuel & Lubricants	Y
	8459	Freerksen Oil LLC		402.00	1 Transactions			
	50510	McNeilus Steel Inc						
14		10-304-000-0000-6520		282.35	Steel tubing & channel	01004651	Machinery/Vehicle Parts	N
	50510	McNeilus Steel Inc		282.35	1 Transactions			

KWINTER
9/21/23 12:14PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
51630	Mike's Repair					
16	10-304-000-0000-6252		300.00 Custom labor, unit#2184	102906	Contracted Services	Y
15	10-304-000-0000-6520		801.33 Tire & tube, unit#2184	102906	Machinery/Vehicle Parts	Y
17	10-304-000-0000-6252		106.00 Custom labor, unit#2131	102941	Contracted Services	Y
18	10-304-000-0000-6520		1,310.00 Tires, stem & scrap, unit#2131	102941	Machinery/Vehicle Parts	Y
20	10-304-000-0000-6252		45.00 Custom labor, unit#9981	102974	Contracted Services	Y
19	10-304-000-0000-6520		39.61 Stem & boot, unit#9981	102974	Machinery/Vehicle Parts	Y
51630	Mike's Repair		2,601.94	6 Transactions		
585	Olympic Fire Protection Corp					
21	10-304-000-0000-6515		539.40 Annual fire EXT services	72804	Shop Equip Repair & Maintenance	N
585	Olympic Fire Protection Corp		539.40	1 Transactions		
7915	Sanco Equipment LLC					
23	10-304-000-0000-6520		325.00 Universal solid plate-Uni#2135	PS20280301	Machinery/Vehicle Parts	N
7915	Sanco Equipment LLC		325.00	1 Transactions		
85167	Stewart Sanitation					
24	10-304-000-0000-6514		114.61 July garbage services	0000800452	Utility Services	N
25	10-304-000-0000-6514		114.61 August garbage services	0000803034	Utility Services	N
85167	Stewart Sanitation		229.22	2 Transactions		
304	DEPT Total:		30,774.34	Equipment Maintenance & Shops	7 Vendors	15 Transactions
310	DEPT			Capital Construction		
22460	Erickson Engineering Co LLC					
7	10-310-000-0000-6535		1,320.00 Prof Services 074-643-010	16017	Town Bridges	Y
8	10-310-000-0000-6535		60.00 Prof services 074-599-043	16018	Town Bridges	Y
9	10-310-000-0000-6535		522.50 Prof services 074-599-040	16019	Town Bridges	Y
10	10-310-000-0000-6535		1,090.00 Prof services 074-599-042	16020	Town Bridges	Y
11	10-310-000-0000-6535		942.50 Prof services 074-599-041	16021	Town Bridges	Y
22460	Erickson Engineering Co LLC		3,935.00	5 Transactions		
310	DEPT Total:		3,935.00	Capital Construction	1 Vendors	5 Transactions
10	Fund Total:		38,557.73	Road & Bridge Fund		25 Transactions
	Final Total:		38,557.73	12 Vendors	25 Transactions	

KWINTER
9/21/23

12:14PM

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
10	38,557.73	Road & Bridge Fund
All Funds	38,557.73	Total

Approved by, ...

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KWINTER
9/21/23

12:07PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KWINTER
9/21/23 12:07PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
	No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	1099
3	DEPT		County Wide			
	9764 Rezac/Roxanne					
216	01-003-010-0000-6820	30.00	Picture contest prize - SCFF	August 2023	Wellness Grant Expense	N
	9764 Rezac/Roxanne	30.00	1 Transactions			
3	DEPT Total:	30.00	County Wide	1 Vendors	1 Transactions	
5	DEPT		Board Of Commissioners			
	6032 APG Media of Southern Minnesota LLC					
7	01-005-000-0000-6242	5.00	Synopsis - 7/11/2023	Ad 134957	Publishing	N
8	01-005-000-0000-6242	8.00	Synopsis - 7/25/2023	Ad 135325	Publishing	N
9	01-005-000-0000-6242	7.00	Synopsis - 8/08/2023	Ad 135980	Publishing	N
	6032 APG Media of Southern Minnesota LLC	20.00	3 Transactions			
	7867 Glynn/John					
20	01-005-000-0000-6331	62.88	Mileage reimbursemt 1/1 - 8/10	20230908	Mileage Reimbursement	N
	7867 Glynn/John	62.88	1 Transactions			
	8241 Gnemi/Rick A					
21	01-005-000-0000-6331	295.14	Mileage reimbursemt 6/8 - 9/7	20230908	Mileage Reimbursement	N
	8241 Gnemi/Rick A	295.14	1 Transactions			
5	DEPT Total:	378.02	Board Of Commissioners	3 Vendors	5 Transactions	
44	DEPT		Financial Administrator			
	8589 Baker Tilly US, LLP					
10	01-044-000-0000-6279	5,115.00	2022 Financial statement audit	148700	Audit Costs	Y
11	01-044-000-0000-6279	3,615.00	2022 Single audit	148700	Audit Costs	Y
12	01-044-000-0000-6279	440.00	Administration fee	148700	Audit Costs	Y
	8589 Baker Tilly US, LLP	9,170.00	3 Transactions			
44	DEPT Total:	9,170.00	Financial Administrator	1 Vendors	3 Transactions	
61	DEPT		Information Technology			
	83500 Steele County Highway Dept					
139	01-061-000-0000-6540	20.72	Fuel	2198	Gas & Oil	N
	83500 Steele County Highway Dept	20.72	1 Transactions			

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61	DEPT Total:		20.72	Information Technology	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	16282 Crosstown Cartage Inc						
17	01-062-000-0000-6801		324.00	Contracted mail services	09/01/2023	General Expense	N
18	01-062-000-0000-6802		115.00	Additional mail services	09/01/2023	Internal Chargeback	N
	16282 Crosstown Cartage Inc		439.00		2 Transactions		
	572 Kronos Incorporated						
27	01-062-000-0000-6301		3,350.58	Aug 2023 HRIS operating cost	12133176	Equip/Software Maint	N
	572 Kronos Incorporated		3,350.58		1 Transactions		
62	DEPT Total:		3,789.58	Central Services	2 Vendors	3 Transactions	
91	DEPT			County Attorney			
	37025 Innovative Office Solutions LLC						
24	01-091-000-0000-6410		170.20	Copy paper, envelopes, pens	4306034	Office Supplies	N
	37025 Innovative Office Solutions LLC		170.20		1 Transactions		
	9257 MN Secretary of State - Notary						
41	01-091-000-0000-6410		120.00	Notary application - JSpatenka		Office Supplies	N
	9257 MN Secretary of State - Notary		120.00		1 Transactions		
	70550 Thomson Reuters - West						
60	01-091-000-0000-6410		1,475.92	Westlaw usage - August 2023	848867235	Office Supplies	N
61	01-091-000-0000-6410		93.62	Library plan	848957466	Office Supplies	N
	70550 Thomson Reuters - West		1,569.54		2 Transactions		
91	DEPT Total:		1,859.74	County Attorney	3 Vendors	4 Transactions	
101	DEPT			County Recorder			
	5655 High Point Networks						
135	01-101-000-9305-6480		3,855.66	Backup server hard drive adds	232503	Non-Capitalized Inv-Technology Fun	N
	5655 High Point Networks		3,855.66		1 Transactions		
	37025 Innovative Office Solutions LLC						
136	01-101-000-0000-6410		155.16	Copy paper	4322603	Office Supplies	N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC		155.16	1 Transactions			
101	DEPT Total:		4,010.82	County Recorder	2 Vendors	2 Transactions	
103	DEPT			Assessor			
83500	Steele County Highway Dept						
51	01-103-000-0000-6540		124.73	Fuel	2197	Gas & Oil	N
83500	Steele County Highway Dept		124.73	1 Transactions			
103	DEPT Total:		124.73	Assessor	1 Vendors	1 Transactions	
105	DEPT			Planning & Zoning			
37025	Innovative Office Solutions LLC						
223	01-105-000-0000-6410		213.72	Battery,footrest,calculator	4326667	Office Supplies	N
37025	Innovative Office Solutions LLC		213.72	1 Transactions			
51300	Metro Sales Inc						
137	01-105-000-0000-6410		269.93	Contract base rate	INV2359022	Office Supplies	N
51300	Metro Sales Inc		269.93	1 Transactions			
105	DEPT Total:		483.65	Planning & Zoning	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						
1	01-111-044-0000-6300		77.00	Service call & re-key	2998	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		77.00	1 Transactions			
8172	Bat Free Batproofing LLC						
13	01-111-042-0000-6300		2,907.50	Bat proofing - Courthouse		Bldg Repairs & Maintenance	Y
14	01-111-043-0000-6300		4,910.50	Bat proofing - SCAO		Bldg Repairs & Maintenance	Y
8172	Bat Free Batproofing LLC		7,818.00	2 Transactions			
8893	Bell Optical						
222	01-111-000-0000-6408		96.23	Safety glasses - MRadue	406809679-36309	Uniforms/Uniform Reimbursement	N
8893	Bell Optical		96.23	1 Transactions			
9639	Daikin Applied America Inc						
131	01-111-041-0000-6300		2,852.48	Condenser coil	3411474	Bldg Repairs & Maintenance	N

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9639	Daikin Applied America Inc				2,852.48		1 Transactions					
224	4710 Interstate Power Systems Inc	01-111-042-0000-6300			918.10	Purchase actuator		C001195594:01		Bldg Repairs & Maintenance		N
	4710 Interstate Power Systems Inc				918.10		1 Transactions					
225	9617 Jeremy Sletten Painting	01-111-044-0000-6300			2,170.00	Repair 62 doors		09012023		Bldg Repairs & Maintenance		N
	9617 Jeremy Sletten Painting				2,170.00		1 Transactions					
226	38900 John's Appliance & Air Cond	01-111-041-0000-6300			146.72	Replace relay compressor		60482		Bldg Repairs & Maintenance		G
	38900 John's Appliance & Air Cond				146.72		1 Transactions					
227	9467 Miller/Nikola	01-111-000-0000-6331			15.07	23 miles x .655 - June				Mileage Reimbursement		N
228		01-111-000-0000-6331			19.00	29 miles x .655 - July				Mileage Reimbursement		N
229		01-111-000-0000-6331			12.45	19 miles x .655 - August				Mileage Reimbursement		N
	9467 Miller/Nikola				46.52		3 Transactions					
140	83500 Steele County Highway Dept	01-111-000-0000-6562			118.96	Fuel		2193		Fuel And Gas		N
	83500 Steele County Highway Dept				118.96		1 Transactions					
53	85167 Stewart Sanitation	01-111-040-0000-6300			196.98	Trash/recycling - Admin		0000803537		Bldg Repairs & Maintenance		N
146		01-111-041-0000-6300			89.39	Trash/recycling - Annex		803032		Bldg Repairs & Maintenance		N
145		01-111-040-0000-6300			36.50	Trash/recycling - Comm Ctr		803033		Bldg Repairs & Maintenance		N
143		01-111-042-0000-6300			78.69	Trash/recycling - CH		803035		Bldg Repairs & Maintenance		N
144		01-111-043-0000-6300			64.27	Trash/recycling - Attorney		803035		Bldg Repairs & Maintenance		N
	85167 Stewart Sanitation				465.83		5 Transactions					
111	DEPT Total:				14,709.84	Buildings & Grounds		10 Vendors		17 Transactions		
121	DEPT					Veteran Service						
134	2072 Gilormini/Rene	01-121-000-0000-6330			1,023.78	MN DVA conference - Nisswa		34796476-1		Travel Expenses		N
	2072 Gilormini/Rene				1,023.78		1 Transactions					

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25	37025 Innovative Office Solutions LLC		Mirror	4316368	Office Supplies	N
	01-121-000-0000-6410	13.50				
	37025 Innovative Office Solutions LLC	13.50	1 Transactions			
179	8782 Owatonna Auto Clinic		Repair Veteran's van	49156	Repairs/Maintenance	N
	01-121-000-0000-6301	1,108.20				
	8782 Owatonna Auto Clinic	1,108.20	1 Transactions			
141	83500 Steele County Highway Dept		Fuel	2192	Gas & Oil	N
	01-121-000-0000-6540	230.16				
	83500 Steele County Highway Dept	230.16	1 Transactions			
121	DEPT Total:	2,375.64	Veteran Service	4 Vendors	4 Transactions	
201	DEPT		Sheriff			
169	18110 Dean's Westside Towing		Towed vehicle - SC23-937	139170	Vehicle Towing	Y
	01-201-000-0000-6806	186.00				
	18110 Dean's Westside Towing	186.00	1 Transactions			
170	37025 Innovative Office Solutions LLC		Pens, refills & clips	4318052	Office Supplies	N
	01-201-000-0000-6410	11.67				
	37025 Innovative Office Solutions LLC	11.67	1 Transactions			
172	37600 Intoximeters Inc		PBT kit - replaced 7410	742300	Misc Expense	N
	01-201-000-0000-6801	335.00				
	37600 Intoximeters Inc	335.00	1 Transactions			
29	3298 Kwik Trip Inc		140 car washes	00221259	Vehicle Maintenance	N
	01-201-000-0000-6320	950.00				
28	01-201-000-0000-6562	161.77	Fuel for squad cars-Aug 2023	00221259	Gas & Oil Squads	N
30	01-201-000-0000-6562	1.35-	Adjust fuel volume discount	00221259	Gas & Oil Squads	N
31	01-201-000-0000-6562	95.00-	Adj federal, in store discount	00221259	Gas & Oil Squads	N
	3298 Kwik Trip Inc	1,015.42	4 Transactions			
33	4877 L & L Street Rods & Sport Trucks		Remove equipment - 7401	3802	Non-Capitalized Inventory	Y
	01-201-000-0000-6480	450.00				
34	01-201-000-0000-6480	550.00	Remove equipment - 7421	3811	Non-Capitalized Inventory	Y
32	01-201-000-0000-6480	4,822.16	New squad equipment-7420	3813	Non-Capitalized Inventory	Y
175	01-201-000-0000-6320	87.90	2 magnetic mic clips	3815	Vehicle Maintenance	Y

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176	01-201-000-0000-6320		Shipping	3815	Vehicle Maintenance	Y
173	01-201-000-0119-6320		Magnetic mic clip	3815	Squad 7401 Maintenance	Y
174	01-201-000-0120-6320		Magnetic mic clip	3815	Squad 7402 Maintenance	Y
4877	L & L Street Rods & Sport Trucks	6,019.07	7 Transactions			
5487	LexisNexis Risk Data Management					
177	01-201-000-0000-6425	200.00	Searches/reports - August 2023	1035910-2023083	Investigation Expense	N
5487	LexisNexis Risk Data Management	200.00	1 Transactions			
4241	Motorola Solutions Inc					
180	01-201-000-0000-6320	328.00	Squad parts-7420, 05, 21& 12	8281704921/1036	Vehicle Maintenance	N
4241	Motorola Solutions Inc	328.00	1 Transactions			
56125	NAPA Auto Parts					
178	01-201-000-0000-6320	59.92	License plate fasteners - 8 ct	990760	Vehicle Maintenance	N
56125	NAPA Auto Parts	59.92	1 Transactions			
63510	Owatonna Police Dept					
43	01-201-000-0000-6801	8,394.29	Security-2023 Steele Co Fair	Aug 2023	Misc Expense	N
44	01-201-000-0000-6801	576.56-	Less sales tax-security	Aug 2023	Misc Expense	N
63510	Owatonna Police Dept	7,817.73	2 Transactions			
3248	Personnel Evaluation, Inc					
181	01-201-000-0000-6801	25.00	Potential employee eval - MT	48890	Misc Expense	N
3248	Personnel Evaluation, Inc	25.00	1 Transactions			
83255	Rice-Steele 911 Center					
45	01-201-000-0000-6304	15.00	Token - RGehrke	2023-JT-24	Contracts	N
46	01-201-000-0000-6304	15.00	Token - ARector	2023-JT-24	Contracts	N
47	01-201-000-0000-6304	15.00	Token - MHolm	2023-JT-24	Contracts	N
48	01-201-000-0000-6304	33.75	VPN DNS server for squads	2023-JT-24	Contracts	N
49	01-201-000-0000-6304	168.75	VPN adjustments for squads	2023-JT-24	Contracts	N
50	01-201-000-0000-6304	33.75	BOVPN IP change for squads	2023-JT-24	Contracts	N
83255	Rice-Steele 911 Center	281.25	6 Transactions			
1663	Sign Pro Of Owatonna, Inc.					
184	01-201-000-0000-6480	470.00	New graphics & wash-7403	23660	Non-Capitalized Inventory	N
185	01-201-000-0000-6480	470.00	New graphics & wash-7412	23660	Non-Capitalized Inventory	N
186	01-201-000-0000-6480	470.00	New graphics & wash-7418	23660	Non-Capitalized Inventory	N

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187	01-201-000-0000-6480		New graphics & wash - 7420	23660	Non-Capitalized Inventory	N
188	01-201-000-0000-6480		New graphics- 7421	23660	Non-Capitalized Inventory	N
189	01-201-000-0000-6480		New graphics- 7426	23660	Non-Capitalized Inventory	N
1663	Sign Pro Of Owatonna, Inc.	2,780.00	6 Transactions			
83500	Steele County Highway Dept					
190	01-201-000-0000-6562	5,321.06	Fuel - August 2023	2195	Gas & Oil Squads	N
83500	Steele County Highway Dept	5,321.06	1 Transactions			
85300	Streichers Inc					
201	01-201-000-0000-6408	234.00	2 carriers - ARector	I1653324	Uniforms/Uniform Reimbursement	N
202	01-201-000-0000-6408	1,035.00	Ball panel set - ARector	I1653324	Uniforms/Uniform Reimbursement	N
203	01-201-000-0000-6408	99.00	Trauma plate - ARector	I1653324	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc	1,368.00	3 Transactions			
21215	Strohschein Properties LLC					
56	01-201-000-0000-6346	825.00	Rent - September	09062023	Eds Rent Account	Y
57	01-201-000-0000-6346	38.99	Utilities - August 2023	732571	Eds Rent Account	Y
21215	Strohschein Properties LLC	863.99	2 Transactions			
85950	Sweet Towing & Repair, Inc.					
204	01-201-000-0000-6806	160.00	Towed vehicle - SC23-937	73380	Vehicle Towing	N
85950	Sweet Towing & Repair, Inc.	160.00	1 Transactions			
3050	Tactical Solutions					
59	01-201-000-0000-6211	38.00	Certif radar, tuning forks	9834	Radio-Computers-Cameras	N
3050	Tactical Solutions	38.00	1 Transactions			
5594	Water Systems Company					
67	01-201-000-0000-6410	17.30	5 gallon water fee	575266	Office Supplies	N
68	01-201-000-0000-6410	17.30	5 gallon water fee	588339	Office Supplies	N
69	01-201-000-0000-6410	8.95	Monthly fee - September 23	590867	Office Supplies	N
5594	Water Systems Company	43.55	3 Transactions			
201	DEPT Total:	26,853.66	Sheriff	18 Vendors	43 Transactions	
207	DEPT		Sheriff Special Deputies			
15550	Court Sports And More Inc					
166	01-207-000-0001-6801	50.00	Jacket with logo - Miller	62785	General Expense-Special Fund	N

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15550	Court Sports And More Inc		50.00	1 Transactions			
207	DEPT Total:		50.00	Sheriff Special Deputies	1 Vendors	1 Transactions	
208	DEPT			Coroner			
4229	Moore Md/Kellyanna J						
42	01-208-000-0000-6801		3,751.69	Coroner services - September	Sept 2023	General Expense	6
4229	Moore Md/Kellyanna J		3,751.69	1 Transactions			
208	DEPT Total:		3,751.69	Coroner	1 Vendors	1 Transactions	
251	DEPT			Jail			
4346	Advanced Correctional Healthcare Inc						
5	01-251-000-0000-6270		16.38-	ADP reconciliation	133212	Medical Services	N
4	01-251-000-0000-6269		1,660.24	Onsite mental health services	133279	Site Mental Health Services	N
3	01-251-000-0000-6270		6,923.01	Onsite medical services	133279	Medical Services	N
2	01-251-000-0000-6270		3,926.28	Reconciliation charges-Jul&Aug	133280	Medical Services	N
4346	Advanced Correctional Healthcare Inc		12,493.15	4 Transactions			
7798	Anchor Paper Company						
129	01-251-000-0000-6560		1,568.45	Bath tissue,towels,can liners	10726271-00	Janitorial Supplies	N
7798	Anchor Paper Company		1,568.45	1 Transactions			
5750	Bob Barker Company Inc						
130	01-251-000-0000-6418		425.45	Boxers,tshirts,trousers,shirts	1936565	Lock-Up Supplies	N
5750	Bob Barker Company Inc		425.45	1 Transactions			
37025	Innovative Office Solutions LLC						
26	01-251-000-0000-6410		98.48	Wipes, env, tape, post-its	4309419	Office Supplies	N
37025	Innovative Office Solutions LLC		98.48	1 Transactions			
9291	Le Seuer County Sheriff's Office						
36	01-251-000-0000-6439		2,012.50	Inmate boarding 8/2023	350	Prisoner Board	N
9291	Le Seuer County Sheriff's Office		2,012.50	1 Transactions			
83500	Steele County Highway Dept						
142	01-251-000-0000-6562		554.12	Fuel 8/1 - 8/31/23	2201	Gas & Oil	N

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83500	Steele County Highway Dept		554.12	1 Transactions		
85167	Stewart Sanitation					
54	01-251-000-0000-6254		262.86	Waste pick up 9/1 - 9/30/23	803534	Garbage Disposal N
85167	Stewart Sanitation		262.86	1 Transactions		
8247	Summit Food Services LLC					
58	01-251-000-0000-6441		3,818.15	Inmate meals 8/19 - 8/25/23	INV2000183199	Prisoner Meals N
148	01-251-000-0000-6441		3,593.24	Inmate meals 8/26 - 9/1/23	INV2000183744	Prisoner Meals N
8247	Summit Food Services LLC		7,411.39	2 Transactions		
618	Turnkey Corrections					
149	01-251-000-0000-6418		31.89	Indigent fees	7645	Lock-Up Supplies N
618	Turnkey Corrections		31.89	1 Transactions		
8070	U N X Inc					
64	01-251-000-0000-6560		172.87	Laundry detergents	2023-30190-00	Janitorial Supplies N
8070	U N X Inc		172.87	1 Transactions		
4035	Uline Inc					
62	01-251-000-0000-6560		497.13	2 mop buckets, 6 plungers	167797508	Janitorial Supplies N
4035	Uline Inc		497.13	1 Transactions		
251	DEPT Total:		25,528.29	Jail	11 Vendors	15 Transactions
252	DEPT			Community Corrections		
99	A Taste Of The Big Apple					
206	01-252-000-0000-6851		67.65	Meal for T4C training	585871	Juvenile/Adult Incentives Y
99	A Taste Of The Big Apple		67.65	1 Transactions		
4064	Alcohol Monitoring System Inc					
6	01-252-000-0000-6274		1,674.90	SCRAM monitoring fee	289411	Scram Monitoring N
4064	Alcohol Monitoring System Inc		1,674.90	1 Transactions		
8263	CRK Properties LLC					
15	01-252-000-0000-6341		5,922.00	Rent - October		Office Rent Y
16	01-252-000-0000-6341		710.06	Utilities	1215	Office Rent Y
8263	CRK Properties LLC		6,632.06	2 Transactions		

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9760	Denelsbeck/Derek						
132	01-252-000-0000-5528		200.00	Supervision fee reimbursement		Adult Supervision Fee	N
133	01-252-000-0000-5567		37.50	Drug test fee reimbursement		Drug Testing	N
9760	Denelsbeck/Derek		237.50	2 Transactions			
9759	Fox Valley Technical College						
19	01-252-775-0000-6261		325.00	Approach to Offender-KSirek	TPB0000855186	Conference & Training - CCA Subsidy	N
9759	Fox Valley Technical College		325.00	1 Transactions			
6884	Language Line Services Inc						
35	01-252-000-0000-6284		75.78	Translator services	11088204	Interpreter Services	Y
6884	Language Line Services Inc		75.78	1 Transactions			
51300	Metro Sales Inc						
38	01-252-000-0000-6410		157.47	Copier fee	INV2359028	Office Supplies	N
51300	Metro Sales Inc		157.47	1 Transactions			
5830	Midwest Monitoring & Surveillance						
40	01-252-000-0000-6270		760.07	Lab services & supplies-8/23	DT0823112	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance		760.07	1 Transactions			
9763	Schauer/Mathew						
182	01-252-000-0000-5528		75.00	Supervision fee reimbursement	MSchauer	Adult Supervision Fee	N
9763	Schauer/Mathew		75.00	1 Transactions			
83500	Steele County Highway Dept						
52	01-252-000-0000-6540		91.08	Fuel	2200	Gas & Oil	N
83500	Steele County Highway Dept		91.08	1 Transactions			
85300	Streichers Inc						
147	01-252-000-0000-6801		509.99	Panels,carrier,tags,ID patch	I1654453	General Expense	N
85300	Streichers Inc		509.99	1 Transactions			
84035	Tri-M Graphics						
205	01-252-000-0000-6410		231.26	Envelopes - 2 boxes	102140	Office Supplies	N
84035	Tri-M Graphics		231.26	1 Transactions			
252	DEPT Total:		10,837.76	Community Corrections	12 Vendors	14 Transactions	

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
253	DEPT				Law Enforcement Center			
	3832	I & S Group Inc						
22		01-253-000-0000-6600		4,836.25	LEC generator upgrade - 8/31	96045	Capital Outlay	Y
	3832	I & S Group Inc		4,836.25	1 Transactions			
	37025	Innovative Office Solutions LLC						
171		01-253-000-0000-6410		542.58	Folders,notepads,tape,etc	4307987	Office Supplies	N
	37025	Innovative Office Solutions LLC		542.58	1 Transactions			
	52550	MEI Total Elevator Solutions						
37		01-253-000-0000-6304		419.56	Monthly service - Sept 2023	1035927	Contract Services/Bldg Mtce	N
	52550	MEI Total Elevator Solutions		419.56	1 Transactions			
	4879	Shred Right						
183		01-253-000-0000-6254		49.08	Paper shredding	0007673	Garbage Disposal	Y
	4879	Shred Right		49.08	1 Transactions			
	85167	Stewart Sanitation						
55		01-253-000-0000-6254		83.24	Garbage removal	803536	Garbage Disposal	N
	85167	Stewart Sanitation		83.24	1 Transactions			
	4368	Waste Management Of Southern Mn						
65		01-253-000-0000-6254		1.16	96 gallon recycling	7303552-0491-0	Garbage Disposal	N
	4368	Waste Management Of Southern Mn		1.16	1 Transactions			
253	DEPT Total:			5,931.87	Law Enforcement Center	6 Vendors	6 Transactions	
281	DEPT				Emergency Management			
	51300	Metro Sales Inc						
39		01-281-000-0000-6251		116.09	Monthly copier fee	2358194	Other Administrative Costs	N
	51300	Metro Sales Inc		116.09	1 Transactions			
281	DEPT Total:			116.09	Emergency Management	1 Vendors	1 Transactions	
391	DEPT				Environmental Services			
	9762	Dahl/John						
167		01-391-321-0000-6820		9,000.00	MPCA SSTS grant		Grant Expense	N
168		01-391-322-0000-6820		5,000.00	BWSR SSTS grant		Grant Expense	N

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9762	Dahl/John		14,000.00	2 Transactions		
36550	IFACS					
23	01-391-000-0000-6550		197.82	Gloves, cutters	5321343	Household Hazardous Waste N
36550	IFACS		197.82	1 Transactions		
4035	Uline Inc					
63	01-391-000-0000-6550		469.84	Pallet truck	6277508	Household Hazardous Waste N
4035	Uline Inc		469.84	1 Transactions		
4955	Waste Management Of Wi-Mn					
66	01-391-000-0000-6548		57,975.00	Recycling contract - August	7302737-0491-8	Recycling N
4955	Waste Management Of Wi-Mn		57,975.00	1 Transactions		
391	DEPT Total:		72,642.66	Environmental Services	4 Vendors	5 Transactions
481	DEPT			Public Health Nursing		
115	Aaseth/Amber					
94	01-481-462-6047-6331		5.24	Mileage - August 2023		Mileage Reimbursement N
95	01-481-464-6061-6331		3.93	Mileage - August 2023		Mileage Reimbursement N
93	01-481-465-6057-6331		1.97	Mileage - August 2023		Mileage Reimbursement N
115	Aaseth/Amber		11.14	3 Transactions		
8204	Adams/Penny					
96	01-481-460-6009-6331		57.64	Mileage - August 2023		Mileage Reimbursement N
8204	Adams/Penny		57.64	1 Transactions		
9630	Alvarado/Gabrielle					
97	01-481-461-6066-6331		33.41	Mileage - August 2023		Mileage Reimbursement N
9630	Alvarado/Gabrielle		33.41	1 Transactions		
6032	APG Media of Southern Minnesota LLC					
150	01-481-460-6011-6243		603.00	SCFF maps/Huskies	13052-0823	Advertising,Marketing & Promotional N
6032	APG Media of Southern Minnesota LLC		603.00	1 Transactions		
2574	Archambault/Kristi					
98	01-481-460-6009-6331		142.14	Mileage - August 2023		Mileage Reimbursement N
2574	Archambault/Kristi		142.14	1 Transactions		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8783	Availity LLC					
151	01-481-460-6009-6383		20.00	Medicare billing charges	INV00989019	Contract Services N
8783	Availity LLC		20.00	1 Transactions		
7	Bartsch/Christine					
99	01-481-460-6009-6331		163.75	Mileage - August 2023		Mileage Reimbursement N
7	Bartsch/Christine		163.75	1 Transactions		
8486	Baumgartner/Ann					
100	01-481-460-6009-6331		19.65	Mileage - August 2023		Mileage Reimbursement N
8486	Baumgartner/Ann		19.65	1 Transactions		
9413	Benson/Robert					
101	01-481-460-6009-6331		134.77	Mileage - August 2023		Mileage Reimbursement N
9413	Benson/Robert		134.77	1 Transactions		
6267	Brinkman/Stacie Lynn					
103	01-481-461-6025-6331		46.51	Mileage - August 2023		Mileage Reimbursement N
102	01-481-461-6030-6331		20.63	Mileage - August 2023		Mileage Reimbursement N
105	01-481-461-6034-6331		3.66	Mileage - August 2023		Mileage Reimbursement N
104	01-481-461-6059-6331		3.28	Mileage - August 2023		Mileage Reimbursement N
6267	Brinkman/Stacie Lynn		74.08	4 Transactions		
12590	Christenson/Yukari					
106	01-481-460-6009-6331		30.79	Mileage - August 2023		Mileage Reimbursement N
12590	Christenson/Yukari		30.79	1 Transactions		
9722	Hanson/Whitney					
107	01-481-460-6009-6331		196.50	Mileage - August 2023		Mileage Reimbursement N
9722	Hanson/Whitney		196.50	1 Transactions		
8389	Healthcare First					
152	01-481-460-6009-6383		104.74	HHCAHPS fee - August 2023	INV5390911	Contract Services N
8389	Healthcare First		104.74	1 Transactions		
5987	Hoffmann/Christine A					
108	01-481-460-6011-6331		2.62	Mileage - August 2023		Mileage Reimbursement N
109	01-481-462-6047-6331		17.69	Mileage - August 2023		Mileage Reimbursement N

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No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5987 Hoffmann/Christine A		20.31	2 Transactions		
37025 Innovative Office Solutions LLC					
156 01-481-465-6057-6410		39.23	Notepads. tape	4314807	Office Supplies N
155 01-481-465-6057-6410		7.68	Hanging folders	4315058	Office Supplies N
154 01-481-465-6057-6410		5.21	Batteries	4319157	Office Supplies N
153 01-481-465-6057-6410		70.63	Adjustable arms	4319361	Office Supplies N
157 01-481-465-6057-6480		247.41	Chair, adjustable arms	4324010	Non-Capitalized Inventory N
37025 Innovative Office Solutions LLC		370.16	5 Transactions		
9458 Jongbloedt/Beth					
110 01-481-460-6009-6331		160.54	Mileage - August 2023		Mileage Reimbursement N
9458 Jongbloedt/Beth		160.54	1 Transactions		
3256 Kofstad/Melissa					
116 01-481-460-6012-6331		6.55	Mileage - August 2023		Mileage Reimbursement N
117 01-481-464-6061-6331		3.93	Mileage - August 2023		Mileage Reimbursement N
3256 Kofstad/Melissa		10.48	2 Transactions		
9444 McIntee/Kelly					
158 01-481-461-6066-6331		144.10	Mileage - August 2023	0037	Mileage Reimbursement Y
9444 McIntee/Kelly		144.10	1 Transactions		
5754 McMann/Katy					
118 01-481-460-6009-6331		245.30	Mileage - August 2023		Mileage Reimbursement N
5754 McMann/Katy		245.30	1 Transactions		
8341 Mead/Kathleen					
119 01-481-460-6009-6331		9.17	Mileage - August 2023		Mileage Reimbursement N
8341 Mead/Kathleen		9.17	1 Transactions		
9246 Meagan Katchmark					
111 01-481-461-6030-6331		2.62	Mileage - July 2023		Mileage Reimbursement N
112 01-481-461-6030-6331		9.17	Mileage - August 2023		Mileage Reimbursement N
114 01-481-461-6034-6331		22.27	Mileage - August 2023		Mileage Reimbursement N
113 01-481-461-6059-6331		9.83	Mileage - August 2023		Mileage Reimbursement N
115 01-481-465-6057-6331		3.40	Mileage - August 2023		Mileage Reimbursement N
9246 Meagan Katchmark		47.29	5 Transactions		

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159	182 Medline Industries Inc		135.75	Immunization supplies	2284270957	General Supplies & Outreach N
	182 Medline Industries Inc		135.75	1 Transactions		
160	9616 Parrott & Smith LLC		265.00	Rent - October	October 2023	Office Rent 1
	9616 Parrott & Smith LLC		265.00	1 Transactions		
120	2587 Piepho/Nancy June		105.59	Mileage - August 2023		Mileage Reimbursement N
	2587 Piepho/Nancy June		105.59	1 Transactions		
121	9761 Robran/Brianna		13.76	Mileage - August 2023		Mileage Reimbursement N
	9761 Robran/Brianna		13.76	1 Transactions		
162	77316 Schroeder/Greg		157.20	Mileage - August 2023	August 2023	Mileage Reimbursement Y
161	01-481-460-6009-6331		1,000.14	Physical therapist - August 23	August 2023	Contract Services Y
	77316 Schroeder/Greg		1,157.34	2 Transactions		
163	4879 Shred Right		40.00	Shredding service	7674	Service Agreements Y
	4879 Shred Right		40.00	1 Transactions		
193	83500 Steele County Highway Dept		62.40	Fuel	2199	Gas & Oil N
194	01-481-460-6012-6540		24.00	Fuel	2199	LTC - Gas & Oil N
197	01-481-461-6025-6540		9.60	Fuel	2199	Gas & Oil N
192	01-481-461-6030-6540		1.60	Fuel	2199	Gas & Oil N
198	01-481-461-6034-6540		3.20	Fuel	2199	Gas & Oil N
191	01-481-461-6040-6540		11.20	Fuel	2199	Gas & Oil N
196	01-481-461-6059-6540		17.60	Fuel	2199	Gas & Oil N
200	01-481-461-6066-6540		17.60	Fuel	2199	Gas & Oil N
195	01-481-464-6052-6540		11.19	Fuel	2199	Gas & Oil N
199	01-481-465-6057-6540		1.60	Fuel	2199	Gas & Oil N
	83500 Steele County Highway Dept		159.99	10 Transactions		
	90165 UC Lab					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
164	01-481-463-6049-6322		Well water testing	117477	Well Water Service Agreements	N
90165	UC Lab		1 Transactions			
90609	Urch/Mary					
122	01-481-461-6032-6331	132.31	Mileage - August 2023		Mileage Reimbursement	N
90609	Urch/Mary	132.31	1 Transactions			
74928	Waypa/Lisa A					
123	01-481-461-6030-6331	1.97	Mileage - June 2023		Mileage Reimbursement	N
125	01-481-461-6030-6331	1.97	Mileage - August 2023		Mileage Reimbursement	N
124	01-481-461-6040-6331	1.31	Mileage - June 2023		Mileage Reimbursement	N
126	01-481-461-6040-6331	2.62	Mileage - August 2023		Mileage Reimbursement	N
127	01-481-464-6061-6331	3.93	Mileage - August 2023		Mileage Reimbursement	N
74928	Waypa/Lisa A	11.80	5 Transactions			
4100	Wencl/Dianne Marie					
128	01-481-460-6009-6331	30.79	Mileage - August 2023		Mileage Reimbursement	N
4100	Wencl/Dianne Marie	30.79	1 Transactions			
481	DEPT Total:	4,996.67	Public Health Nursing	32 Vendors	61 Transactions	
502	DEPT		Steele Co Community Ctr			
62900	Owatonna Heating & Cooling Inc.					
138	01-502-000-0000-6300	276.00	Replaced thermostat	56056	Bldg Repairs & Maintenance	N
62900	Owatonna Heating & Cooling Inc.	276.00	1 Transactions			
502	DEPT Total:	276.00	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT		Park And Recreation			
8251	BRN Lawn & Landscape LLC					
208	01-521-000-0000-6823	130.00	Beach tilling - Beaver Lake	2601	Beaver Lake	Y
209	01-521-000-0000-6304	530.00	August mowing - Beaver Lake	2602	Lawn Mowing Contract	Y
210	01-521-000-0000-6304	160.00	August mowing - Canoe landing	2603	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC	820.00	3 Transactions			
71066	R & K Electric Inc					
213	01-521-000-0000-6320	377.97	Power cord for Showmobile	63381	Stage/Showmobile Expense	N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
71066	R & K Electric Inc		377.97		1 Transactions		
72500	Rent N Save Portable						
215	01-521-000-0000-6823		220.00	Beaver Lake monthly portapotty	74647	Beaver Lake	N
72500	Rent N Save Portable		220.00		1 Transactions		
83500	Steele County Highway Dept						
219	01-521-000-0000-6540		104.25	Fuel	2191	Gas & Oil	N
83500	Steele County Highway Dept		104.25		1 Transactions		
87305	Thompson Sanitation						
221	01-521-000-0000-6823		221.74	Beaver Lake dumpster	53565	Beaver Lake	N
87305	Thompson Sanitation		221.74		1 Transactions		
521	DEPT Total:		1,743.96	Park And Recreation	5 Vendors	7 Transactions	
550	DEPT			Four Seasons			
3738	Arrow Ace Hardware						
207	01-550-000-0000-6410		19.99	Batteries	272524/2	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware		19.99		1 Transactions		
4596	Hawk Performance Specialties LLC						
211	01-550-000-0000-6410		1,405.00	Ice painting - West rink	6186	Operating Supplies - Contracts	Y
4596	Hawk Performance Specialties LLC		1,405.00		1 Transactions		
585	Olympic Fire Protection Corp						
212	01-550-000-0000-6410		922.46	Replace low pressure alarm	10001066	Operating Supplies - Contracts	N
585	Olympic Fire Protection Corp		922.46		1 Transactions		
71075	R & R Specialties Of Wisconsin Inc						
214	01-550-000-0000-6314		9,824.39	Repair old zamboni	79768	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc		9,824.39		1 Transactions		
74005	Sherwin-Williams Company						
218	01-550-000-0000-6410		16.63	Drywall tape	6040-9	Operating Supplies - Contracts	N
217	01-550-000-0000-6410		325.05	Wall paint	6386-6	Operating Supplies - Contracts	N
74005	Sherwin-Williams Company		341.68		2 Transactions		
85167	Stewart Sanitation						

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220	01-550-000-0000-6254		Monthly garbage	803512	Garbage Disposal	N
85167	Stewart Sanitation					
		134.47				
		134.47				
550	DEPT Total:	12,647.99	Four Seasons	6 Vendors	7 Transactions	
1	Fund Total:	202,329.38	General Revenue Fund		205 Transactions	

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631	DEPT		Judicial Ditch 1			
	73300 Rinke-Noonan Attorney at Law					
165	21-631-000-0000-6273	6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
631	DEPT Total:	6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT		Judicial Ditch 10			
	73300 Rinke-Noonan Attorney at Law					
165	21-633-000-0000-6273	6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
633	DEPT Total:	6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT		Judicial Ditch 5			
	73300 Rinke-Noonan Attorney at Law					
165	21-634-000-0000-6273	6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
634	DEPT Total:	6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT		Judicial Ditch 6 & Imp			
	73300 Rinke-Noonan Attorney at Law					
165	21-635-000-0000-6273	6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
635	DEPT Total:	6.68	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT		Judicial Ditch 7			
	73300 Rinke-Noonan Attorney at Law					
165	21-636-000-0000-6273	6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
636	DEPT Total:	6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			
	73300 Rinke-Noonan Attorney at Law					

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
165	21-637-000-0000-6273		6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
637	DEPT Total:		6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law						
165	21-638-000-0000-6273		6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
638	DEPT Total:		6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
165	21-639-000-0000-6273		6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
639	DEPT Total:		6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law						
165	21-640-000-0000-6273		6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
640	DEPT Total:		6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
165	21-641-000-0000-6273		6.68	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law						
165	21-642-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
73300	Rinke-Noonan Attorney at Law						
165	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
73300	Rinke-Noonan Attorney at Law						
165	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
73300	Rinke-Noonan Attorney at Law						
165	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
165	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
73300	Rinke-Noonan Attorney at Law						
165	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	73300 Rinke-Noonan Attorney at Law						
165	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
	73300 Rinke-Noonan Attorney at Law						
165	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
	73300 Rinke-Noonan Attorney at Law						
165	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
	73300 Rinke-Noonan Attorney at Law						
165	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
	73300 Rinke-Noonan Attorney at Law						
165	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
653	DEPT			County Ditch 27			
	73300	Rinke-Noonan Attorney at Law					
165	21-653-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
	73300	Rinke-Noonan Attorney at Law					
165	21-654-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
	73300	Rinke-Noonan Attorney at Law					
165	21-655-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
	73300	Rinke-Noonan Attorney at Law					
165	21-656-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
656	DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
	73300	Rinke-Noonan Attorney at Law					
165	21-657-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
	73300	Rinke-Noonan Attorney at Law					

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21 County Ditch Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
165	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law						
165	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law						
165	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
9765	Dobberstein/Wayne & Marie						
235	21-665-000-0000-6305		1,446.00	JD2 1.5A crop damage 02-023-22		Construction And Repairs	N
9765	Dobberstein/Wayne & Marie		1,446.00	1 Transactions			
9766	Peterson/Gary & Sonya						
234	21-665-000-0000-6305		964.00	1A crop damage 02-026-1300		Construction And Repairs	N
9766	Peterson/Gary & Sonya		964.00	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
165	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	362089	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		2,416.66	JD 2 Redetermination	3 Vendors	3 Transactions	
21	Fund Total:		2,610.00	County Ditch Fund		32 Transactions	

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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
11	DEPT		District Court Admin.			
	3832 I & S Group Inc					
72	38-011-000-0000-6600	385.00	Chiller replacement - CH	96307	Capital Outlay - District Court	Y
71	38-011-000-0000-6600	1,300.00	Parking lot project - CH	96316	Capital Outlay - District Court	Y
	3832 I & S Group Inc	1,685.00	2 Transactions			
	9138 ICS Consulting LLC					
73	38-011-000-0000-6600	1,886.23	Courthouse bill thru 8/31	10206	Capital Outlay - District Court	Y
	9138 ICS Consulting LLC	1,886.23	1 Transactions			
11	DEPT Total:	3,571.23	District Court Admin.	2 Vendors	3 Transactions	
111	DEPT		Buildings & Grounds			
	585 Olympic Fire Protection Corp					
230	38-111-000-0000-6600	3,525.20	Admin reno - phase 2	10001211	Capital Outlay - Buildings and Groun	N
	585 Olympic Fire Protection Corp	3,525.20	1 Transactions			
	9659 Sunde Land Surveying LLC					
75	38-111-045-0000-6600	3,876.69	BLTU-utility locate	57212	Capital Outlay - CCA Bldg	Y
74	38-111-045-0000-6600	2,298.00	BLTU-preliminary & final plat	57271	Capital Outlay - CCA Bldg	Y
	9659 Sunde Land Surveying LLC	6,174.69	2 Transactions			
	5889 Wold Architects and Engineers					
80	38-111-000-0000-6600	960.00	Admin reno bill thru August	87709	Capital Outlay - Buildings and Groun	Y
81	38-111-045-0000-6600	14,000.00	New Comm Corr fac thru Aug	87772	Capital Outlay - CCA Bldg	Y
77	38-111-000-0000-6600	1,200.00	Admin reno bill thru August	88397	Capital Outlay - Buildings and Groun	Y
78	38-111-045-0000-6600	5,600.00	New Comm Corr fac thru Aug	88409	Capital Outlay - CCA Bldg	Y
	5889 Wold Architects and Engineers	21,760.00	4 Transactions			
111	DEPT Total:	31,459.89	Buildings & Grounds	3 Vendors	7 Transactions	
201	DEPT		Sheriff			
	9659 Sunde Land Surveying LLC					
76	38-201-000-0000-6600	1,239.30	BLTU-send PDF & CAD	57213	Capital Outlay - Sheriff	Y
	9659 Sunde Land Surveying LLC	1,239.30	1 Transactions			
	5889 Wold Architects and Engineers					
82	38-201-000-0000-6600	35,926.07	DC/Sheriff reno bill thru Aug	87770	Capital Outlay - Sheriff	Y

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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
79	38-201-000-0000-6600		48,022.21	DC/Sheriff reno bill thru Aug	88258	Capital Outlay - Sheriff		Y
	5889 Wold Architects and Engineers		83,948.28	2 Transactions				
201	DEPT Total:		85,187.58	Sheriff	2 Vendors	3 Transactions		
251	DEPT			Jail				
	8288 Four Seasons Electric							
70	38-251-000-0000-6600		3,556.48	Install conduit & wire - pod	12795	Capital Outlay - Detention Center		N
	8288 Four Seasons Electric		3,556.48	1 Transactions				
	9548 LVC Companies Inc							
233	38-251-000-0000-6600		1,420.73-	Credit		Capital Outlay - Detention Center		N
231	38-251-000-0000-6600		5,961.30	Progress billing - DC	99435	Capital Outlay - Detention Center		N
232	38-251-000-0000-6600		17,148.25	Progress billing - DC pod	99437	Capital Outlay - Detention Center		N
	9548 LVC Companies Inc		21,688.82	3 Transactions				
	5889 Wold Architects and Engineers							
83	38-251-000-0000-6600		87.77	Jail pod renovation	87671	Capital Outlay - Detention Center		Y
	5889 Wold Architects and Engineers		87.77	1 Transactions				
251	DEPT Total:		25,333.07	Jail	3 Vendors	5 Transactions		
38	Fund Total:		145,551.77	Capital Outlay Fund		18 Transactions		

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
	9087 7 Rivers Recycling LLC					
91	53-398-000-0000-6304		3,578.38	175 mattresses	8844	Contract Services Y
92	53-398-000-0000-6304		500.00	Freight charge - mattresses	8844	Contract Services Y
	9087 7 Rivers Recycling LLC		4,078.38	2 Transactions		
	5465 B To Z Hardware					
86	53-398-000-0000-6300		83.69	Rain gauge, hose ends	A163811	Bldg Repairs & Maintenance N
84	53-398-000-0000-6410		36.49	Paper towels	B355928	Office Supplies N
85	53-398-000-0000-6410		24.69	Batteries	B356199	Office Supplies N
	5465 B To Z Hardware		144.87	3 Transactions		
	83500 Steele County Highway Dept					
87	53-398-000-0000-6301		2,142.76	Equipment repairs	2194	Equip Repairs N
88	53-398-000-0000-6388		585.89	Labor reimbursement	2194	Labor costs-Highway N
	83500 Steele County Highway Dept		2,728.65	2 Transactions		
	85167 Stewart Sanitation					
89	53-398-000-0000-6544		910.50	Waste treatment plant	803078	Leachate Treatment N
	85167 Stewart Sanitation		910.50	1 Transactions		
	99500 Ziegler,Inc					
90	53-398-000-0000-6600		519,299.82	Purchase D6	IN001141827	Capital Outlay N
	99500 Ziegler,Inc		519,299.82	1 Transactions		
398	DEPT Total:		527,162.22	Landfill	5 Vendors	9 Transactions
53	Fund Total:		527,162.22	Landfill Fund		9 Transactions
	Final Total:		877,653.37	175 Vendors	264 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	202,329.38	General Revenue Fund	
	21	2,610.00	County Ditch Fund	
	38	145,551.77	Capital Outlay Fund	
	53	527,162.22	Landfill Fund	
	All Funds	877,653.37	Total	Approved by, ...
				
				

Steele County

JOURNAL ENTRIES



Description 07 2023 - JE C4 - VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/23	904	01-031-000-0000-6210 Telephone	48.46	D	Phone Charges - Verizon				1
2	7/31/23	904	01-103-000-0000-6210 Telephone	227.30	D	Phone Charges - Verizon				1
3	7/31/23	904	01-091-000-0000-6210 Telephone	78.47	D	Phone Charges - Verizon				1
4	7/31/23	904	01-111-000-0000-6210 Telephone	391.14	D	Phone Charges - Verizon				1
5	7/31/23	904	01-252-000-0000-6210 Telephone	622.32	D	Phone Charges - Verizon				1
6	7/31/23	904	01-251-000-0000-6210 Telephone	178.84	D	Phone Charges - Verizon				1
7	7/31/23	904	01-281-000-0000-6210 Telephone	185.39	D	Phone Charges - Verizon				1
8	7/31/23	904	01-602-000-0000-6210 Telephone	35.01	D	Phone Charges - Verizon				1
9	7/31/23	904	01-032-000-0000-6210 Telephone	91.92	D	Phone Charges - Verizon				1
10	7/31/23	904	01-061-000-0000-6210 Telephone	123.48	D	Phone Charges - Verizon				1
11	7/31/23	904	01-105-000-0000-6210 Telephone	173.84	D	Phone Charges - Verizon				1
12	7/31/23	904	01-042-000-0000-6210 Telephone	40.03	D	Phone Charges - Verizon				1
13	7/31/23	904	01-121-000-0000-6210 Telephone	75.02	D	Phone Charges - Verizon				1
14	7/31/23	904	01-253-000-0000-6210 Telephone	43.46	D	Phone Charges - Verizon				1
15	7/31/23	904	01-481-460-6009-6210 Telephone	43.46	D	Phone Charges - QA				1
16	7/31/23	904	01-481-460-6009-6210 Telephone	43.46	D	Phone Charges - QA				1
17	7/31/23	904	01-481-460-6012-6210 Telephone	43.46	D	Phone Charges - LTC				1
18	7/31/23	904	01-481-461-6040-6210 Telephone	43.46	D	Phone Charges - WIC				1
19	7/31/23	904	01-481-460-6011-6210 Telephone	21.73	D	Phone Charges - CTC				1
20	7/31/23	904	01-481-462-6047-6210 Telephone	21.73	D	Phone Charges - CID				1

Steele County

JOURNAL ENTRIES



Description 07 2023 - JE C4 - VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/23	904	01-481-461-6040-6210 Telephone	32.60	D	Phone Charges - WIC				1
22	7/31/23	904	01-481-461-6030-6210 Telephone	10.86	D	Phone Charges - MCH				1
23	7/31/23	904	01-481-460-6009-6210 Telephone	43.46	D	Phone Charges - QA				1
24	7/31/23	904	01-481-461-6059-6210 Telephone	10.86	D	Phone Charges - SEMN				1
25	7/31/23	904	01-481-461-6034-6210 Telephone	32.60	D	Phone Charges - TANF				1
26	7/31/23	904	01-481-461-6059-6210 Telephone	43.46	D	Phone Charges - SEMN				1
27	7/31/23	904	01-481-460-6009-6210 Telephone	43.46	D	Phone Charges - QA				1
28	7/31/23	904	01-481-460-6009-6210 Telephone	43.46	D	Phone Charges - QA				1
29	7/31/23	904	01-481-460-6009-6210 Telephone	43.46	D	Phone Charges - QA				1
30	7/31/23	904	01-481-461-6059-6210 Telephone	21.73	D	Phone Charges - SEMN				1
31	7/31/23	904	01-481-461-6040-6210 Telephone	13.04	D	Phone Charges - WIC				1
32	7/31/23	904	01-481-462-6047-6210 Telephone	8.69	D	Phone Charges - CID				1
33	7/31/23	904	01-481-460-6012-6210 Telephone	43.46	D	Phone Charges - LTC				1
34	7/31/23	904	01-481-461-6040-6210 Telephone	43.46	D	Phone Charges - WIC				1
35	7/31/23	904	01-481-460-6012-6210 Telephone	43.46	D	Phone Charges - LTC				1
36	7/31/23	904	01-481-465-6057-6210 Telephone	48.46	D	Phone Charges - LPHG				1
37	7/31/23	904	01-481-465-6057-6210 Telephone	35.01	D	Phone Charges - LPHG				1
38	7/31/23	904	01-481-460-6012-6210 Telephone	29.08	D	Phone Charges - LTC				1
39	7/31/23	904	01-481-464-6052-6210 Telephone	19.38	D	Phone Charges - PHEP				1
40	7/31/23	904	01-201-000-0000-6211 Radio-Computers-Cameras	840.23	D	Squad Connections - Verizon				1

Steele County

JOURNAL ENTRIES



Description 07 2023 - JE C4 - VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	7/31/23	904	01-201-000-0000-6210 Telephone	1,053.22	D	Phone Charges - Verizon				1
42	7/31/23	904	01-000-000-0000-1001 Cash	5,035.42	C	Verizon Charges Jul				1
43	7/31/23	904	10-301-000-0000-6210 Telephone	594.63	D	Phone Charges - Verizon				1
44	7/31/23	904	10-000-000-0000-1001 Cash	594.63	C	Phone Charges - Verizon				1
45	7/31/23	904	53-398-000-0000-6210 Telephone	43.46	D	Phone Charges - Verizon				1
46	7/31/23	904	53-000-000-0000-1001 Cash	43.46	C	Phone Charges - Verizon				1
Debit Total				5,673.51		Credit Total	5,673.51	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 07 2023 - JE C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/23	903	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	5,521.00	D	Sales Tax				1
2	7/31/23	903	72-000-000-0000-1001 Cash	5,521.00	C	Sales Tax				1
3	7/31/23	903	53-398-000-0000-6540 Machine Fuel	171.00	D	Usage Diesel Tax				1
4	7/31/23	903	53-000-000-0000-1001 Cash	171.00	C	Usage Diesel Tax				1
5	7/31/23	903	53-398-000-0000-6540 Machine Fuel	134.81	D	Diesel Tax				1
6	7/31/23	903	53-000-000-0000-1001 Cash	134.81	C	Diesel Tax				1
7	7/31/23	903	10-304-000-0000-6522 Diesel Fuel Tax	442.60	D	Diesel Tax				1
8	7/31/23	903	10-000-000-0000-1001 Cash	442.60	C	Diesel Tax				1
9	7/31/23	903	01-003-000-0000-6961 Visa One Card Program	38,564.03	D	BMO One Card Payment				1
10	7/31/23	903	01-000-000-0000-1001 Cash	38,564.03	C	BMO One Card Payment				1
11	7/31/23	903	53-398-000-0000-6801 General Expense	598.11	D	Landfill CC Fees				1
12	7/31/23	903	53-000-000-0000-1001 Cash	598.11	C	Landfill CC Fees				1
13	7/31/23	903	01-041-000-0000-6540 Gas & Oil	41.39	D	WEX Enterprise Payment Jul2023				1
14	7/31/23	903	01-042-000-0000-6540 Gas & Oil	44.34	D	WEX Enterprise Payment Jul2023				1
15	7/31/23	903	01-000-000-0000-1001 Cash	85.73	C	WEX Enterprise Payment Jul2023				1
16	7/31/23	903	01-111-000-0000-6540 Gas & Oil	211.93	D	WEX NASPO Payment Jul 2023				1
17	7/31/23	903	01-000-000-0000-1001 Cash	211.93	C	WEX NASPO Payment Jul 2023				1
18	7/31/23	903	01-111-043-0000-6250 Utilities	55.01	D	OPU Payment Invoice # 718547				1
19	7/31/23	903	01-000-000-0000-1001 Cash	55.01	C	OPU Payment Invoice # 718547				1
20	7/31/23	903	01-111-043-0000-6250 Utilities	116.39	D	OPU Payment Invoice # 705296				1

Steele County

JOURNAL ENTRIES



Description 07 2023 - JE C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/23	903	01-000-000-0000-1001 Cash	116.39	C	OPU Payment Invoice # 705296				1
22	7/31/23	903	01-111-043-0000-6250 Utilities	464.16	D	OPU Payment Invoice # 718546				1
23	7/31/23	903	01-000-000-0000-1001 Cash	464.16	C	OPU Payment Invoice # 718546				1
24	7/31/23	903	01-502-000-0000-6250 Utilities	351.44	D	OPU Payment Invoice # 718550				1
25	7/31/23	903	01-000-000-0000-1001 Cash	351.44	C	OPU Payment Invoice # 718550				1
26	7/31/23	903	10-304-000-0000-6514 Utility Services	156.44	D	OPU Payment Invoice # 718553				1
27	7/31/23	903	10-000-000-0000-1001 Cash	156.44	C	OPU Payment Invoice # 718553				1
28	7/31/23	903	01-111-047-0000-6250 Utilities	35.25	D	OPU Payment Invoice # 716285				1
29	7/31/23	903	01-000-000-0000-1001 Cash	35.25	C	OPU Payment Invoice # 716285				1
30	7/31/23	903	01-111-041-0000-6250 Utilities	1,472.42	D	OPU Payment Invoice # 718556				1
31	7/31/23	903	01-000-000-0000-1001 Cash	1,472.42	C	OPU Payment Invoice # 718556				1
32	7/31/23	903	01-111-042-0000-6250 Utilities	5,218.44	D	OPU Payment Invoice # 718555				1
33	7/31/23	903	01-000-000-0000-1001 Cash	5,218.44	C	OPU Payment Invoice # 718555				1
34	7/31/23	903	01-111-040-0000-6250 Utilities	6,552.94	D	OPU Payment Invoice # 718557				1
35	7/31/23	903	01-000-000-0000-1001 Cash	6,552.94	C	OPU Payment Invoice # 718557				1
36	7/31/23	903	01-111-044-0000-6250 Utilities	18,196.91	D	OPU Payment Invoice # 718563				1
37	7/31/23	903	01-000-000-0000-1001 Cash	18,196.91	C	OPU Payment Invoice # 718563				1
38	7/31/23	903	10-304-000-0000-6514 Utility Services	4,686.72	D	OPU Payment Invoice # 718562				1
39	7/31/23	903	10-000-000-0000-1001 Cash	4,686.72	C	OPU Payment Invoice # 718562				1
40	7/31/23	903	01-201-296-0000-6250 T#9 Utilities	304.02	D	OPU Payment Invoice # 718561				1

Steele County

JOURNAL ENTRIES



Description 07 2023 - JE C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	7/31/23	903	01-000-000-0000-1001 Cash	304.02	C	OPU Payment Invoice # 718561				1
42	7/31/23	903	01-032-000-0000-6260 Background Checks	94.32	D	Background Check - HWY, LF, PR				1
43	7/31/23	903	01-000-000-0000-1001 Cash	94.32	C	Background Check - HWY, LF, PR				1
44	7/31/23	903	01-003-000-0000-6172 Unemployment Benefit	61.47	D	Q2 2023 Unemployment Pmnt				1
45	7/31/23	903	01-000-000-0000-1001 Cash	61.47	C	Q2 2023 Unemployment Pmnt				1
46	7/31/23	903	81-230-000-0000-6172 Unemployment Benefit	53.58	D	Q2 2023 Unemployment Pmnt				1
47	7/31/23	903	81-230-000-0000-6172 Unemployment Benefit	395.22	D	Q2 2023 Unemployment Pmnt				1
48	7/31/23	903	81-000-000-0000-1001 Cash	448.80	C	Q2 2023 Unemployment Pmnt				1
49	7/31/23	903	10-000-000-0000-1001 Cash	232.58	D	Void Check # 178860				1
50	7/31/23	903	10-304-000-0000-6511 Maint Shop Supplies & Materials	232.58	C	Void Check # 178860				1
51	7/31/23	903	01-000-000-0000-1001 Cash	2,784.00	D	Void Check # 179222				1
52	7/31/23	903	01-481-461-6032-6383 Contract Services	2,784.00	C	Void Check # 179222				1
53	7/31/23	903	01-000-000-0000-1001 Cash	1,870.00	D	Void Check # 179034				1
54	7/31/23	903	01-003-000-0000-6813 Southern Minn Tourism	1,870.00	C	Void Check # 179034				1
55	7/31/23	903	70-000-000-0000-2101 Unapportioned Current Tax	1,195.00	D	Returned Check - 17-104-0102				1
56	7/31/23	903	70-000-000-0000-2151 Unapportioned Pen & Int Current	95.60	D	Returned Check - 17-104-0102				1
57	7/31/23	903	70-000-000-0000-1001 Cash	1,290.60	C	Returned Check - 17-104-0102				1
58	7/31/23	903	70-000-000-0000-2105 Unapportioned Delinquent Tax	803.24	D	Returned Check - 17-981-7027				1
59	7/31/23	903	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	238.72	D	Returned Check - 17-981-7027				1
60	7/31/23	903	70-000-000-0000-1001 Cash	1,041.96	C	Returned Check - 17-981-7027				1

Steele County
JOURNAL ENTRIES



Description 07 2023 - JE C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	7/31/23	903	01-042-000-0000-5520 Fees	60.00	D	Returned Check - 17-981-7027				1
62	7/31/23	903	01-000-000-0000-1001 Cash	60.00	C	Returned Check - 17-981-7027				1
63	7/31/23	903	70-000-000-0000-2163 Unapportioned Other State Revenue	345,273.65	D	Payment to State for Tax Smnt				1
64	7/31/23	903	70-000-000-0000-1001 Cash	345,273.65	C	Payment to State for Tax Smnt				1
Debit Total				436,496.73		Credit Total	436,496.73	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 07 2023 - JE C2 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/23	902	01-111-050-0000-6320 Vehicle Repairs & Maintenance	465.34	D	Enterprise Full Maint Fee Admn				1
2	7/31/23	902	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee DC				1
3	7/31/23	902	01-111-050-0000-6320 Vehicle Repairs & Maintenance	2.90	D	Enterprise Toll Program Fee				1
4	7/31/23	902	01-000-000-0000-1001 Cash	895.73	C	Admin-DC Enterprise Jul 2023				1
5	7/31/23	902	01-111-050-0000-6347 Enterprise Fleet Leasing	7,255.56	D	County Fleet Lease - Jul 23				1
6	7/31/23	902	01-201-000-0000-6347 Enterprise Fleet Leasing	10,950.15	D	Sheriff Fleet Lease - Jul 23				1
7	7/31/23	902	01-000-000-0000-1001 Cash	18,205.71	C	Fleet Lease Payments - Jul 23				1
8	7/31/23	902	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	7/31/23	902	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	7/31/23	902	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	7/31/23	902	01-201-000-0104-6320 Squad 7404 Maintenance	144.23	D	Oil Change, Air Filter, Washer				1
12	7/31/23	902	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
13	7/31/23	902	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	7/31/23	902	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
15	7/31/23	902	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	7/31/23	902	01-201-000-0108-6320 Squad 7418 Maintenance	368.98	D	Stabalizer,Steering,Suspension				1
17	7/31/23	902	01-201-000-0108-6320 Squad 7418 Maintenance	160.03	D	Oil Change, Air Filter, Rotat				1
18	7/31/23	902	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	7/31/23	902	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	7/31/23	902	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description 07 2023 - JE C2 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/23	902	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	7/31/23	902	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	7/31/23	902	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	7/31/23	902	01-201-000-0114-6320 Squad 7421 Maintenance	2,303.36	D	Steering Gear				1
25	7/31/23	902	01-201-000-0114-6320 Squad 7421 Maintenance	623.90	D	Diagn, Battery, Alignment, Tow				1
26	7/31/23	902	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM - RETIRED SQUAD - 22VH55				1
27	7/31/23	902	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
28	7/31/23	902	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	7/31/23	902	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	7/31/23	902	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	7/31/23	902	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	7/31/23	902	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	7/31/23	902	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	7/31/23	902	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
35	7/31/23	902	01-000-000-0000-1001 Cash	3,840.70	C	Sheriff Enterprise - July 2023				1
Debit Total				22,942.14		Credit Total	22,942.14	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/23	901	01-000-000-0000-1001 Cash	2,291.18	D	BMO One Card Allocation Jul	BMO One Card Allocation Jul			1
2	7/31/23	901	01-003-000-0000-6961 Visa One Card Program	38,564.03	C	BMO Charges Jul	BMO Charges Jul			1
3	7/31/23	901	01-003-010-0000-6820 Wellness Grant Expense	2,424.43	D	5/folding mats	Intuit Payment Solutions,			1
4	7/31/23	901	01-032-000-0000-6410 Office Supplies	8.99	D	Staple Removers	Amazon.Com, Inc.			1
5	7/31/23	901	01-032-010-0000-6464 General Supplies - Wellness	30.99	D	Scavenger Hunt - Medals	Amazon.Com, Inc.			1
6	7/31/23	901	01-032-010-0000-6464 General Supplies - Wellness	7.28	D	Scavenger Hunt - Stickers	Amazon.Com, Inc.			1
7	7/31/23	901	01-032-010-0000-6464 General Supplies - Wellness	300.00	D	Apparel for On the Move Incent	Court Sports And More, I			1
8	7/31/23	901	01-041-000-0000-6261 Conference & Training	83.50	D	MCCC Lodging-K Winter	Fullsteam Operations Llc			1
9	7/31/23	901	01-041-000-0000-6261 Conference & Training	83.50	D	MCCC Lodging-B Blood	Fullsteam Operations Llc			1
10	7/31/23	901	01-041-000-0000-6330 Travel Expenses	41.04	D	Dinner-Walstrom,Winter,Blood	Arrowwood Resort And C			1
11	7/31/23	901	01-041-000-0000-6330 Travel Expenses	11.40	D	Meals-Walstrom,Winer,Blood	Arbys Restaurant Group			1
12	7/31/23	901	01-044-000-0000-6261 Conference & Training	83.50	D	MCCC Lodging-J Walstrom	Fullsteam Operations Llc			1
13	7/31/23	901	01-044-000-0000-6330 Travel Expenses	22.65	D	Dinner-Walstrom,Winter,Blood	Regency Midwest Vent Lp			1
14	7/31/23	901	01-044-000-0000-6330 Travel Expenses	10.98	D	Meals-Walstrom,Winer,Blood	Arbys Restaurant Group			1
15	7/31/23	901	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management	Kaseya US Llc			1
16	7/31/23	901	01-061-000-0000-6260 Computer Support	424.00	D	Performance Mgmt SW	Brightgauge Software, In			1
17	7/31/23	901	01-062-000-0000-6801 General Expense	288.75	D	Replacement Monitor Cables	Amazon.Com, Inc.			1
18	7/31/23	901	01-062-000-0000-6801 General Expense	7,622.63	D	Monthly AWS Storage Costs	Amazon.Com, Inc.			1
19	7/31/23	901	01-062-000-0000-6802 Internal Chargeback	1,695.00	D	UKG Conference Registration	Cvent, Inc.			1
20	7/31/23	901	01-091-000-0000-6261 Conference & Training	267.00	D	Lawyer Registration - Tazio	State Of Minnesota			1

Steele County

JOURNAL ENTRIES



Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/23	901	01-091-000-0000-6410 Office Supplies	39.53	D	jump drive/legal pads	Amazon.Com, Inc.			1
22	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
23	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
24	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
25	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
26	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
27	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
28	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
29	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
30	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
31	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
32	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
33	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
34	7/31/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
35	7/31/23	901	01-101-000-9305-6261 Conference & Training - Tech Fund	39.12	C	Credit of Conference Expense	Cragun Corporation			1
36	7/31/23	901	01-103-000-0000-6241 Membership Dues	150.00	D	TOM'S SAMA LICENSE RENEWAL	State Of Minnesota			1
37	7/31/23	901	01-103-000-0000-6241 Membership Dues	1.83	D	BENJI LICENE RENEWAL - FEE	Us Bank National Associat			1
38	7/31/23	901	01-103-000-0000-6241 Membership Dues	3.22	D	TOM'S LICENSE RENEWAL/CON. FEE	Us Bank National Associat			1
39	7/31/23	901	01-103-000-0000-6241 Membership Dues	3.22	D	BRIAN LICENSE RENEWAL FEE	Us Bank National Associat			1
40	7/31/23	901	01-103-000-0000-6241 Membership Dues	150.00	D	BRIAN'S LICENSE RENEWAL	State Of Minnesota			1

Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	7/31/23	901	01-103-000-0000-6241 Membership Dues	85.00	D	BENJI LICENSE RENEWAL	State Of Minnesota			1
42	7/31/23	901	01-103-000-0000-6301 Equip/Software Maint	1,100.00	D	CO STAR NEWSPAPERS SUB.	Costar Realty Informatio			1
43	7/31/23	901	01-103-000-0000-6330 Travel Expenses	112.63	D	TOM'S SUMMER SEMINAR HOTEL	St.Cloud Hotel Group Llc			1
44	7/31/23	901	01-103-000-0000-6410 Office Supplies	80.00	D	SAFETY VESTS ORDER	Midwest Operations, Llc			1
45	7/31/23	901	01-103-000-0000-6501 Publications/Manuals	16.25	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Of Southern Min			1
46	7/31/23	901	01-105-000-0000-6261 Conference & Training	45.00	D	CEU credits	State Of Minnesota			1
47	7/31/23	901	01-105-000-0000-6261 Conference & Training	30.00	D	CEU credits	State Of Minnesota			1
48	7/31/23	901	01-111-000-0000-6304 Equipment Maintenance & Repairs	58.20	D	Clamp for lawn mower	Kibble Equipment Llc			1
49	7/31/23	901	01-111-000-0000-6304 Equipment Maintenance & Repairs	67.76	D	Wheel Kit	Kibble Equipment Llc			1
50	7/31/23	901	01-111-000-0000-6304 Equipment Maintenance & Repairs	34.24	D	Wheel kit & axle	Kibble Equipment Llc			1
51	7/31/23	901	01-111-000-0000-6304 Equipment Maintenance & Repairs	15.58	D	Oil Filters	Wen-Col Inc			1
52	7/31/23	901	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	Geo Tabs - Admin, DC, Sheriff	T-Mobile Usa, Inc.			1
53	7/31/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	19.18	D	Key Rings	Amazon.Com, Inc.			1
54	7/31/23	901	01-111-040-0000-6380 Grounds Maintenance	806.92	D	Lawn Service	Trugreen Limited Partners			1
55	7/31/23	901	01-111-040-0000-6480 Non-Capitalized Inventory	750.00	D	Monthly Fee June	Intuit Payment Solutions,			1
56	7/31/23	901	01-111-040-0000-6560 Janitorial Supplies	116.88	D	Toilet Bowl Cleaner	Hillyard Inc			1
57	7/31/23	901	01-111-040-0000-6560 Janitorial Supplies	45.24	D	Cleaning Supplies	Hillyard Inc			1
58	7/31/23	901	01-111-040-0000-6560 Janitorial Supplies	63.72	D	Scrim Wipes	Hillyard Inc			1
59	7/31/23	901	01-111-040-0000-6560 Janitorial Supplies	187.08	D	Hand towels	Hillyard Inc			1
60	7/31/23	901	01-111-040-0000-6560 Janitorial Supplies	198.12	D	Cleaning Supplies	Hillyard Inc			1

Steele County

JOURNAL ENTRIES



Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	7/31/23	901	01-111-040-0000-6560 Janitorial Supplies	124.72	D	Cleaning Supplies	Hillyard Inc			1
62	7/31/23	901	01-111-040-0000-6560 Janitorial Supplies	39.84	D	Cleaning Supplies	Hillyard Inc			1
63	7/31/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	84.98	D	Painting Supplies	Sherwin Williams Co			1
64	7/31/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	8.01	D	Hose washers	Lowes Companies, Inc.			1
65	7/31/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	30.62	D	Duct seal and flat sheet	Lowes Companies, Inc.			1
66	7/31/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	6.99	D	Lube, Flush lever	Arrow Hardware, Inc			1
67	7/31/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	33.50	D	Water Filtering	Invoice Cloud, Inc.			1
68	7/31/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	1.50	D	service fee	Invoice Cloud, Inc.			1
69	7/31/23	901	01-111-041-0000-6560 Janitorial Supplies	33.95	D	Bleach	Lowes Companies, Inc.			1
70	7/31/23	901	01-111-042-0000-6300 Bldg Repairs & Maintenance	38.62	D	Key, repair kit, SS ball	Arrow Hardware, Inc			1
71	7/31/23	901	01-111-042-0000-6560 Janitorial Supplies	475.42	D	Janitorial supplies	Hillyard Inc			1
72	7/31/23	901	01-111-042-0000-6560 Janitorial Supplies	338.25	D	Cleaning Supplies	Hillyard Inc			1
73	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	65.88	D	White Vinyl	Lowes Companies, Inc.			1
74	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	76.90	D	Hose and Nozzles	Lowes Companies, Inc.			1
75	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	119.95	D	Power Loop	Amazon.Com, Inc.			1
76	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	9.65	D	Light for Kitchen	Fleet Farm Group, Llc			1
77	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	59.95	D	HVAC Coil	Amazon.Com, Inc.			1
78	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	160.00	D	Coil Cleaner	Amazon.Com, Inc.			1
79	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	34.89	D	Recoil cord	Amazon.Com, Inc.			1
80	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	146.45	D	Pest control	Plunketts Pest Control In			1

Steele County

JOURNAL ENTRIES



Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	40.32	D	PVC pipes & connections	Lowes Companies, Inc.			1
82	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	16.95	D	Garden Hose Holder	Amazon.Com, Inc.			1
83	7/31/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	14.76	D	Rivets & tape	Lowes Companies, Inc.			1
84	7/31/23	901	01-111-044-0000-6380 Grounds Maintenance	915.90	D	Lawn Service	Trugreen Limited Partners			1
85	7/31/23	901	01-111-044-0000-6560 Janitorial Supplies	84.71	D	Glass Cleaner	Hillyard Inc			1
86	7/31/23	901	01-111-044-0000-6560 Janitorial Supplies	45.24	D	Cleaning Supplies	Hillyard Inc			1
87	7/31/23	901	01-111-044-0000-6560 Janitorial Supplies	63.72	D	Scrim Wipes	Hillyard Inc			1
88	7/31/23	901	01-111-044-0000-6560 Janitorial Supplies	187.08	D	Hand towels	Hillyard Inc			1
89	7/31/23	901	01-111-044-0000-6560 Janitorial Supplies	178.00	D	Cleaning Supplies	Hillyard Inc			1
90	7/31/23	901	01-111-044-0000-6560 Janitorial Supplies	62.36	D	Cleaning Supplies	Hillyard Inc			1
91	7/31/23	901	01-111-044-0000-6560 Janitorial Supplies	39.84	D	Cleaning Supplies	Hillyard Inc			1
92	7/31/23	901	01-111-045-0000-6560 Janitorial Supplies	298.20	D	Cleaning Supplies	Hillyard Inc			1
93	7/31/23	901	01-111-050-0000-6320 Vehicle Repairs & Maintenance	6.43	D	Mini Blub	Wen-Col Inc			1
94	7/31/23	901	01-111-050-0000-6320 Vehicle Repairs & Maintenance	24.99	D	Tire repair	Gb Auto Service Inc			1
95	7/31/23	901	01-121-000-0000-6301 Repairs/Maintenance	145.40	D	Battery	Wen-Col Inc			1
96	7/31/23	901	01-201-000-0000-6210 Telephone	20.31	D	7423 Phone case	I-Blason, Llc			1
97	7/31/23	901	01-201-000-0000-6210 Telephone	7.51	D	7423-screen protector	Amazon.Com, Inc.			1
98	7/31/23	901	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan	Apple Inc.			1
99	7/31/23	901	01-201-000-0000-6211 Radio-Computers-Cameras	33.96	D	Batteries & 2/USB hubs	Amazon.Com, Inc.			1
100	7/31/23	901	01-201-000-0000-6241 Membership Dues	270.00	D	Post Dues 7413,7422 & 7425	State Of Minnesota			1

Steele County

JOURNAL ENTRIES



Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	7/31/23	901	01-201-000-0000-6241 Membership Dues	360.00	D	Post Dues-7428,7406,7402,7416	State Of Minnesota			1
102	7/31/23	901	01-201-000-0000-6261 Conference & Training	2,500.00	D	3/folding mats 1/landing mat	Intuit Payment Solutions,			1
103	7/31/23	901	01-201-000-0000-6261 Conference & Training	325.00	D	J.Horejsi Impact Munitions	Safariland			1
104	7/31/23	901	01-201-000-0000-6261 Conference & Training	225.00	D	J.Horejsi-Less Lethal Course	Safariland			1
105	7/31/23	901	01-201-000-0000-6285 Firearms/Ammo Training	6.95	D	QTIP Swabs	Wal-Mart Stores			1
106	7/31/23	901	01-201-000-0000-6285 Firearms/Ammo Training	106.29	D	1/Tactical Shooting Rest	Cabela's Wholesale, Llc			1
107	7/31/23	901	01-201-000-0000-6288 Taser Training	95.31	D	Less Lethal Supplies	Cabela's Wholesale, Llc			1
108	7/31/23	901	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
109	7/31/23	901	01-201-000-0000-6293 Gun Permit Expenses	547.90	D	Rolls of ribbon	Identisys Incorporated			1
110	7/31/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	109.52	D	M. Holm-1/Baton	Armament Systems And Proc			1
111	7/31/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	156.34	D	Handcuffs for 7401	Armament Systems And Proc			1
112	7/31/23	901	01-201-000-0000-6410 Office Supplies	35.98	D	2/usb hubs for Sergeants/7405	Amazon.Com, Inc.			1
113	7/31/23	901	01-201-000-0000-6419 Community Programs	232.28	D	Candy for Community Event	Fleet Farm Group, Llc			1
114	7/31/23	901	01-201-000-0000-6438 K-9 Expenses	377.48	D	K9 boarding	Block, Inc.			1
115	7/31/23	901	01-201-000-0000-6562 Gas & Oil Squads	44.37	D	Fuel for squad 7422	Casey's General Stores In			1
116	7/31/23	901	01-201-000-0000-6562 Gas & Oil Squads	43.69	D	Fuel - MSA Conference	Casey's General Stores In			1
117	7/31/23	901	01-201-000-0000-6562 Gas & Oil Squads	31.45	D	Fuel/MSA Chief Deputy Conf	Holiday Companies			1
118	7/31/23	901	01-201-000-0000-6801 Misc Expense	19.99	D	Backup battery for alarm/court	Amazon.Com, Inc.			1
119	7/31/23	901	01-201-000-0000-6801 Misc Expense	138.50	D	10/Rulers for New Deputies	Sirchie Acquisition Compa			1
120	7/31/23	901	01-201-000-0000-6801 Misc Expense	56.99	D	Batteries & 2/USB hubs	Amazon.Com, Inc.			1

Steele County

JOURNAL ENTRIES



Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	7/31/23	901	01-201-000-0000-6801 Misc Expense	27.90	D	Battery for Office Jet Pack	Bpb, Llc			1
122	7/31/23	901	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	Geo Tabs - Admin, DC, Sheriff	T-Mobile Usa, Inc.			1
123	7/31/23	901	01-201-000-0110-6320 Squad 7403 Maintenance	53.60	D	Bins for squad	Lowes Companies, Inc.			1
124	7/31/23	901	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	Geo Tabs - Admin, DC, Sheriff	T-Mobile Usa, Inc.			1
125	7/31/23	901	01-251-000-0000-6211 Radio - Computers - Cameras	103.99	D	portable HD	Amazon.Com, Inc.			1
126	7/31/23	901	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	Geo Tabs - Admin, DC, Sheriff	T-Mobile Usa, Inc.			1
127	7/31/23	901	01-251-000-0000-6330 Travel Expenses	12.21	D	TRAVEL EXP-MEAL	Pilot Corporation			1
128	7/31/23	901	01-251-000-0000-6406 Program Supplies	17.17	D	inmate educ. video	Netflix, Inc.			1
129	7/31/23	901	01-251-000-0000-6562 Gas & Oil	47.75	D	fuel	Pilot Corporation			1
130	7/31/23	901	01-251-000-0000-6562 Gas & Oil	40.00	D	fuel	Pilot Corporation			1
131	7/31/23	901	01-251-000-0000-6562 Gas & Oil	46.30	D	fuel	Kwik Trip Inc			1
132	7/31/23	901	01-251-000-0000-6801 Misc Expense	12.84	D	streaming	Sirius Xm Radio Inc.			1
133	7/31/23	901	01-251-000-0000-6801 Misc Expense	75.15	D	inmate tv	Hulu, Llc			1
134	7/31/23	901	01-252-000-0000-6261 Conference & Training	10.07	D	Advisory Board Water	Kwik Trip Inc			1
135	7/31/23	901	01-252-000-0000-6261 Conference & Training	147.96	D	Advisory Board Meal	Ezcater, Inc			1
136	7/31/23	901	01-252-000-0000-6270 Chemical Testing	17.25	C	credit gloves	Henry Schein, Inc.			1
137	7/31/23	901	01-252-000-0000-6270 Chemical Testing	93.66	D	3 boxes gloves	Henry Schein, Inc.			1
138	7/31/23	901	01-252-000-0000-6410 Office Supplies	5.36	D	shipping verizon	Otterbox Products, Llc			1
139	7/31/23	901	01-252-000-0000-6410 Office Supplies	128.83	D	Screenprotector/case	Global Wireless, Inc.			1
140	7/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	6.45	C	Drug Court Hotel	Vh-Minneapolis South Inc			1

Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	7/31/23	901	01-252-775-0000-6330 Travel Expenses - CCA	6.45	D	Hotel Drug Court	Vh-Minneapolis South Inc			1
142	7/31/23	901	01-253-000-0000-6300 Bldg Repairs & Maintenance	19.82	D	Lube, Flush lever	Arrow Hardware, Inc			1
143	7/31/23	901	01-253-000-0000-6410 Office Supplies	105.22	D	6 Pouches Clear/Military	New Precision Technology,			1
144	7/31/23	901	01-253-000-0000-6560 Janitorial Supplies	1,592.88	D	Cleaning Supplies	Hillyard Inc			1
145	7/31/23	901	01-281-000-0000-6199 Safety Program	1,049.00	D	CPR Infant Manikins	Laerdal Medical As			1
146	7/31/23	901	01-281-000-0000-6199 Safety Program	1,278.43	D	CPR Manikins	Laerdal Medical As			1
147	7/31/23	901	01-281-000-0000-6199 Safety Program	555.75	D	CPR Cert Cards	Paypal			1
148	7/31/23	901	01-281-000-0000-6210 Telephone	437.74	D	Cradlepoint License Renewal	Cradlepoint, Inc			1
149	7/31/23	901	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monthly subscription	Basecamp, Llc			1
150	7/31/23	901	01-281-000-0000-6410 Office Supplies	21.92	D	Index Card Index Dividers	Amazon.Com, Inc.			1
151	7/31/23	901	01-281-000-0000-6410 Office Supplies	45.99	D	Storage boxes for A-Frame sign	Amazon.Com, Inc.			1
152	7/31/23	901	01-281-000-0000-6480 Non-Capitalized Inventory	978.09	D	Generator for EOC Trailer	The Home Depot Inc			1
153	7/31/23	901	01-481-460-6009-6261 Conference & Training	29.00	D	QA: Respirator Medical Eval	3m Company			1
154	7/31/23	901	01-481-460-6009-6434 Medical Supplies	94.39	D	QA: Medical Supplies	Amazon.Com, Inc.			1
155	7/31/23	901	01-481-460-6009-6434 Medical Supplies	26.64	D	HCB/QA: Medical Supplies	Amazon.Com, Inc.			1
156	7/31/23	901	01-481-460-6011-6464 General Supplies & Outreach	95.24	D	CTC: Supplies	Young Ps Acqisitions Llc			1
157	7/31/23	901	01-481-460-6012-6465 Patient Supplies & Services	21.90	D	LTC: Patient Supplies	Amazon.Com, Inc.			1
158	7/31/23	901	01-481-461-6025-6434 Medical Supplies	39.96	D	HCB/QA: Medical Supplies	Amazon.Com, Inc.			1
159	7/31/23	901	01-481-461-6025-6434 Medical Supplies	41.31	D	HCB: Medical Supplies	Amazon.Com, Inc.			1
160	7/31/23	901	01-481-461-6025-6464 General Supplies & Outreach	7.12	D	HCB: Amazing Newborn Clinic	Wal-Mart Stores			1

Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	7/31/23	901	01-481-461-6025-6480 Non-Capitalized Inventory	28.71	C	HCB: Amazing Newborn Clinic	The Home Depot Inc			1
162	7/31/23	901	01-481-461-6025-6480 Non-Capitalized Inventory	106.11	D	HCB: Amazing Newborn Clinic	Amazon.Com, Inc.			1
163	7/31/23	901	01-481-461-6025-6480 Non-Capitalized Inventory	79.43	C	HCB: Amazing Newborn Clinic	Wayfair Llc			1
164	7/31/23	901	01-481-461-6025-6480 Non-Capitalized Inventory	79.96	D	HCB: Amazing Newborn Clinic	Hobby Lobby Stores Inc			1
165	7/31/23	901	01-481-461-6040-6464 General Supplies & Outreach	12.52	D	WIC/LPHG: Supplies	Wal-Mart Stores			1
166	7/31/23	901	01-481-461-6040-6464 General Supplies & Outreach	19.88	D	WIC: General Supplies Garden	Wal-Mart Stores			1
167	7/31/23	901	01-481-462-6047-6215 Postage	11.65	D	CID: Returning Immunizations	United States Postal Serv			1
168	7/31/23	901	01-481-465-6057-6261 Conference & Training	199.00	D	LPHG: SCC Training	Southeast Service Coopera			1
169	7/31/23	901	01-481-465-6057-6410 Office Supplies	19.57	D	LPHG: Office Supplies	Amazon.Com, Inc.			1
170	7/31/23	901	01-481-465-6057-6464 General Supplies & Outreach	5.68	D	WIC/LPHG: Supplies	Wal-Mart Stores			1
171	7/31/23	901	01-502-000-0000-6300 Bldg Repairs & Maintenance	9.22	D	Ant bait	Arrow Hardware, Inc			1
172	7/31/23	901	01-502-000-0000-6560 Janitorial Supplies	456.46	D	Cleaning Supplies	Hillyard Inc			1
173	7/31/23	901	10-000-000-0000-1001 Cash	784.06	C	BMO Charges Jul	BMO Charges Jul			1
174	7/31/23	901	10-301-000-0000-6330 Travel Expenses	264.80	D	Remainder of Summer conf lodge	Fullsteam Operations Llc			1
175	7/31/23	901	10-302-000-0000-6525 CSAH Supplies - Aggregate/Asphalt	48.93	D	Ball mounts & buckets	Fleet Farm Group, Llc			1
176	7/31/23	901	10-302-000-0000-6534 Supplies - Signing	20.59	D	Grade 5 hardware for sign shop	Fleet Farm Group, Llc			1
177	7/31/23	901	10-302-000-0000-6553 Weed Spray & Vegetation Supplies	10.00	D	Spray gun	Fleet Farm Group, Llc			1
178	7/31/23	901	10-302-000-0000-6801 Osha/Safety Supplies	43.96	D	Coppertone sunscreen	Fleet Farm Group, Llc			1
179	7/31/23	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	90.00	D	Hoses for shop	Ultimate Safety Concepts			1
180	7/31/23	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	49.99	D	Air hose for shop	Fleet Farm Group, Llc			1

Steele County

JOURNAL ENTRIES



Description 07 2023 JE UPLOAD ? C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	7/31/23	901	10-304-000-0000-6512 Bldg Repair & Maintenance	73.96	D	Flags	Lowes Companies, Inc.			1
182	7/31/23	901	10-304-000-0000-6513 Tools	57.06	D	Grease joint rejuvenator	Amazon.Com, Inc.			1
183	7/31/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	31.97	D	Push broom & hook	Fleet Farm Group, Llc			1
184	7/31/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	8.50	D	Licence tabs, unit#2227	State Of Minnesota			1
185	7/31/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	0.21	D	Credit card service fee	Elavon			1
186	7/31/23	901	10-304-000-0000-6540 Fuel & Lubricants	84.09	D	Cas for chainsaws	Kwik Trip Inc			1
187	7/31/23	901	38-000-000-0000-1001 Cash	417.98	C	BMO Charges Jul	BMO Charges Jul			1
188	7/31/23	901	38-251-000-0000-6600 Capital Outlay - Detention Center	288.98	D	storage cabinet	Amazon.Com, Inc.			1
189	7/31/23	901	38-251-000-0000-6600 Capital Outlay - Detention Center	129.00	D	refrig. - new pod	Amazon.Com, Inc.			1
190	7/31/23	901	81-000-000-0000-1001 Cash	1,089.14	C	BMO Charges Jul	BMO Charges Jul			1
191	7/31/23	901	81-230-000-0000-6210 Telephone	75.15	D	Cable TV	Hulu, Llc			1
192	7/31/23	901	81-230-000-0000-6261 Conference & Training	870.00	D	Communications Training	Paypal			1
193	7/31/23	901	81-230-000-0000-6410 Office Supplies	53.99	D	Refrigerator Filter	Amazon.Com, Inc.			1
194	7/31/23	901	81-230-000-0000-6410 Office Supplies	90.00	D	Copy Paper	Amazon.Com, Inc.			1
Debit Total				41,026.17		Credit Total	41,026.17	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM JULY 2023 JE - C5 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/23	905	01-031-000-0000-6215 Postage	9.65	D	Postage - Admin				1
2	7/31/23	905	01-103-000-0000-6215 Postage	107.34	D	Postage - Assessor				1
3	7/31/23	905	01-041-000-0000-6215 Postage	127.34	D	Postage - Auditor				1
4	7/31/23	905	01-063-000-0000-6215 Postage	15.00	D	Postage - Auditor Elections				1
5	7/31/23	905	01-251-000-0000-6215 Postage	19.74	D	Postage - Detention Center				1
6	7/31/23	905	01-602-000-0000-6215 Postage	354.63	D	Postage - Extension				1
7	7/31/23	905	01-550-000-0000-6215 Postage	4.62	D	Postage - Four Seasons				1
8	7/31/23	905	01-032-000-0000-6215 Postage	5.04	D	Postage - Human Resources				1
9	7/31/23	905	01-062-000-0000-6802 Internal Chargeback	631.05	D	Postage - Court Admin				1
10	7/31/23	905	01-062-000-0000-6802 Internal Chargeback	162.86	D	Postage - MRCI				1
11	7/31/23	905	01-105-000-0000-6215 Postage	66.19	D	Postage - Planning and Zoning				1
12	7/31/23	905	01-252-000-0000-6215 Postage	243.16	D	Postage - CCA				1
13	7/31/23	905	01-101-000-0000-6215 Postage	376.55	D	Postage - Recorder				1
14	7/31/23	905	01-042-000-0000-6215 Postage	34.74	D	Postage - Treasurer				1
15	7/31/23	905	01-121-000-0000-6215 Postage	42.06	D	Postage - Veterans				1
16	7/31/23	905	01-481-460-6009-6215 Postage	18.55	D	Postage - QA				1
17	7/31/23	905	01-481-460-6011-6215 Postage	219.54	D	Postage - CTC				1
18	7/31/23	905	01-481-461-6030-6215 Postage	25.41	D	Postage - MCH				1
19	7/31/23	905	01-481-461-6025-6215 Postage	60.91	D	Postage - FAP/HCB/FC				1
20	7/31/23	905	01-481-462-6047-6215 Postage	1.26	D	Postage - CID				1

Steele County

JOURNAL ENTRIES



Description MM JULY 2023 JE - C5 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/23	905	01-481-465-6057-6215 Postage	3.63	D	Postage - LPHG/INF/ENV/MISC				1
22	7/31/23	905	01-481-461-6059-6215 Postage	2.34	D	Postage - SEMN				1
23	7/31/23	905	01-481-464-6061-6215 Postage	7.47	D	Postage - COVID				1
24	7/31/23	905	01-481-460-6012-6215 Postage	53.23	D	Postage - LTC				1
25	7/31/23	905	01-062-000-0000-6215 Postage	2,592.31	C	GF Postage Allocation				1
26	7/31/23	905	10-301-000-0000-6215 Postage	5.67	D	Highway Postage				1
27	7/31/23	905	10-000-000-0000-1001 Cash	5.67	C	Highway Postage				1
28	7/31/23	905	01-000-000-0000-1001 Cash	5.67	D	Highway Postage				1
29	7/31/23	905	01-062-000-0000-5831 Miscellaneous	5.67	C	Highway Postage				1
30	7/31/23	905	53-398-000-0000-6215 Postage	25.26	D	Landfill Postage				1
31	7/31/23	905	53-000-000-0000-1001 Cash	25.26	C	Landfill Postage				1
32	7/31/23	905	01-000-000-0000-1001 Cash	25.26	D	Landfill Postage				1
33	7/31/23	905	01-062-000-0000-5831 Miscellaneous	25.26	C	Landfill Postage				1
Debit Total				2,654.17		Credit Total	2,654.17	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM ? JULY 2023 JE ? C6 INVESTMENTS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/23	906	01-003-000-0000-5710 Interest From Investments	96,240.18	C	July Interest From Investments				1
2	7/31/23	906	01-003-000-0000-5710 Interest From Investments	720.07	C	July Interest ROI				1
3	7/31/23	906	01-000-000-0000-1001 Cash	162,598.16	D	July Investment				1
4	7/31/23	906	01-003-000-0000-5710 Interest From Investments	7,782.32	C	July Interest Adjustment				1
5	7/31/23	906	01-003-000-0000-5712 Premiums/Discounts on Investments	57,656.26	C	July Premiums/Discounts Invest				1
6	7/31/23	906	01-003-000-0000-6801 General Expense	199.33	C	July Investment Adjustment				1
7	7/31/23	906	75-000-000-0000-1001 Cash	171.21	C	Jul 2023 Missing Heir Interest				1
8	7/31/23	906	75-870-000-0000-5710 Interest	171.21	D	Jul 2023 Missing Heir Interest				1
Debit Total				162,769.37		Credit Total	162,769.37	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C1 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/23	901	01-111-050-0000-6320 Vehicle Repairs & Maintenance	465.34	D	Enterprise Full Maint Fee Admn				1
2	8/31/23	901	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee DC				1
3	8/31/23	901	01-111-050-0000-6320 Vehicle Repairs & Maintenance	62.10	D	Labor & Oil, 2007 Ford 017				1
4	8/31/23	901	01-000-000-0000-1001 Cash	954.93	C	Admin-DC Enterprise Jul 2023				1
5	8/31/23	901	01-111-050-0000-6347 Enterprise Fleet Leasing	7,255.56	D	County Fleet Lease - Aug 23				1
6	8/31/23	901	01-201-000-0000-6347 Enterprise Fleet Leasing	11,204.13	D	Sheriff Fleet Lease - Aug 23				1
7	8/31/23	901	01-000-000-0000-1001 Cash	18,459.69	C	Fleet Lease Payments - Aug 23				1
8	8/31/23	901	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	8/31/23	901	01-201-000-0102-6320 Squad 7414 Maintenance	78.03	D	Oil Change & Air Filter				1
10	8/31/23	901	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	8/31/23	901	01-201-000-0103-6320 Squad 7410 Maintenance	48.04	D	Oil Change				1
12	8/31/23	901	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
13	8/31/23	901	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	8/31/23	901	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
15	8/31/23	901	01-201-000-0106-6320 Squad 7424 Maintenance	89.89	D	Oil Change				1
16	8/31/23	901	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	8/31/23	901	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	8/31/23	901	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	8/31/23	901	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	8/31/23	901	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C1 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/23	901	01-201-000-0111-6320 Squad 7422 Maintenace	1,092.16	D	Brake Pads, Rotor, Disc				1
22	8/31/23	901	01-201-000-0111-6320 Squad 7422 Maintenace	415.14	D	Oil Change & Battery Service				1
23	8/31/23	901	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	8/31/23	901	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
25	8/31/23	901	01-201-000-0113-6320 Squad 7411 Maintenance	47.61	D	Oil Change				1
26	8/31/23	901	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	8/31/23	901	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM - RETIRED SQUAD - 22VH55				1
28	8/31/23	901	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
29	8/31/23	901	01-201-000-0116-6320 Squad 116 Maintenance	14.25	D	Renewal DMV Fee				1
30	8/31/23	901	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	8/31/23	901	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	8/31/23	901	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	8/31/23	901	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	8/31/23	901	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
35	8/31/23	901	01-201-000-0121-6320 Squad 121 Maintenance	175.42	D	Air Conditioning Service				1
36	8/31/23	901	01-201-000-0121-6320 Squad 121 Maintenance	64.00	D	Oil Change				1
37	8/31/23	901	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
38	8/31/23	901	01-201-000-0122-6320 Squad 7409 Maintenance	151.79	D	Oil Change & Wiper Blades				1
39	8/31/23	901	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
40	8/31/23	901	01-201-000-0123-6320 Squad 7423 Maintenance	14.25	D	Renewal DMV Fee				1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C1 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	8/31/23	901	01-201-000-0000-6600 Capital Outlay	46,039.20	D	CapPriceRed, Delivery - 274XM2				1
42	8/31/23	901	01-201-000-0000-6600 Capital Outlay	46,025.45	D	Cap Price Reduction - 274XM3				1
43	8/31/23	901	01-201-000-0000-6600 Capital Outlay	46,025.45	D	Cap Price Reduction - 274XM5				1
44	8/31/23	901	01-201-000-0000-6600 Capital Outlay	46,025.45	D	Cap Price Reduction - 274XPR				1
45	8/31/23	901	01-201-000-0000-6600 Capital Outlay	46,025.45	D	Cap Price Reduction - 274XPV				1
46	8/31/23	901	01-201-000-0000-6600 Capital Outlay	46,025.45	D	Cap Price Reduction - 274XQ6				1
47	8/31/23	901	01-000-000-0000-1001 Cash	278,597.23	C	Sheriff Enterprise - Aug 2023				1
Debit Total				298,011.85		Credit Total	298,011.85	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/23	902	01-031-000-0000-6210 Telephone	48.63	D	Phone Charges - Verizon				1
2	8/31/23	902	01-103-000-0000-6210 Telephone	228.15	D	Phone Charges - Verizon				1
3	8/31/23	902	01-091-000-0000-6210 Telephone	78.64	D	Phone Charges - Verizon				1
4	8/31/23	902	01-111-000-0000-6210 Telephone	392.73	D	Phone Charges - Verizon				1
5	8/31/23	902	01-252-000-0000-6210 Telephone	710.31	D	Phone Charges - Verizon				1
6	8/31/23	902	01-251-000-0000-6210 Telephone	179.82	D	Phone Charges - Verizon				1
7	8/31/23	902	01-281-000-0000-6210 Telephone	185.93	D	Phone Charges - Verizon				1
8	8/31/23	902	01-602-000-0000-6210 Telephone	122.81	D	Phone Charges - Verizon				1
9	8/31/23	902	01-032-000-0000-6210 Telephone	92.28	D	Phone Charges - Verizon				1
10	8/31/23	902	01-061-000-0000-6210 Telephone	143.66	D	Phone Charges - Verizon				1
11	8/31/23	902	01-105-000-0000-6210 Telephone	174.56	D	Phone Charges - Verizon				1
12	8/31/23	902	01-042-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
13	8/31/23	902	01-121-000-0000-6210 Telephone	75.02	D	Phone Charges - Verizon				1
14	8/31/23	902	01-253-000-0000-6210 Telephone	43.64	D	Phone Charges - Verizon				1
15	8/31/23	902	01-481-460-6009-6210 Telephone	43.64	D	Phone Charges - QA				1
16	8/31/23	902	01-481-460-6009-6210 Telephone	43.64	D	Phone Charges - QA				1
17	8/31/23	902	01-481-460-6012-6210 Telephone	43.64	D	Phone Charges - LTC				1
18	8/31/23	902	01-481-461-6040-6210 Telephone	43.64	D	Phone Charges - WIC				1
19	8/31/23	902	01-481-460-6011-6210 Telephone	21.82	D	Phone Charges - CTC				1
20	8/31/23	902	01-481-462-6047-6210 Telephone	21.82	D	Phone Charges - CID				1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/23	902	01-481-461-6040-6210 Telephone	32.73	D	Phone Charges - WIC				1
22	8/31/23	902	01-481-461-6030-6210 Telephone	10.91	D	Phone Charges - MCH				1
23	8/31/23	902	01-481-460-6009-6210 Telephone	43.64	D	Phone Charges - QA				1
24	8/31/23	902	01-481-461-6059-6210 Telephone	10.91	D	Phone Charges - SEMN				1
25	8/31/23	902	01-481-461-6034-6210 Telephone	32.73	D	Phone Charges - TANF				1
26	8/31/23	902	01-481-461-6059-6210 Telephone	43.64	D	Phone Charges - SEMN				1
27	8/31/23	902	01-481-460-6009-6210 Telephone	43.64	D	Phone Charges - QA				1
28	8/31/23	902	01-481-460-6009-6210 Telephone	43.64	D	Phone Charges - QA				1
29	8/31/23	902	01-481-460-6009-6210 Telephone	43.64	D	Phone Charges - QA				1
30	8/31/23	902	01-481-461-6059-6210 Telephone	21.82	D	Phone Charges - SEMN				1
31	8/31/23	902	01-481-461-6040-6210 Telephone	13.09	D	Phone Charges - WIC				1
32	8/31/23	902	01-481-462-6047-6210 Telephone	8.73	D	Phone Charges - CID				1
33	8/31/23	902	01-481-460-6012-6210 Telephone	43.64	D	Phone Charges - LTC				1
34	8/31/23	902	01-481-461-6040-6210 Telephone	43.64	D	Phone Charges - WIC				1
35	8/31/23	902	01-481-460-6012-6210 Telephone	48.64	D	Phone Charges - LTC				1
36	8/31/23	902	01-481-465-6057-6210 Telephone	43.64	D	Phone Charges - LPHG				1
37	8/31/23	902	01-481-465-6057-6210 Telephone	35.01	D	Phone Charges - LPHG				1
38	8/31/23	902	01-481-460-6012-6210 Telephone	29.18	D	Phone Charges - LTC				1
39	8/31/23	902	01-481-464-6052-6210 Telephone	19.46	D	Phone Charges - PHEP				1
40	8/31/23	902	01-201-000-0000-6211 Radio-Computers-Cameras	888.00	D	Squad Connections - Verizon				1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	8/31/23	902	01-201-000-0000-6210 Telephone	1,070.22	D	Phone Charges - Verizon				1
42	8/31/23	902	01-000-000-0000-1001 Cash	5,304.94	C	Verizon Charges Aug				1
43	8/31/23	902	10-301-000-0000-6210 Telephone	581.44	D	Phone Charges - Verizon				1
44	8/31/23	902	10-000-000-0000-1001 Cash	581.44	C	Phone Charges - Verizon				1
45	8/31/23	902	53-398-000-0000-6210 Telephone	43.64	D	Phone Charges - Verizon				1
46	8/31/23	902	53-000-000-0000-1001 Cash	43.64	C	Phone Charges - Verizon				1
Debit Total				5,930.02		Credit Total	5,930.02	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/23	903	01-000-000-0000-1001 Cash	2,510.35	D	BMO One Card Allocation Aug	BMO One Card Allocation Aug			1
2	8/31/23	903	01-003-000-0000-6961 Visa One Card Program	30,282.72	C	BMO Charges Aug	BMO Charges Aug			1
3	8/31/23	903	01-003-972-0000-6801 Aquatic Invasive Species Grant Expense	34.99	D	AIS Flag Bag Replacement	Amazon.Com, Inc.			1
4	8/31/23	903	01-031-000-0000-6241 Membership Dues	225.00	D	Civic Club dues	Rotary Club Of Owatonna			1
5	8/31/23	903	01-032-000-0000-6261 Conference & Training	199.00	C	Cancelled due to low enroll	Southeast Service Coopera			1
6	8/31/23	903	01-032-000-0000-6261 Conference & Training	35.00	D	Data Practices Webinar	Minnesota Counties Interg			1
7	8/31/23	903	01-032-010-0000-6464 General Supplies - Wellness	9.79	D	Wellness: Scavenger Hunt	Coborn's Incorporated			1
8	8/31/23	903	01-032-010-0000-6464 General Supplies - Wellness	20.15	D	Wellness: Yoga Event	Amazon.Com, Inc.			1
9	8/31/23	903	01-044-000-0000-6410 Office Supplies	150.00	D	Finance Officer Job Posting	Government Finance Offic			1
10	8/31/23	903	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management	Kaseya US Llc			1
11	8/31/23	903	01-061-000-0000-6260 Computer Support	424.00	D	Performance Mgmt SW	Brightgauge Software, In			1
12	8/31/23	903	01-061-000-0000-6413 Computer Supplies	620.04	D	Network Testing Tool	Amazon.Com, Inc.			1
13	8/31/23	903	01-062-000-0000-6801 General Expense	7,604.05	D	Monthly AWS Backup	Amazon.Com, Inc.			1
14	8/31/23	903	01-062-000-0000-6802 Internal Chargeback	266.44	D	Hotel for UKG Conference	Mandalay Corp			1
15	8/31/23	903	01-062-000-0000-6802 Internal Chargeback	319.00	D	Flight for UKG Conference	Allegiant Travel Company			1
16	8/31/23	903	01-091-000-0000-6330 Travel Expenses	108.17	D	Lodging for witness	Midwest Heritage Inn Of O			1
17	8/31/23	903	01-091-000-0000-6330 Travel Expenses	65.00	D	Meal cards for witness	Target Corporation			1
18	8/31/23	903	01-091-000-0000-6330 Travel Expenses	48.28	D	Travel insurance	Aga Service Company			1
19	8/31/23	903	01-091-000-0000-6330 Travel Expenses	877.80	D	Flight for witness	Delta Airlines Inc			1
20	8/31/23	903	01-091-000-0000-6410 Office Supplies	155.71	D	Office Supplies	Costco Wholesale Corporat			1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
22	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
23	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
24	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
25	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
26	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
27	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
28	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
29	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
30	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
31	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
32	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
33	8/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
34	8/31/23	903	01-101-000-9305-6261 Conference & Training - Tech Fund	60.00	D	PRIA Membership	Property Records Industry			1
35	8/31/23	903	01-103-000-0000-6241 Membership Dues	52.50	D	BEN'S MAAO MEMBERSHIP	Minnesota Association Of			1
36	8/31/23	903	01-103-000-0000-6241 Membership Dues	1.07	D	BEN'S LICENSE FEE	Us Bank National Associat			1
37	8/31/23	903	01-103-000-0000-6241 Membership Dues	50.00	D	BEN'S LICENSE FEE	State Of Minnesota			1
38	8/31/23	903	01-103-000-0000-6261 Conference & Training	475.00	D	GRANT APPRAISAL PROCEDURE	Appraisal Institute			1
39	8/31/23	903	01-103-000-0000-6261 Conference & Training	680.00	D	BENJI'S INCOME COURSE REG.	Minnesota Association Of			1
40	8/31/23	903	01-103-000-0000-6301 Equip/Software Maint	17.35	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Of Southern Min			1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	8/31/23	903	01-103-000-0000-6301 Equip/Software Maint	550.00	D	CO STAR NEWSPAPERS SUB.	Costar Realty Informatio			1
42	8/31/23	903	01-103-000-0000-6410 Office Supplies	19.99	D	Phone Charger for Assessors	Amazon.Com, Inc.			1
43	8/31/23	903	01-104-000-0000-6410 Office Supplies	78.00	D	Plotter Maintenance Cartridge	Amazon.Com, Inc.			1
44	8/31/23	903	01-111-000-0000-6300 Bldg Repairs & Maintenance	33.12	D	Batteries for all buildings	Bpb, Llc			1
45	8/31/23	903	01-111-000-0000-6304 Equipment Maintenance & Repairs	33.88	C	Wheel Kit Return	Kibble Equipment Llc			1
46	8/31/23	903	01-111-000-0000-6304 Equipment Maintenance & Repairs	33.88	D	Wheel for mower deck	Kibble Equipment Llc			1
47	8/31/23	903	01-111-000-0000-6304 Equipment Maintenance & Repairs	25.76	D	Pole Punner New Chains	Tri-State Bobcat Inc			1
48	8/31/23	903	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	Jun GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
49	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	37.21	D	Parts for the Flag Pole	Fleet Farm Group, Llc			1
50	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	49.74	D	Parts for the Flag Pole	Arrow Hardware, Inc			1
51	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	52.20	D	Railing	Hillyard Inc			1
52	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	33.50	D	Water Filtering	Invoice Cloud, Inc.			1
53	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	1.50	D	service fee	Invoice Cloud, Inc.			1
54	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	91.20	D	Supplies	Hillyard Inc			1
55	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	114.40	D	Supplies	Hillyard Inc			1
56	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	21.50	D	Supplies	Hillyard Inc			1
57	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	19.05	D	Slim 20A	Van Meter Inc			1
58	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	31.13	D	Tools	Arrow Hardware, Inc			1
59	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	8.97	D	Needle Nose Pilers	Harbor Freight Tools Usa			1
60	8/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	71.73	D	Water Filtering	Driessen Water, Inc.			1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	8/31/23	903	01-111-040-0000-6380 Grounds Maintenance	806.92	D	Lawn Service	Trugreen Limited Partners			1
62	8/31/23	903	01-111-040-0000-6480 Non-Capitalized Inventory	750.00	D	Monthly Fee	Intuit Payment Solutions,			1
63	8/31/23	903	01-111-040-0000-6560 Janitorial Supplies	89.99	D	Wet Floor signs	Amazon.Com, Inc.			1
64	8/31/23	903	01-111-041-0000-6300 Bldg Repairs & Maintenance	316.20	D	Plumbing supplies	Block Plumbing & Heating			1
65	8/31/23	903	01-111-041-0000-6300 Bldg Repairs & Maintenance	12.75	D	Electric Clean	Motor Parts And Equipmen			1
66	8/31/23	903	01-111-041-0000-6380 Grounds Maintenance	149.37	D	Lawn Service	Trugreen Limited Partners			1
67	8/31/23	903	01-111-042-0000-6300 Bldg Repairs & Maintenance	133.11	D	Supplies	Hillyard Inc			1
68	8/31/23	903	01-111-042-0000-6380 Grounds Maintenance	112.33	D	Lawn Service	Trugreen Limited Partners			1
69	8/31/23	903	01-111-042-0000-6380 Grounds Maintenance	112.33	D	Lawn Service	Trugreen Limited Partners			1
70	8/31/23	903	01-111-043-0000-6300 Bldg Repairs & Maintenance	64.98	D	Garden hose	Lowes Companies, Inc.			1
71	8/31/23	903	01-111-043-0000-6300 Bldg Repairs & Maintenance	27.16	D	Wirer Stripper	Van Meter Inc			1
72	8/31/23	903	01-111-043-0000-6300 Bldg Repairs & Maintenance	15.99	D	Duct tape	Arrow Hardware, Inc			1
73	8/31/23	903	01-111-043-0000-6300 Bldg Repairs & Maintenance	8.97	D	Needle Nose Pilers	Harbor Freight Tools			1
74	8/31/23	903	01-111-043-0000-6380 Grounds Maintenance	51.05	D	Lawn Service	Trugreen Limited Partners			1
75	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	26.04	D	Sealant	Amazon.Com, Inc.			1
76	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	56.89	D	Duramax Flat Base	Lowes Companies, Inc.			1
77	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	224.26	D	Frosted window supplies	Amazon.Com, Inc.			1
78	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	6.48	D	Vulken 116	Lowes Companies, Inc.			1
79	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	15.90	D	Foam, thin angle	Lowes Companies, Inc.			1
80	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	49.97	D	Paint supplies	Lowes Companies, Inc.			1

Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	46.44	D	TV mount Bolts	Lowes Companies, Inc.			1
82	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	121.16	D	Sink and Drain Cleaner	Lowes Companies, Inc.			1
83	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	16.09	D	Ice Scoops	Amazon.Com, Inc.			1
84	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	11.41	D	Ice Scoop	Amazon.Com, Inc.			1
85	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	80.07	D	Pest control	Plunketts Pest Control In			1
86	8/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	25.26	D	Battery for Intake	Lowes Companies, Inc.			1
87	8/31/23	903	01-111-044-0000-6380 Grounds Maintenance	915.90	D	Lawn Service	Trugreen Limited Partners			1
88	8/31/23	903	01-111-047-0000-6380 Grounds Maintenance-Gymnastics	56.16	D	Lawn Service	Trugreen Limited Partners			1
89	8/31/23	903	01-121-000-0000-6301 Repairs/Maintenance	46.15	D	ANC Kit	Arrow Hardware, Inc			1
90	8/31/23	903	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan	Apple Inc.			1
91	8/31/23	903	01-201-000-0000-6241 Membership Dues	1.94	D	A.Rector-POST Svc fee	State Of Minnesota			1
92	8/31/23	903	01-201-000-0000-6241 Membership Dues	90.00	D	A.Retor-POST fee	State Of Minnesota			1
93	8/31/23	903	01-201-000-0000-6261 Conference & Training	75.00	D	Forystek DMT-G Recert training	State Of Minnesota			1
94	8/31/23	903	01-201-000-0000-6285 Firearms/Ammo Training	10.73	D	1/Threadlocker	Arrow Hardware, Inc			1
95	8/31/23	903	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
96	8/31/23	903	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	316.98	D	5/Uniform Hats	Boot Barn Inc			1
97	8/31/23	903	01-201-000-0000-6562 Gas & Oil Squads	50.50	D	Fuel for Squad 7425	Casey's General Stores In			1
98	8/31/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	Jun GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
99	8/31/23	903	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	Jun GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
100	8/31/23	903	01-204-000-0000-6320 Repairs & Maintenance	25.78	D	Fuel for Boat	Casey's General Stores In			1

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JOURNAL ENTRIES



Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	8/31/23	903	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	Jun GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
102	8/31/23	903	01-251-000-0000-6330 Travel Expenses	324.50	D	MEDICAL CONF. HOTEL	Silver Leaf Lodging Grou			1
103	8/31/23	903	01-251-000-0000-6406 Program Supplies	212.50	D	program supplies	Walmart Stores Inc			1
104	8/31/23	903	01-251-000-0000-6406 Program Supplies	12.84	D	PROGRAM MUSIC	Sirius Xm Radio Inc.			1
105	8/31/23	903	01-251-000-0000-6406 Program Supplies	10.03	D	INMATE TV	Hulu, Llc			1
106	8/31/23	903	01-251-000-0000-6406 Program Supplies	75.15	D	inmate tv	Hulu, Llc			1
107	8/31/23	903	01-251-000-0000-6406 Program Supplies	17.17	D	inmate educ. video	Netflix, Inc.			1
108	8/31/23	903	01-251-000-0000-6451 Operating Supplies	18.80	D	KEY LOCKBOX	Amazon.Com, Inc.			1
109	8/31/23	903	01-251-000-0000-6451 Operating Supplies	30.38	D	CUFF POUCHES	Amazon.Com, Inc.			1
110	8/31/23	903	01-251-000-0000-6451 Operating Supplies	165.08	D	CUFF POUCHES	Amazon.Com, Inc.			1
111	8/31/23	903	01-251-000-0000-6560 Janitorial Supplies	115.96	D	soap dispensers	Amazon.Com, Inc.			1
112	8/31/23	903	01-251-000-0000-6562 Gas & Oil	30.00	D	transport fuel	Holiday Companies			1
113	8/31/23	903	01-252-000-0000-6410 Office Supplies	48.36	D	office supplies	Walmart Stores Inc			1
114	8/31/23	903	01-253-000-0000-6300 Bldg Repairs & Maintenance	17.76	D	Base Adhesive	Lowes Companies, Inc.			1
115	8/31/23	903	01-253-000-0000-6300 Bldg Repairs & Maintenance	413.92	D	Plumbing supplies	Block Plumbing & Heating			1
116	8/31/23	903	01-253-000-0000-6380 Grounds Maintenance	162.14	D	Lawn Service	Trugreen Limited Partners			1
117	8/31/23	903	01-253-000-0000-6380 Grounds Maintenance	150.96	D	Lawn Service	Trugreen Limited Partners			1
118	8/31/23	903	01-253-000-0000-6380 Grounds Maintenance	51.05	D	Lawn Service	Trugreen Limited Partners			1
119	8/31/23	903	01-253-000-0000-6560 Janitorial Supplies	42.90	D	Supplies	Hillyard Inc			1
120	8/31/23	903	01-281-000-0000-6199 Safety Program	316.00	D	CPR Manikin Guides	Laerdal Medical As			1

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Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	8/31/23	903	01-281-000-0000-6199 Safety Program	37.25	D	CPR Cards	Paypal			1
122	8/31/23	903	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monhtly Subscription	Basecamp, Llc			1
123	8/31/23	903	01-281-000-0000-6261 Conference & Training	615.00	D	AMEM Conf Lodging	Breezy Point Internation			1
124	8/31/23	903	01-281-000-0000-6261 Conference & Training	615.00	D	AMEM Conference Lodging	Breezy Point Internation			1
125	8/31/23	903	01-281-000-0000-6410 Office Supplies	402.50	D	Emergency Wheels	Education Specialty Publi			1
126	8/31/23	903	01-281-000-0000-6410 Office Supplies	130.61	C	Office Supplies Refund	Walmart Stores Inc			1
127	8/31/23	903	01-281-000-0000-6410 Office Supplies	130.61	D	Office Supplies	Walmart Stores Inc			1
128	8/31/23	903	01-281-000-0000-6410 Office Supplies	127.84	D	Office Supplies	Walmart Stores Inc			1
129	8/31/23	903	01-281-000-0000-6806 Skywarn System	135.90	D	Pavillion Rental	City Of Owatonna			1
130	8/31/23	903	01-481-460-6009-6241 Membership Dues	270.00	D	QA: Membership Dues	National Association Of			1
131	8/31/23	903	01-481-460-6009-6261 Conference & Training	85.00	D	QA: Nursing License	State Of Minnesota			1
132	8/31/23	903	01-481-460-6009-6434 Medical Supplies	61.07	D	QA: Medical Supplies	Amazon.Com, Inc.			1
133	8/31/23	903	01-481-460-6009-6465 Patient Supplies & Services	20.93	D	QA: Client Supplies	Amazon.Com, Inc.			1
134	8/31/23	903	01-481-460-6009-6465 Patient Supplies & Services	9.62	D	QA: Client Supplies	Amazon.Com, Inc.			1
135	8/31/23	903	01-481-460-6011-6464 General Supplies & Outreach	6.44	D	CTC: Fair Supplies	Walmart Stores Inc			1
136	8/31/23	903	01-481-460-6011-6464 General Supplies & Outreach	29.90	D	CTC: Fair Supplies	Hy-Vee, Inc.			1
137	8/31/23	903	01-481-460-6012-6465 Patient Supplies & Services	7.99	D	LTC: Patient Supplies	Amazon.Com, Inc.			1
138	8/31/23	903	01-481-461-6040-6215 Postage	21.97	D	WIC: Return Scale/Repair	Arrow Hardware, Inc			1
139	8/31/23	903	01-481-461-6040-6410 Office Supplies	65.32	D	WIC: Update WIC Rooms	Amazon.Com, Inc.			1
140	8/31/23	903	01-481-461-6040-6410 Office Supplies	23.95	D	WIC: Update WIC Rooms	Lowes Companies, Inc.			1

Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	8/31/23	903	01-481-461-6059-6464 General Supplies & Outreach	23.78	D	SEMNFHV: Outreach	Amazon.Com, Inc.			1
142	8/31/23	903	01-481-461-6066-6261 Conference & Training	200.00	D	MDH: Conference	Eventbrite Inc.			1
143	8/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	2,156.57	D	MDH: Fair Booth Supplies	4imprint, Inc			1
144	8/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	15.98	D	MDH: Fair Booth Supplies	Amazon.Com, Inc.			1
145	8/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	138.70	D	MDH: Fair Booth Supplies	Amazon.Com, Inc.			1
146	8/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	132.22	D	MDH: Fair Booth Supplies	Amazon.Com, Inc.			1
147	8/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	236.00	D	MDH: Outreach Supplies	Sticker Mule, Llc			1
148	8/31/23	903	01-481-465-6057-6261 Conference & Training	199.00	C	LPHG: Refund for Cancel Event	Southeast Service Coopera			1
149	8/31/23	903	01-481-465-6057-6330 Travel Expenses	23.00	D	LPHG: Duluth Conference Meal	Duluth Salsa Llc			1
150	8/31/23	903	01-502-000-0000-6380 Grounds Maintenance	70.21	D	Lawn Service	Trugreen Limited Partners			1
151	8/31/23	903	01-502-000-0000-6380 Grounds Maintenance	61.26	D	Lawn Service	Trugreen Limited Partners			1
152	8/31/23	903	01-502-000-0000-6380 Grounds Maintenance	70.21	D	Lawn Service	Trugreen Limited Partners			1
153	8/31/23	903	01-502-000-0000-6560 Janitorial Supplies	47.28	D	Supplies	Hillyard Inc			1
154	8/31/23	903	01-502-000-0000-6560 Janitorial Supplies	335.15	D	Supplies	Hillyard Inc			1
155	8/31/23	903	01-550-000-0000-6410 Operating Supplies - Contracts	30.33	D	Earplugs	Amazon.Com, Inc.			1
156	8/31/23	903	01-550-000-0000-6410 Operating Supplies - Contracts	95.38	D	Floor Scrappers	Amazon.Com, Inc.			1
157	8/31/23	903	01-550-000-0000-6410 Operating Supplies - Contracts	51.34	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
158	8/31/23	903	01-602-000-0000-6480 Non-Capitalized Inventory	8.87	D	iPad screen protector	Amazon.Com, Inc.			1
159	8/31/23	903	01-602-000-0000-6480 Non-Capitalized Inventory	302.90	D	Cases for iPads	Amazon.Com, Inc.			1
160	8/31/23	903	01-602-000-0000-6480 Non-Capitalized Inventory	51.32	D	Mice for Extension	Amazon.Com, Inc.			1

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RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	8/31/23	903	10-000-000-0000-1001 Cash	978.64	C	BMO Charges Aug	BMO Charges Aug			1
162	8/31/23	903	10-302-000-0000-6525 CSAH Supplies - Aggregate/Asphalt	10.92	D	Cooking spray for payment mrkg	Fleet Farm Group, Llc			1
163	8/31/23	903	10-302-000-0000-6526 Csah Maint Supplies	91.84	D	Paint	Lowes Companies, Inc.			1
164	8/31/23	903	10-302-000-0000-6534 Supplies - Signing	11.98	D	Precision cutters (2)	Amazon.Com, Inc.			1
165	8/31/23	903	10-302-000-0000-6534 Supplies - Signing	58.73	D	Grade 5 hardware for sign shop	Fleet Farm Group, Llc			1
166	8/31/23	903	10-303-000-0000-6510 Engineering & Surveying Supplies	26.41	D	Otterbox cover for Sierra	Amazon.Com, Inc.			1
167	8/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	149.50	D	Underseat storage box, ut#2230	Amazon.Com, Inc.			1
168	8/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	403.99	D	SKid cutterbar & dip stick	United Farmers Cooperativ			1
169	8/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	51.45	D	Water tank cap	Amazon.Com, Inc.			1
170	8/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	33.88	D	(2) car chargers	Amazon.Com, Inc.			1
171	8/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	48.00	D	Bushing, arm pin, strap, tie	Fleet Farm Group, Llc			1
172	8/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	18.24	D	LED load equalizer	Autozone			1
173	8/31/23	903	10-304-000-0000-6540 Fuel & Lubricants	73.70	D	Kerosene for hot mix trailer	Fleet Farm Group, Llc			1
174	8/31/23	903	81-000-000-0000-1001 Cash	1,531.71	C	BMO Charges Aug	BMO Charges Aug			1
175	8/31/23	903	81-230-000-0000-6198 Health Promotion	233.96	D	Chair Massage Pads	Amazon.Com, Inc.			1
176	8/31/23	903	81-230-000-0000-6198 Health Promotion	262.49	D	Leg Air Massagers	Amazon.Com, Inc.			1
177	8/31/23	903	81-230-000-0000-6210 Telephone	75.15	D	Cable TV	Hulu, Llc			1
178	8/31/23	903	81-230-000-0000-6210 Telephone	9.69	D	Cable TV	Hulu, Llc			1
179	8/31/23	903	81-230-000-0000-6215 Postage	132.00	D	Stamps	United States Postal Serv			1
180	8/31/23	903	81-230-000-0000-6410 Office Supplies	13.98	D	Index Cards	Amazon.Com, Inc.			1

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Description MM AUG 2023 ? JE C3 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	8/31/23	903	81-230-000-0000-6410 Office Supplies	209.79	D	Whiteboard	Amazon.Com, Inc.			1
182	8/31/23	903	81-230-000-0000-6410 Office Supplies	4.88	D	Retractable Badge Laynard	Walmart Stores Inc			1
183	8/31/23	903	81-230-000-0000-6480 Non-Capitalized Inventory	84.38	D	Headset	Cdw Llc			1
184	8/31/23	903	81-230-000-0000-6480 Non-Capitalized Inventory	181.16	D	Chair Armrest	The United Group Inc			1
185	8/31/23	903	81-230-000-0000-6480 Non-Capitalized Inventory	269.28	D	Headsets	Cdw Llc			1
186	8/31/23	903	81-230-000-0000-6480 Non-Capitalized Inventory	54.95	D	Training Cord Adaptors	Amazon.Com, Inc.			1
Debit Total				33,355.56		Credit Total	33,355.56	Net:	0.00	

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Description MM AUG 2023 ? JE C4 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/23	904	01-031-000-0000-6215 Postage	0.63	D	Postage - Admin				1
2	8/31/23	904	01-103-000-0000-6215 Postage	36.54	D	Postage - Assessor				1
3	8/31/23	904	01-041-000-0000-6215 Postage	152.94	D	Postage - Auditor				1
4	8/31/23	904	01-063-000-0000-6215 Postage	33.07	D	Postage - Auditor Elections				1
5	8/31/23	904	01-251-000-0000-6215 Postage	14.43	D	Postage - Detention Center				1
6	8/31/23	904	01-602-000-0000-6215 Postage	96.27	D	Postage - Extension				1
7	8/31/23	904	01-550-000-0000-6215 Postage	0.63	D	Postage - Four Seasons				1
8	8/31/23	904	01-032-000-0000-6215 Postage	1.26	D	Postage - Human Resources				1
9	8/31/23	904	01-062-000-0000-6802 Internal Chargeback	657.51	D	Postage - Court Admin				1
10	8/31/23	904	01-062-000-0000-6802 Internal Chargeback	24.81	D	Postage - MRCI				1
11	8/31/23	904	01-105-000-0000-6215 Postage	74.16	D	Postage - Planning and Zoning				1
12	8/31/23	904	01-252-000-0000-6215 Postage	257.74	D	Postage - CCA				1
13	8/31/23	904	01-101-000-0000-6215 Postage	375.06	D	Postage - Recorder				1
14	8/31/23	904	01-042-000-0000-6215 Postage	66.39	D	Postage - Treasurer				1
15	8/31/23	904	01-121-000-0000-6215 Postage	19.26	D	Postage - Veterans				1
16	8/31/23	904	01-481-460-6009-6215 Postage	10.59	D	Postage - QA				1
17	8/31/23	904	01-481-460-6011-6215 Postage	207.00	D	Postage - CTC				1
18	8/31/23	904	01-481-461-6030-6215 Postage	25.98	D	Postage - MCH				1
19	8/31/23	904	01-481-461-6025-6215 Postage	36.36	D	Postage - FAP/HCB/FC				1
20	8/31/23	904	01-481-462-6047-6215 Postage	1.26	D	Postage - CID				1

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Description MM AUG 2023 ? JE C4 POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/23	904	01-481-461-6059-6215 Postage	1.83	D	Postage - SEMN				1
22	8/31/23	904	01-481-464-6061-6215 Postage	2.70	D	Postage - COVID				1
23	8/31/23	904	01-481-461-6040-6215 Postage	3.90	D	Postage - WIC				1
24	8/31/23	904	01-481-460-6012-6215 Postage	33.75	D	Postage - LTC				1
25	8/31/23	904	01-062-000-0000-6215 Postage	2,134.07	C	GF Postage Allocation				1
26	8/31/23	904	10-301-000-0000-6215 Postage	5.04	D	Highway Postage				1
27	8/31/23	904	10-000-000-0000-1001 Cash	5.04	C	Highway Postage				1
28	8/31/23	904	01-000-000-0000-1001 Cash	5.04	D	Highway Postage				1
29	8/31/23	904	01-062-000-0000-5831 Miscellaneous	5.04	C	Highway Postage				1
30	8/31/23	904	53-398-000-0000-6215 Postage	26.01	D	Landfill Postage				1
31	8/31/23	904	53-000-000-0000-1001 Cash	26.01	C	Landfill Postage				1
32	8/31/23	904	01-000-000-0000-1001 Cash	26.01	D	Landfill Postage				1
33	8/31/23	904	01-062-000-0000-5831 Miscellaneous	26.01	C	Landfill Postage				1
Debit Total				2,196.17		Credit Total	2,196.17	Net:	0.00	

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Description MM AUG 2023 ? JE C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/23	905	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	54,338.10	D	Mortgage Tax				1
2	8/31/23	905	72-000-000-0000-1001 Cash	1,630.14	C	Mortgage Tax				1
3	8/31/23	905	72-000-000-0000-1001 Cash	52,707.96	C	Mortgage Tax				1
4	8/31/23	905	01-000-000-0000-1001 Cash	1,630.14	D	Mortgage Tax				1
5	8/31/23	905	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,630.14	C	Mortgage Tax				1
6	8/31/23	905	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	128,102.67	D	Mortgage Tax				1
7	8/31/23	905	72-000-000-0000-1001 Cash	3,843.08	C	Mortgage Tax				1
8	8/31/23	905	72-000-000-0000-1001 Cash	124,259.59	C	Mortgage Tax				1
9	8/31/23	905	01-000-000-0000-1001 Cash	3,843.08	D	Mortgage Tax				1
10	8/31/23	905	01-003-000-0000-5013 Mortgage Registry Tax Revenue	3,843.08	C	Mortgage Tax				1
11	8/31/23	905	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	61,457.39	D	Deed Tax				1
12	8/31/23	905	72-000-000-0000-1001 Cash	1,843.72	C	Deed Tax				1
13	8/31/23	905	72-000-000-0000-1001 Cash	59,613.67	C	Deed Tax				1
14	8/31/23	905	01-000-000-0000-1001 Cash	1,843.72	D	Deed Tax				1
15	8/31/23	905	01-003-000-0000-5014 State Deed Tax Revenue	1,843.72	C	Deed Tax				1
16	8/31/23	905	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	74,894.21	D	Deed Tax				1
17	8/31/23	905	72-000-000-0000-1001 Cash	2,246.83	C	Deed Tax				1
18	8/31/23	905	72-000-000-0000-1001 Cash	72,647.38	C	Deed Tax				1
19	8/31/23	905	01-000-000-0000-1001 Cash	2,246.83	D	Deed Tax				1
20	8/31/23	905	01-003-000-0000-5014 State Deed Tax Revenue	2,246.83	C	Deed Tax				1

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Description MM AUG 2023 ? JE C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/23	905	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	5,683.00	D	Sales Tax				1
22	8/31/23	905	72-000-000-0000-1001 Cash	5,683.00	C	Sales Tax				1
23	8/31/23	905	53-398-000-0000-6540 Machine Fuel	99.00	D	Usage Diesel Tax				1
24	8/31/23	905	53-000-000-0000-1001 Cash	99.00	C	Usage Diesel Tax				1
25	8/31/23	905	53-398-000-0000-6540 Machine Fuel	93.91	D	Diesel Tax				1
26	8/31/23	905	53-000-000-0000-1001 Cash	93.91	C	Diesel Tax				1
27	8/31/23	905	10-304-000-0000-6522 Diesel Fuel Tax	347.27	D	Diesel Tax				1
28	8/31/23	905	10-000-000-0000-1001 Cash	347.27	C	Diesel Tax				1
29	8/31/23	905	10-304-000-0000-6521 Supplies-Diesel Fuel	25.00	D	Special Fuel License				1
30	8/31/23	905	10-000-000-0000-1001 Cash	25.00	C	Special Fuel License				1
31	8/31/23	905	01-003-000-0000-6961 Visa One Card Program	30,282.72	D	BMO One Card Payment				1
32	8/31/23	905	01-000-000-0000-1001 Cash	30,282.72	C	BMO One Card Payment				1
33	8/31/23	905	53-398-000-0000-6801 General Expense	817.32	D	Landfill CC Fees				1
34	8/31/23	905	53-000-000-0000-1001 Cash	817.32	C	Landfill CC Fees				1
35	8/31/23	905	23-609-000-0000-6700 Bond And Interest	19.76	D	MPFA Bixby Loan Payment				1
36	8/31/23	905	23-609-000-0000-6701 Loan Principal Disb	3,951.47	D	MPFA Bixby Loan Payment				1
37	8/31/23	905	23-000-000-0000-1001 Cash	3,971.23	C	MPFA Bixby Loan Payment				1
38	8/31/23	905	01-251-000-0000-6562 Gas & Oil	41.05	D	WEX Enterprise Payment Aug2023				1
39	8/31/23	905	01-000-000-0000-1001 Cash	41.05	C	WEX Enterprise Payment Aug2023				1
40	8/31/23	905	01-111-000-0000-6540 Gas & Oil	58.48	D	WEX NASPO Payment Aug 2023				1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	8/31/23	905	01-521-000-0000-6540 Gas & Oil	122.46	D	WEX NASPO Payment Aug 2023				1
42	8/31/23	905	01-000-000-0000-1001 Cash	180.94	C	WEX NASPO Payment Aug 2023				1
43	8/31/23	905	01-032-000-0000-6260 Background Checks	250.76	D	Background Check - Multi Dept				1
44	8/31/23	905	01-000-000-0000-1001 Cash	250.76	C	Background Check - Multi Dept				1
45	8/31/23	905	01-111-043-0000-6250 Utilities	51.06	D	OPU Payment Invoice # 718547				1
46	8/31/23	905	01-000-000-0000-1001 Cash	51.06	C	OPU Payment Invoice # 718547				1
47	8/31/23	905	01-111-043-0000-6250 Utilities	115.50	D	OPU Payment Invoice # 705296				1
48	8/31/23	905	01-000-000-0000-1001 Cash	115.50	C	OPU Payment Invoice # 705296				1
49	8/31/23	905	01-111-043-0000-6250 Utilities	422.09	D	OPU Payment Invoice # 718546				1
50	8/31/23	905	01-000-000-0000-1001 Cash	422.09	C	OPU Payment Invoice # 718546				1
51	8/31/23	905	01-502-000-0000-6250 Utilities	307.88	D	OPU Payment Invoice # 718550				1
52	8/31/23	905	01-000-000-0000-1001 Cash	307.88	C	OPU Payment Invoice # 718550				1
53	8/31/23	905	10-304-000-0000-6514 Utility Services	36.94	D	OPU Payment Invoice # 718553				1
54	8/31/23	905	10-000-000-0000-1001 Cash	36.94	C	OPU Payment Invoice # 718553				1
55	8/31/23	905	01-111-047-0000-6250 Utilities	33.45	D	OPU Payment Invoice # 716285				1
56	8/31/23	905	01-000-000-0000-1001 Cash	33.45	C	OPU Payment Invoice # 716285				1
57	8/31/23	905	01-111-041-0000-6250 Utilities	1,461.94	D	OPU Payment Invoice # 718556				1
58	8/31/23	905	01-000-000-0000-1001 Cash	1,461.94	C	OPU Payment Invoice # 718556				1
59	8/31/23	905	01-111-042-0000-6250 Utilities	5,245.27	D	OPU Payment Invoice # 718555				1
60	8/31/23	905	01-000-000-0000-1001 Cash	5,245.27	C	OPU Payment Invoice # 718555				1

Steele County

JOURNAL ENTRIES



Description MM AUG 2023 ? JE C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	8/31/23	905	01-111-040-0000-6250 Utilities	6,842.71	D	OPU Payment Invoice # 718557				1
62	8/31/23	905	01-000-000-0000-1001 Cash	6,842.71	C	OPU Payment Invoice # 718557				1
63	8/31/23	905	01-111-044-0000-6250 Utilities	19,202.06	D	OPU Payment Invoice # 718563				1
64	8/31/23	905	01-000-000-0000-1001 Cash	19,202.06	C	OPU Payment Invoice # 718563				1
65	8/31/23	905	10-304-000-0000-6514 Utility Services	5,060.58	D	OPU Payment Invoice # 718562				1
66	8/31/23	905	10-000-000-0000-1001 Cash	5,060.58	C	OPU Payment Invoice # 718562				1
67	8/31/23	905	01-201-296-0000-6250 T#9 Utilities	395.49	D	OPU Payment Invoice # 718561				1
68	8/31/23	905	01-000-000-0000-1001 Cash	395.49	C	OPU Payment Invoice # 718561				1
69	8/31/23	905	01-000-000-0000-1001 Cash	65.00	D	Void Check # 179459				1
70	8/31/23	905	01-003-010-0000-6820 Wellness Grant Expense	65.00	C	Void Check # 179459				1
71	8/31/23	905	70-000-000-0000-2131 Unapportioned Current Mobile Homes	44.00	D	Returned Check # 1943				1
72	8/31/23	905	70-000-000-0000-1001 Cash	44.00	C	Returned Check # 1943				1
Debit Total				409,432.31		Credit Total	409,432.31	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 07 JULY 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/23	501	01-003-000-0000-6357 Bank Charges	459.16	D	Bank Charges - Magic #1				1
2	7/31/23	501	01-003-000-0000-6357 Bank Charges	19.40	D	Bank Charges - Magic #2				1
3	7/31/23	501	01-003-000-0000-6357 Bank Charges	23.54	D	Bank Charges - Payroll				1
4	7/31/23	501	01-000-000-0000-1001 Cash	502.10	C	July 2023 Bank Charges				1
5	7/31/23	501	01-000-000-0000-1001 Cash	57,790.74	D	July 2023 Interest				1
6	7/31/23	501	01-003-000-0000-5710 Interest From Investments	35,624.82	C	July Interest - Magic #1				1
7	7/31/23	501	01-003-000-0000-5710 Interest From Investments	22,049.22	C	July Interest - Magic #2				1
8	7/31/23	501	01-003-000-0000-5710 Interest From Investments	115.67	C	July Interest - Payroll				1
9	7/31/23	501	01-003-000-0000-5710 Interest From Investments	1.03	C	July Interest - 6228				1
10	7/31/23	501	81-000-000-0000-1001 Cash	2,609.18	D	July 2023 Interest				1
11	7/31/23	501	81-230-000-0000-5710 Interest	2,609.18	C	July Interest - E911				1
12	7/31/23	501	01-000-000-0000-1001 Cash	3,130.91	D	Record Local Invest Payment				1
13	7/31/23	501	01-003-000-0000-5712 Premiums/Discounts on Investments	3,130.91	C	Record Local Invest Payment				1
14	7/31/23	501	01-003-000-0000-6156 Health Insurance Affordable Care Act Fee	1,086.00	D	2023 PCORI - ACA Fees				1
15	7/31/23	501	01-000-000-0000-1001 Cash	1,086.00	C	2023 PCORI - ACA Fees				1
16	7/31/23	501	81-230-000-0000-6156 Health Insurance Affordable Care Act Fee	69.00	D	2023 PCORI - ACA Fees				1
17	7/31/23	501	81-000-000-0000-1001 Cash	69.00	C	2023 PCORI - ACA Fees				1
18	7/31/23	501	53-398-000-0000-6388 Labor costs-Highway	568.42	D	Greg Highway Labor - July				1
19	7/31/23	501	53-000-000-0000-1001 Cash	568.42	C	Greg Highway Labor - July				1
20	7/31/23	501	10-000-000-0000-1001 Cash	568.42	D	Greg Highway Labor - July				1

Steele County
JOURNAL ENTRIES



Description 07 JULY 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	7/31/23	501	10-301-000-0000-5511 Charges For Services	568.42	C	Greg Highway Labor - July				1
Debit Total				66,324.77		Credit Total	66,324.77	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 08 AUG 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/23	501	01-003-000-0000-6357 Bank Charges	453.71	D	Bank Charges - Magic #1				1
2	8/31/23	501	01-003-000-0000-6357 Bank Charges	19.81	D	Bank Charges - Magic #2				1
3	8/31/23	501	01-003-000-0000-6357 Bank Charges	23.42	D	Bank Charges - Payroll				1
4	8/31/23	501	01-000-000-0000-1001 Cash	496.94	C	Aug 2023 Bank Charges				1
5	8/31/23	501	01-000-000-0000-1001 Cash	46,659.15	D	Aug 2023 Interest				1
6	8/31/23	501	01-003-000-0000-5710 Interest From Investments	23,599.57	C	Aug Interest - Magic #1				1
7	8/31/23	501	01-003-000-0000-5710 Interest From Investments	22,937.60	C	Aug Interest - Magic #2				1
8	8/31/23	501	01-003-000-0000-5710 Interest From Investments	120.90	C	Aug Interest - Payroll				1
9	8/31/23	501	01-003-000-0000-5710 Interest From Investments	1.08	C	Aug Interest - 6228				1
10	8/31/23	501	81-000-000-0000-1001 Cash	2,729.92	D	Aug 2023 Interest				1
11	8/31/23	501	81-230-000-0000-5710 Interest	2,729.92	C	Aug Interest - E911				1
12	8/31/23	501	21-631-000-0000-6900 Interest O.S.W.	619.82	D	Jan-June 2023 Ditch Interest				1
13	8/31/23	501	21-665-000-0000-5710 Interest	861.98	C	Jan-June 2023 Ditch Interest				1
14	8/31/23	501	21-634-000-0000-6900 Interest O.S.W.	722.88	D	Jan-June 2023 Ditch Interest				1
15	8/31/23	501	21-635-000-0000-5710 Interest	888.69	C	Jan-June 2023 Ditch Interest				1
16	8/31/23	501	21-636-000-0000-5710 Interest	87.22	C	Jan-June 2023 Ditch Interest				1
17	8/31/23	501	21-633-000-0000-6900 Interest O.S.W.	946.56	D	Jan-June 2023 Ditch Interest				1
18	8/31/23	501	21-637-000-0000-5710 Interest	226.79	C	Jan-June 2023 Ditch Interest				1
19	8/31/23	501	21-638-000-0000-5710 Interest	78.09	C	Jan-June 2023 Ditch Interest				1
20	8/31/23	501	21-639-000-0000-5710 Interest	110.39	C	Jan-June 2023 Ditch Interest				1

Steele County

JOURNAL ENTRIES



Description 08 AUG 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	8/31/23	501	21-662-000-0000-6900 Allocated Interest	0.94	D	Jan-June 2023 Ditch Interest				1
22	8/31/23	501	21-640-000-0000-6900 Interest O.S.W.	2,672.87	D	Jan-June 2023 Ditch Interest				1
23	8/31/23	501	21-641-000-0000-5710 Interest	270.94	C	Jan-June 2023 Ditch Interest				1
24	8/31/23	501	21-642-000-0000-6900 Interest O.S.W.	56.26	D	Jan-June 2023 Ditch Interest				1
25	8/31/23	501	21-643-000-0000-6900 Interest O.S.W.	139.90	D	Jan-June 2023 Ditch Interest				1
26	8/31/23	501	21-644-000-0000-5710 Interest	295.07	C	Jan-June 2023 Ditch Interest				1
27	8/31/23	501	21-645-000-0000-6900 Interest O.S.W.	431.53	D	Jan-June 2023 Ditch Interest				1
28	8/31/23	501	21-646-000-0000-5710 Interest	92.45	C	Jan-June 2023 Ditch Interest				1
29	8/31/23	501	21-647-000-0000-5710 Interest	0.79	C	Jan-June 2023 Ditch Interest				1
30	8/31/23	501	21-648-000-0000-5710 Interest	243.04	C	Jan-June 2023 Ditch Interest				1
31	8/31/23	501	21-649-000-0000-5710 Interest	86.74	C	Jan-June 2023 Ditch Interest				1
32	8/31/23	501	21-650-000-0000-5710 Interest	26.96	C	Jan-June 2023 Ditch Interest				1
33	8/31/23	501	21-651-000-0000-5710 Interest	5.00	C	Jan-June 2023 Ditch Interest				1
34	8/31/23	501	21-652-000-0000-6900 Interest O.S.W.	130.12	D	Jan-June 2023 Ditch Interest				1
35	8/31/23	501	21-653-000-0000-6900 Interest O.S.W.	288.08	D	Jan-June 2023 Ditch Interest				1
36	8/31/23	501	21-654-000-0000-5710 Interest	468.26	C	Jan-June 2023 Ditch Interest				1
37	8/31/23	501	21-655-000-0000-5710 Interest	71.52	C	Jan-June 2023 Ditch Interest				1
38	8/31/23	501	21-656-000-0000-5710 Interest	24.86	C	Jan-June 2023 Ditch Interest				1
39	8/31/23	501	21-657-000-0000-5710 Interest	1.47	C	Jan-June 2023 Ditch Interest				1
40	8/31/23	501	21-658-000-0000-6900 Interest O.S.W.	875.71	D	Jan-June 2023 Ditch Interest				1

Steele County

JOURNAL ENTRIES



Description 08 AUG 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	8/31/23	501	21-659-000-0000-5710 Interest	24.94	C	Jan-June 2023 Ditch Interest				1
42	8/31/23	501	21-660-000-0000-5710 Interest	25.84	C	Jan-June 2023 Ditch Interest				1
43	8/31/23	501	21-000-000-0000-1001 Cash	2,993.63	C	Jan-June 2023 Ditch Interest				1
44	8/31/23	501	01-000-000-0000-1001 Cash	2,993.63	D	Jan-June 2023 Ditch Interest				1
45	8/31/23	501	01-003-000-0000-5710 Interest From Investments	2,993.63	C	Jan-June 2023 Ditch Interest				1
46	8/31/23	501	01-003-000-0000-5710 Interest From Investments	333.43	D	Homless Prevention Aid Int.				1
47	8/31/23	501	01-000-000-0000-1001 Cash	333.43	C	Homless Prevention Aid Int.				1
48	8/31/23	501	05-000-000-0000-1001 Cash, Human Services Fund	333.43	D	Homless Prevention Aid Int.				1
49	8/31/23	501	05-445-000-0000-5710 Interest Income	44.72	C	Homless Prevention (July 2023)				1
50	8/31/23	501	05-445-000-0000-5710 Interest Income	288.71	C	Homless Prevention (Aug 2023)				1
51	8/31/23	501	01-003-565-0000-5431 Federal Grants - COVID19 Relief	100,000.00	D	Covid Tribal Funds to Fund 38				1
52	8/31/23	501	01-000-000-0000-1001 Cash	100,000.00	C	Covid Tribal Funds to Fund 38				1
53	8/31/23	501	38-000-000-0000-1001 Cash	100,000.00	D	Covid Tribal Funds to Fund 38				1
54	8/31/23	501	38-000-000-0000-5401 Federal Grants	100,000.00	C	Covid Tribal Funds to Fund 38				1
55	8/31/23	501	53-398-000-0000-6388 Labor costs-Highway	426.30	D	Greg Highway Labor - Aug				1
56	8/31/23	501	53-000-000-0000-1001 Cash	426.30	C	Greg Highway Labor - Aug				1
57	8/31/23	501	10-000-000-0000-1001 Cash	426.30	D	Greg Highway Labor - Aug				1
58	8/31/23	501	10-301-000-0000-5511 Charges For Services	426.30	C	Greg Highway Labor - Aug				1
Debit Total				261,283.77		Credit Total	261,283.77	Net:		0.00

PERSONNEL REPORT
September 26, 2023 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Kindra Tapp	Temp. Records Specialist/Sheriff's Office	B23/1	09/20/23

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Anthony David	Road Deputy	Sheriff's Office	09/13/23
Adrienne Medina (Term)	Case Manager/Care Coord	Public Health	09/21/23
Benjamin Wilson	Appraiser	Assessor's Office	09/29/23

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Road Deputy	Sheriff's Office	Backfill David
Case Manager/Care Coordinator	Public Health	Backfill Medina
Appraiser	Assessor's Office	Backfill Wilson

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (4)	Det. Center/Sheriff's Office	Recruiting & 1 in background
Road Deputy (5)	Sheriff's Office	Recruiting & 3 in background
Property Tax & Elections Director	Property Tax & Elections	Recruiting
Finance Director	Finance	David Drown & Associates
Interim Working Foreperson	Highway	Interviewing
Asst. County Attorney I/II/Sr.	County Attorney's Office	Recruiting

Open Positions – In Committee:

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



Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 232305; CP 074-023-005

Department: Highway

Committee Meeting Date: September 14, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for approval on consent.

Recommendation:

Resolution – Approve Final Payment for Contract No. 232305: CP 074-023-005 to Safety Signs in the amount of \$411.46.

Background (*Including Budget Impact*):

This project installed advanced street name signs on CSAH 2 (Hoffman Drive) and CSAH 7 (39th Ave NW) to improve wayfinding for trucks destined to the Owatonna industrial area, including the Costco distribution center and numerous manufacturing businesses. The advanced street name signs are effective at improving traffic safety and flow on high-speed corridors, such as CSAH 2 and CSAH 7, especially with high volumes of out-of-town traffic unfamiliar with the routes. The final contract amount was \$41,146.96

Attachments:

Resolution – Certificate of Final Acceptance

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

Contract Number: 232305
Contractor: Safety Signs
Date Certified: September 1, 2023
Final Pay Request Number: 2

Whereas; Contract No. 232305 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 Agenda Item

Subject: Equitable Sharing Agreement and Certification Renewal

Department: Attorney's Office

Committee Meeting Date: September 13, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: X Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the renewal of the Equitable Sharing Agreement

Recommendation:

Renew Equitable Sharing Agreement and Certification and authorize the Chair to sign

Background(*Including Budget Impact*):

This is an annual form to keep the SCAO eligible to receive any federal forfeiture funds. No negative impact. This creates the opportunity to receive funds associated with criminal cases.

Attachments:

Equitable Sharing Agreement



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: MN074013A
Agency Name: Steele County Attorneys' Office
Mailing Address: 303 South Cedar
Owatonna, MN 55060

Type: Prosecutor's Office

Agency Finance Contact

Name: Zabel, Stacey L.

Phone: 507-444-7782

Email: stacey.zabel@co.steele.mn.us

Jurisdiction Finance Contact

Name: Piepho, Catherine

Phone: 5074447422

Email: catherine.piepho@co.steele.mn.us

ESAC Preparer

Name: Zabel, Stacey L.

Phone: 507-444-7782

Email: stacey.zabel@co.steele.mn.us

FY End Date: 12/31/2022

Agency FY 2023 Budget: \$1,156,140.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$2,554.60	\$610.55
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income	\$0.00	\$0.00
6	Total Equitable Sharing Funds Received (total of lines 2-5)	\$0.00	\$0.00
7	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and the sum of lines 1 and 6)	\$2,554.60	\$610.55

¹Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	
m	Non-Categorized Expenditures	\$0.00	\$0.00
n	Salaries	\$0.00	\$0.00
	Total	\$0.00	\$0.00

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor**

Name: Hediger, Sheanne

Company: Baker, Tilly, Virchow, Krause, LLP

Phone: 612-876-4599

Email: sheanne.hediger@bakertilly.com

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES ☐ NO ☐ THRESHOLD NOT MET ☒

Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administered in the same manner as the jurisdiction's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The

Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: Forbes, Julia

Title: Steele County Attorney

Email: Julia.Forbes@co.steele.mn.us

Signature: _____

Date: _____

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Krueger, Greg

Title: Chair/Board of Commissioners

Email: greg.krueger@co.steele.mn.us

Signature: _____

Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

Steele County

USER-SELECTED BUDGET REPORT



Report Basis: Cash

2023

Final

<u>Account Number</u>	<u>Account Description</u>	
091 DEPT County Attorney		
01-091-000-0000-5518	City Of Owatonna Payments	139,861 -
01-091-000-0000-5520	Fees	1,000 -
01-091-000-0000-5534	Prosecution Costs	1,000 -
01-091-000-0000-5536	Child Support	12,000 -
01-091-000-0000-5603	County Attorney Forfeitures	5,000 -
01-091-000-0000-6110	Full- Time Wages	904,833
01-091-000-0000-6150	Life Insurance	735
01-091-000-0000-6151	Health Insurance	220,848
01-091-000-0000-6152	Disability Insurance	2,076
01-091-000-0000-6160	Pera	67,863
01-091-000-0000-6170	Fica	54,290
01-091-000-0000-6171	Workers Comp	1,783
01-091-000-0000-6180	Medicare	12,668
01-091-000-0000-6210	Telephone	1,000
01-091-000-0000-6215	Postage	1,500
01-091-000-0000-6241	Membership Dues	18,000
01-091-000-0000-6260	Contract Labor/Services	1,000
01-091-000-0000-6261	Conference & Training	4,300
01-091-000-0000-6330	Travel Expenses	500
01-091-000-0000-6343	Service Fees	3,000
01-091-000-0000-6350	Property & Liability Insurance	105
01-091-000-0000-6410	Office Supplies	20,000
01-091-000-0000-6801	County Attorney Misc	500

Final Totals	Revenue	158,861 -
	Expend.	1,315,001
	Net	1,156,140



Steele County Agenda Item

Subject: Minnesota Snowmobile Safety Enforcement Grant Program

Department: Sheriff's Office

Committee Meeting Date: September 13, 2023

Board Meeting Date: Click or tap to enter a date.

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving the Minnesota Snowmobile Safety Enforcement Grant Program 2024-2025.

Recommendation:

Include staff recommendation (or list as "Discussion Only" or "Information Only").

Background (*Including Budget Impact*):

The Snowmobile Safety Enforcement Grants to local law enforcement agencies is authorized by laws of Minnesota Legislature. Every year the SCSO receives grant dollars for patrolling snowmobiles trails and training to riders. The upcoming year of 2024 the SCSO will receive \$2,616.

This is an informational item.

Attachments:

MN Dept. of Natural Resources



**MINNESOTA SNOWMOBILE SAFETY
ENFORCEMENT GRANT Program**

**Allocation Application
Fiscal Years: 2024 & 2025**

Sheriff Office Application

Please complete the four-page application to indicate
your County's intent to participate.

Deadline: August 18, 2023

Submit Here: Peggy.Stitzinger@state.mn.us

APPLICATION INFORMATION:

County Law Enforcement Name:

Steele County Sheriff's Office

Street Address:

204 E. Pearl St.

Phone Number:

507-444-3805

Email Address:

karen.meier@steelecountymn.gov

Contact Person:

Karen Meier

City, State ZIP:

Owatonna, MN 55060

Fax Number:

507-444-3894

Sheriff's Office Application

Please complete the above application to indicate your Agency's intent to participate in the SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM. The Department of Natural Resources (DNR) will use agency statistics to compile information for the following categories shown below. If you fill this out by hand, be sure to write LEGIBLY.

- A. COUNTY Participation - completed application received by DNR Enforcement.
- B. Snowmobile Registration & Use - DNR License Center figures will be used.
- C. Census Data - the 2010 U.S. census figures are being used.
- D. Public trail miles data, from MN DNR Parks and Trails.
- E. Snowmobile Safety Training/Education - DNR is asking for 2017 Completion Report narrative to track education of county staff in a POST-approved training class. The application must reflect a County's willingness to participate in youth/adult Snowmobile training and education activities.
- F. List activities your COUNTY would be willing to participate in on the back of this form, or on another sheet of paper.

Signature - Local Law Enforcement Administrator

 # 7401

Date:

8/16/23

**MINNESOTA SNOWMOBILE SAFETY
ENFORCEMENT GRANT PROGRAM**

(07/01/2023-06/30/2024)

COUNTY: **Steele**

DATE: **08/16/2023**
GROUP 1:

PERSONNEL	NUMBER OF OFFICERS	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
FULL TIME:	21		\$ 1,046.00	\$ 1,046.00
PART TIME:				
SUB-TOTAL:				

GROUP 2:

EXPENSES and SUPPLIES	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
Training/Personal Equipment		\$ 1,570.00	\$ 1,570.00

GROUP 3: EQUIPMENT

	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS

GROUP 4: GRAND TOTAL

COUNTY FUNDS	*STATE FUNDS	TOTAL COSTS
	\$ 2,616.00	\$ 2,616.00

* Must equal the amount listed in the "Snowmobile Safety Enforcement Preliminary Allocation Amount."

Keep one copy of this form for your COUNTY files.

"This is to certify that the State Funds requested will be used only for the purposes set forth in Laws of Minnesota Legislature 2023, and the information contained in this form is correct to the best of my knowledge."

Signature
Date

7401
8/16/23

Please return this form with the signed Application.

**MINNESOTA SNOWMOBILE SAFETY
ENFORCEMENT GRANT PROGRAM**

(07/01/2024-06/30/2025)

COUNTY: **Steele**

DATE: **08/16/2023**

GROUP 1:

PERSONNEL	NUMBER OF OFFICERS	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
FULL TIME:	21		\$ 1,046.00	\$ 1,046.00
PART TIME:				
SUB-TOTAL:				

GROUP 2:

EXPENSES and SUPPLIES	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
Training/Personal Equipment		\$ 1,570.00	\$ 1,570.00

GROUP 3: EQUIPMENT

	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS

GROUP 4: GRAND TOTAL

COUNTY FUNDS	*STATE FUNDS	TOTAL COSTS
	\$ 2,616.00	\$ 2,616.00

* Must equal the amount listed in the "Snowmobile Safety Enforcement Preliminary Allocation Amount."

Keep one copy of this form for your COUNTY files.

"This is to certify that the State Funds requested will be used only for the purposes set forth in Laws of Minnesota Legislature 2023, and the information contained in this form is correct to the best of my knowledge."

Signature

Date

 # 7401

8/16/23

Please return this form with the signed Application.

**STATEMENT OF UNDERSTANDING AND AGREEMENT
SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM
PROGRAM YEARS: 2024 – 2025**

The Snowmobile Safety Enforcement Grants to Local Law Enforcement Agencies is authorized by Laws of Minnesota Legislature 2023, which reads in part as follows:

\$315,000 the first year and \$315,000 the second year are from the snowmobile trails and enforcement account in the natural resources fund for grants to county law enforcement agencies for snowmobile safety enforcement activities.

By signing below you are affirming you understand that grant funds are to be expended for snowmobile law enforcement activities above and beyond the current levels of snowmobile law enforcement activities that your COUNTY is currently providing and will only be used as such.

Local Law Enforcement Administrator

Date

Please return this form with the signed Application.



Steele County Agenda Item

Subject: Radiological Preparedness Grant – 2024/2025

Department: Emergency Management

Committee Meeting Date: September 13, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: x Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving the renewal of the Radiological preparedness Grant – 2024/2025

Recommendation:

Background (*Including Budget Impact*):

The annual Radiological Emergency Preparedness (REP) Program grant provides assistance to state agencies and other political subdivisions to maintain the state's nuclear power plant emergency response capacity.

Steele County is identified as a location within 50 miles of a nuclear power plant. Counties within this radius are designated as Ingestion Counties where individuals may be directed to after an evacuation due to a nuclear emergency. The objective of the REP Grant is to assist Ingestion Counties:

- Maintain an Ingestion County Annex to the County Emergency Operations.
- Attend state sponsored ingestion planning workshops.
- Ensure annual training is completed by essential emergency responders in your agency and provide documentation of all personnel trained.
- Participate in tabletop exercises, as requested.

The REP Grant provides:

- \$3,000 to the County for the period of 01-Jul-2023 to 30-Jun-2024.
- \$3,000 to the County for the period of 01-Jul-2024 to 30-Jun-2025.

There is no cost share or match requirements for this grant.

Attachments:

2024/2025 REP Grant



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, MN 55101-2190	Grant Program: 2024-2025 (REP) Radiological Emergency Preparedness Grant Contract Agreement No.: A-REP-2024/25-STEELECO-042
Grantee: Steele County 630 Florence Avenue, PO Box 890 Owatonna, MN 55060-4700	Grant Contract Agreement Term: Effective Date: 7/1/2023 Expiration Date: 6/30/2025
Grantee’s Authorized Representative: Kristen Sailer Steele County 630 Florence Ave Owatonna, MN 55060-4704 507-444-7501 kristen.sailer@steelecountymn.gov	Grant Contract Agreement Amount: Original Agreement \$6,000.00 Matching Requirement \$ 0.00
State’s Authorized Representative: Patrick McLaughlin Homeland Security & Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, MN 55101-2190 Phone: 651-201-7434 E-Mail: Patrick.McLaughlin@state.mn.us	Federal Funding: n/a FAIN: n/a State Funding: Minnesota Statutes Chapter 12 Sections 12.13, 12.14 and 12.22, Subd.2 Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2024-2025 Radiological Emergency Preparedness Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223, St Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in 2024-2025 Radiological Emergency Preparedness Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No: A-REP-2024/25-STEELECO-042 / 3000089991

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Organization: Steele County

A-REP-2024/25-STEELECO-042

Budget Summary (Report)

FY24: Planning, Supplies, Training, Travel				
Budget Category	Awarded			
Other				
2024 Planning, Supplies, Training, Travel	\$3,000.00			
Total	\$3,000.00			
Total	\$3,000.00			
FY25: Planning, Supplies, Training, Travel				
Budget Category	Awarded			
Other				
2025 Planning, Supplies, Training, Travel	\$3,000.00			
Total	\$3,000.00			
Total	\$3,000.00			
Total	\$6,000.00			
Allocation	\$6,000.00			
Balance	\$0.00			



Steele County Agenda Item

Subject: Le Sueur River Watershed Comprehensive Watershed Management Plan

Department: Planning & Zoning

Committee Meeting Date: September 19, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Pass resolution adopting the Le Sueur River Watershed Comprehensive Watershed Management Plan.

Staff Request:

Pass resolution adopting the Le Sueur River Watershed Comprehensive Watershed Management Plan.

Background (*Including Budget Impact*):

The State of Minnesota has encouraged local governments to collaborate in water planning and to adopt local water plans that encompass watershed areas instead of the traditional county boundaries. This process is known as One Watershed One Plan (1W1P). In Steele County we have four different watersheds. The Cannon/Straight River, the Zumbro River, the Le Sueur River/Blue Earth River, and the Cedar River. The Cannon/Straight River, the Cedar River, and the Zumbro River Watershed areas have completed their plans and we have officially adopted them. The Le Sueur River plan has now also been approved by the State and Steele County will need to adopt it as well to cover that portion of the County that is in the Le Sueur River watershed. 6.31% of the County is in the Le Sueur River Watershed encompassing about 3% of the total watershed. This plan along with the other four plans will eventually replace the local water plan. Adopting the plan does not obligate the county to provide any financial or in-kind support to implementing the plan.

Attachments:

Le Sueur River Watershed Resolution

Le Sueur River Watershed Area Figure 1-1 Plan Boundary Map

Plan can be found at:

https://www.co.waseca.mn.us/DocumentCenter/View/8759/2023_leSueurRiverWatershed_comprehensiveManagementPlan_ISG?bidId=

Resolution to Adopt and Implement the Le Sueur River Watershed Comprehensive Watershed Management Plan

Whereas, the Steele County has been notified by the Minnesota Board of Water and Soil Resources that the Le Sueur River Watershed Comprehensive Watershed Management Plan has been approved according to Minnesota Statutes §103B.801 and Board Resolution #18-14:

Now; Therefore, Be it Resolved, the county hereby adopts and will begin implementation of the approved Comprehensive Watershed Management Plan for the area of the county identified within the Plan (Figure 1-1).

Be it Further Resolved after the adoption of the Plan, the county shall amend existing water and related land resources plans and official controls as necessary to conform them to the Comprehensive Watershed Management Plan.

Be it Further Resolved after the adoption of the Comprehensive Watershed Management Plan or amendments to the plan, Steele County shall notify local units of government within the Le Sueur River Watershed. The local units of government are required to submit existing water and related land resources plans and official controls within 90 days to the county for review as per Minnesota Statutes, Section 103B.321.

Be it Further Resolved that within 180 days, the county shall review the submitted plans and official controls and identify any inconsistencies between the local plans and official controls and the Comprehensive Watershed Management Plan. Steele County shall specify applicable and necessary measures to bring the local plans and official controls into conformance with the Comprehensive Watershed Management Plan.

Be it Further Resolved if a local unit of government disagrees with any changes to its plan, the local unit has 60 days after receiving the county's recommendations to appeal the recommendations to the Board of Water and Soil Resources.

Be it Further Resolved after receiving the recommendations of the county, or a resolution of an appeal, a local unit of government has 180 days to initiate revisions to its plan or official controls. The new or revised plans and official controls must be submitted to the county for review and recommendations.

CERTIFICATION

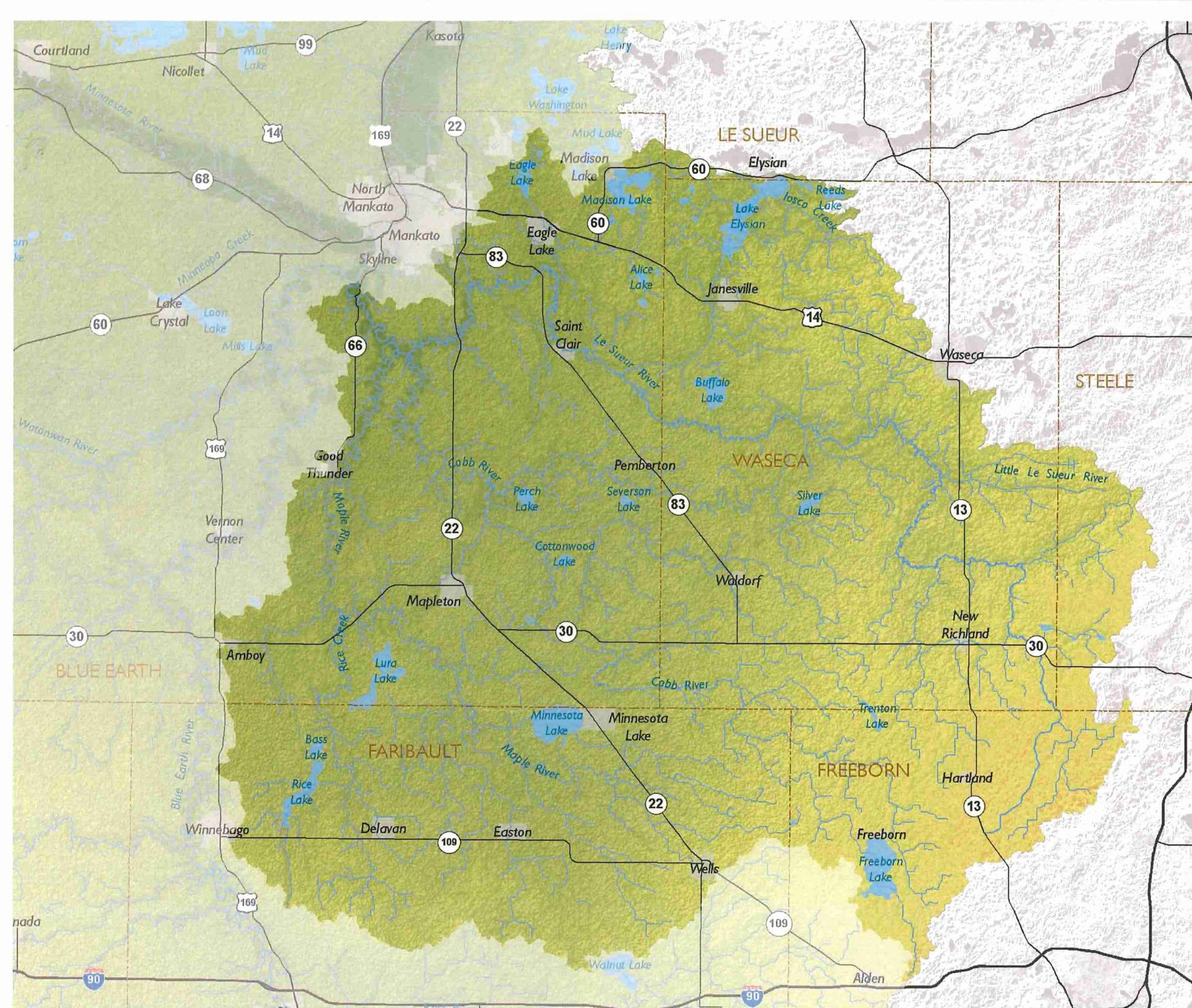
STATE OF MINNESOTA

Steele County

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by Steele County at a duly authorized meeting thereof held on the 26th of September 2023.

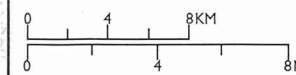
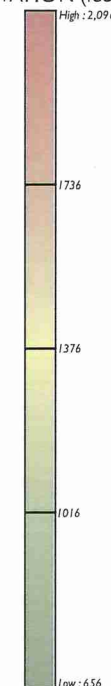
Greg Krueger, Steele County Board Chair

Attest



- LEGEND**
- Major Roads and Highway
 - County Boundaries
 - State Boundaries
 - Major Waterways
 - Lakes and Reservoirs
 - Municipal Boundaries

ELEVATION (feet)



LE SUEUR RIVER MAJOR WATERSHED



Steele County Agenda Item

Subject: Professional Services Agreement with Counties Providing Technology

Department: Auditor's Office

Committee Meeting Date: September 19, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve the Professional Services Agreement with Counties Providing Technology for Tax System, Land Calc, IFS Support, Cash Register as well as the Tax Web Information for the period January 1, 2024 through December 31, 2026.

Recommendation:

Background (*Including Budget Impact*):

Computers Providing Technology (CPT) provides support, maintenance, computer programming and technical assistance for our tax system, land calc, IFS support and cash register systems created and maintained by CPT. Our current contract will expire December 31, 2023 and we need to renew these contracted services.

Steele County currently pays \$4,467 monthly and the fees will be increasing 1.3% for 2024 (\$4,525), 2.8% for 2025 (\$4,651) and 2.8% for 2026 (\$4,784).

Attachments:

Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") is made effective as of August 8, 2023,
by and between Counties Providing Technology ("CPT"), and
Steele County ("Participating Agency"). CPT and the
Participating Agency are referred to herein collectively as the "parties" and individually as a "party."

WHEREAS, the Participating Agency wishes to retain professional services to obtain support, maintenance, computer programming, and technical assistance for certain software systems created and maintained by CPT; and

WHEREAS, CPT is able and willing to provide such services on the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

1. **Term of the Agreement.** This Agreement shall commence on January 1, 2024 and terminate on December 31, 2026. Except in the event of a non-remedied breach of a party's obligations under this Agreement, the Agreement may not be terminated before its expiration.
2. **Software Systems to be Supported.** CPT agrees to provide support, maintenance, and computer programming and technical assistance to the Participating Agency for the duration of this Agreement, for the Software Systems and at the rates set forth in Attachments A through C.

Additionally, during the duration of this Agreement, the Participating Agency may elect support maintenance and computer programming and technical assistance for the following Software Systems:

Real Estate Tax System,
CAMA, Land Calc,
CAMA Mobile, Planning and
Zoning, Tax Web Access,
Human Resources, Payroll,
Payroll Web Access,
IFS - Support Only,
Cash Register
CostRite – Highway Costing,
Capital Assets,
Treasurer Financial, Hosting
and such other software programs as may be developed under this agreement.

CPT will provide said support, maintenance and computer programming and technical assistance to the Participating Agency for said Software Systems on an "à la carte" basis with

said services for a particular Software System offered only if the Participating Agency has elected to purchase a particular Software System and pay a maintenance fee for that particular Software System.

3. Election of Software Systems.

At the beginning of the term of this Agreement, the Participating Agency shall elect which Software Systems it desires to be supported by CPT. The Participating Agency will indicate the Software Systems it elects in a separate Addendum. If the Participating Agency has not previously purchased a particular Software System it intends to use, it shall do so under the rates set forth in Attachment A: System Prices. For each Software System elected, the Participating Agency agrees to pay the installation cost, as set forth in Attachment A: System Prices. The Participating Agency further agrees that it will continue to pay the maintenance fee, as set forth in Attachment B: Flat Fee Schedule, for the Software System for three years unless the software system support is discontinued by CPT. If a Participating Agency elects to discontinue use of a selected Software System, it shall notify CPT of its decision at least six months before the end of this contract. If an individual Participating Agency elects to add a new Software System it may do so at any time during the term of this Agreement, but shall be obligated to use and pay the maintenance fee for that new Software System until the end of this contract unless the software system support is discontinued by CPT. If, at any point, a particular Software System is not being used by a sufficient number of participating agencies to make providing support, maintenance and computer programming and technical assistance for that Software System appropriate for CPT, at CPT's sole discretion, CPT may, upon twelve months' notice to Participating Agency, cease providing services for that Software System.

The Participating Agency may have the same Software System installed and supported in more than one department at no additional cost provided it only uses one file set. However, if the Participating Agency uses the Software System with more than one file set, each file set shall be considered a separate user and charged accordingly. For each installation (or fee paid), CPT will support a single version and establish a single point of contact for support services.

4. Scope of Services.

- A. Installation. For each Software System elected under this Agreement, CPT will install, and/or convert, if necessary, the Software System for the Participating Agency at the rate set forth in Attachment A: System Prices. The Participating Agency and CPT agree that, for purposes of monthly operations support billing, the package shall be considered installed at the beginning of the next month following the completion of the installation process or until the participating agency is using the software systems.
- B. Flat Fee Services Provided by CPT. CPT shall provide the following services to the Participating Agency and the Participating Agency shall pay a maintenance fee according to the rate schedule set forth in Attachment B: Flat Fee Schedule:

- i. CPT will provide general support (over-the-phone training and problem solving) to the Participating Agency for each Software System the Participating Agency uses.
- ii. CPT will, on a reasonably timely basis, modify its Software Systems to reflect changes mandated by applicable State of Minnesota rules or laws. These modifications shall take precedence over any other project or service being performed pursuant to this Agreement.
- iii. CPT will provide group or individualized instruction for the purpose of maintaining self-sufficiency in using and operating a Software System on-site to any Participating Agency personnel using that Software System. CPT will charge for the cost of mileage, meals and lodging for in-person training.

C. Time and Services Provided by CPT. CPT shall provide the following services to the Participating Agency according to Attachment A: Hourly Rate Schedule:

- i. Design and Development. CPT will provide all services necessary for the modification of existing Software Systems as requested by the Participating Agency.
- ii. Data Conversions: Data conversion costs not otherwise provided for on Schedule A.

These hourly rates shall apply only to work that has prior approval of the Participating Agency. At no time shall the Participating Agency incur time-and-materials charges without a written request for such services.

5. Expenses. CPT will bill and the Participating Agency receiving services will pay any and all lodging and meals incurred in the performance of services under this Agreement at actual cost, plus mileage at allowed IRS rates from Morris, Minnesota.

6. Allocation of Charges and Payment.

- A. CPT shall bill the Participating Agency on the first of each month for that month's flat fee charge for all services provided. All charges shall be itemized to show the type of service provided and the cost of each activity.
- B. Time-and-materials charges shall be billed to the Participating Agency in the month following the month the charge was incurred.
- C. The Participating Agency shall pay CPT the amount billed within 30 days of its receipt of the invoice.

7. Facilities to be Maintained by CPT.

- A. CPT shall maintain unrestricted access to appropriate computing resources and necessary associated peripheral equipment for the development and support of the Software Systems for the duration of this Agreement.
- B. CPT shall maintain financial systems supplying adequate audit trails and accounting of time and materials used in supporting the Participating Agency.
- C. CPT shall maintain an auditable ticketing system that tracks Participating Agency issues and concerns along with their resolution.

8. Standards.

- A. CPT shall use the appropriate standards and controls in the preparation of system and user documentation, in modifications to the systems, when developing new software, and when conducting acceptance testing of newly developed or newly installed software.
- B. CPT and the Participating Agency agree that the modifications or enhancements provided hereunder shall include all user documentation to the Participating Agency to utilize the modifications or enhancements on their systems in accordance with the standards and specifications agreed upon by the parties.
- C. The parties agree to cooperate to troubleshoot any difficulties and to implement the services provided under this Agreement.

9. Ownership/Proprietary Rights.

- A. All source code, object code, and documentation generated for Real Estate Tax System, as well as all Software Systems shall be the property of CPT. CPT shall have and retain all right, title, and interest in and to the source code, object code and documentation, free from any claim, license, title or retention of rights thereto. Under no circumstance may the Participating Agency provide access to, give, sell or distribute any source code, object code, file layouts or documentation to any third-party. CPT has the right to market and disseminate said services and deliverables to others to maintain the user base.
- B. It is understood by the Participating Agency that CPT is the owner of any and all rights, intellectual and otherwise, for the materials, services and other deliverables that are delivered under this Agreement. All materials developed, produced, or in the process of being so under this Agreement shall be and remain the sole and exclusive property of CPT and the Participating Agency shall, to the extent necessary, be granted a limited revocable license to use such mentioned materials during the term of this Agreement and for the sole and exclusive purpose of giving effect to this Agreement. Upon the

expiration or termination of this Agreement, the Participating Agency shall return to CPT any and all property, documentation, records, materials, or information which is the property of CPT.

- C. All data records, and reports relating to the Participating Agency shall be treated by CPT as the exclusive property of the Participating Agency. Furnishing of such records to, or access to such items by, CPT shall not grant any express or implied interest in or license to CPT and/or its agents relating to such records other than as is necessary to perform and provide the services to the Participating Agency pursuant to this Agreement.

10. Limitation of Warranties and Liabilities.

- A. LIMITATIONS OF WARRANTIES. CPT MAKES NO WARRANTY, REPRESENTATION OR PROMISE NOT EXPRESSLY SET FORTH IN THIS AGREEMENT. CPT DISCLAIMS AND EXCLUDES ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. CPT DOES NOT WARRANT THAT THE PROVIDED SERVICES AND PROGRAMMING ARE WITHOUT DEFECT OR ERROR OR THAT THE OPERATION OF ITS SOFTWARE AND SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.
- B. LIMITATION ON LIABILITY. EXCEPT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF CPT, IN NO EVENT SHALL CPT BE LIABLE FOR ANY INTERRUPTION OF THE PARTICIPATING AGENCY'S SERVICE OR OPERATIONS, OR FOR ANY OTHER SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING IN ANY MANNER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, CPT'S NEGLIGENCE. IN NO EVENT SHALL CPT'S LIABILITY UNDER THIS AGREEMENT EXCEED THE TOTAL AMOUNT OF FEES PAID TO CPT BY THE PARTICIPATING AGENCY UNDER THIS AGREEMENT.

- 11. Default.** If a party breaches its obligations under this Agreement, the non-defaulting party shall have the right to terminate the Agreement following not less than 30 days prior written notice to the other party specifying the nature of such failure, and the defaulting party fails to cure such failure within that 30 day period; *provided*, when a default cannot reasonably be cured within such 30 day period, the time for curing such default may be extended for such period of time as may be reasonably necessary to complete such cure; *provided further* that the defaulting party shall have proceeded promptly to cure such default and shall continue to prosecute such curing with due diligence.

- 12. Notices.** All notices required to be given under this Agreement shall be in writing and delivered as follows: Participating Agency must provide such notices required under this Agreement by electronic mail or U.S. Mail addressed to CPT Executive Director at cpt@cptmn.us or at 509 Atlantic Avenue, Morris, MN 56267. CPT must provide such notices required under this Agreement by electronic mail or U.S. Mail addressed to

[name/title] _____ at
[email address] _____ or at
[physical address] _____ 630 Florence Avenue, Owatonna, MN 55060.

Either party may designate a different addressee or address at any time by giving written notice to the other party. Notice that is delivered by mail is effective upon mailing. Notice that is delivered by email is effective upon transmission.

13. Miscellaneous.

- A. Entire Agreement: Requirement of a Writing. It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreement presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.
- B. Conflicts of Interest. CPT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. CPT further covenants that in the performance of this Agreement no persons having any such conflicting interest shall be employed.
- C. Expenses Incurred. No payments shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state or local law, rule or regulations.
- D. Independent Contractor. For the purposes of this Agreement, CPT shall be deemed an independent contractor, and not an employee of the Participating Agency. The parties to this Agreement acknowledge and agree that the relationship arising from this Agreement is that of contracting entities, and does not constitute or create a general agency, joint venture, partnership, employment relationship, investment contract or franchise between them.
- E. Insurance. CPT further agrees it will maintain general liability insurance for its operations throughout the term of this Agreement as follows:
- i. Automobile liability insurance (single limit or combined limit or excess umbrella) covering all vehicles used in providing services to Participating Agency in an amount of one million dollars (\$1,000,000) per accident for property damage, one million dollars (\$1,000,000) per accident for any damages to any one person and one million dollars (\$1,000,000) for total bodily injuries and damages arising from a single accident.

- ii. General liability insurance (single limit, combined limit, or excess umbrella) of not less than two million dollars (\$2,000,000) for property damage arising from one occurrence, two million dollars (\$2,000,000) for total personal injury arising from one occurrence.
- F. Severability. The provisions of this Agreement are severable; if any paragraph, section, subdivision, sentence, clause or other phrase of this Agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.
- G. Governing Laws. The laws of the State of Minnesota shall govern as to the interpretation, validity and effect of this Agreement. The parties further agree that any lawsuit to enforce or challenge any provision of this Agreement or the application of any such provision shall be venue only in State or Federal courts having jurisdiction over Stevens County, Minnesota.
- H. Non-Discrimination. In carrying out the terms of this Agreement, CPT shall not discriminate against any employee applicant for employment, or other person, supplier or contractor because of race, color, religion, sex, marital status, national origin, handicap or public assistance.
- I. Whereas Clauses. The matters set forth in the "Whereas" clauses on page one hereof are incorporated into and made a part of this Agreement.
- J. Paragraph Headings. The paragraph and subparagraph headings used in this Agreement are for reference purposes only and shall not be deemed to be part of this Agreement.
- K. Equal Drafting. This Agreement must be construed to have been drafted equally by the parties.
- L. Compliance with Law/Standards. CPT will comply with all applicable federal, state and local laws and regulations in its performance of and provisioning of the services. The Participating Agency shall comply with all applicable federal, state and local laws and regulations in its use of the services.
- M. Data Privacy. CPT agrees to maintain and protect data on individuals received, or to which CPT has access. No private or confidential data developed, maintained or reviewed by CPT under this Agreement may be released to the public by CPT or CPT's employees or representatives without written authorization from the Participating Agency.
- N. Assignability. Neither party may assign this Agreement to any other person or entity without the written consent of the other party.

- O. Force Majeure. With the exception of payment of charges due under the Agreement, a party shall be excused from performance if the performance is prevented by acts or events beyond the party's reasonable control, including but not limited to: severe weather and storms, earthquakes or other natural occurrences; strikes or other labor unrest; power failures; nuclear or other civil or military emergencies; or acts of legislative, judicial, executive or administrative authorities.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed.

COUNTIES PROVIDING TECHNOLOGY

Its: CPT Board Chair

Date: _____

PARTICIPATING AGENCY

Its: _____

Date: _____

Attachment A – System Prices/Hourly Rate

Attachment B – Flat Fee Schedule.

Attachment C – Optional Programs

SELECTED SOFTWARE OPTIONS

The Participating Agency elects to receive services for the following Software Systems and Other Programs and agrees to all terms of Master Service Agreement.

SOFTWARE SYSTEMS PLEASE MARK SELECTIONS

☒ Real Estate Tax System

☐ Computer Aided Mass Appraisal (CAMA)

☒ Land Calc

☐ CAMA Mobile

☐ Planning and Zoning

☐ Human Resources

☐ Payroll

☐ Payroll Web Access

☒ IFS Support

☒ Cash Register

☐ CostRite – Highway Costing

☐ Capital Assets

☐ Treasurer Financial

Other Software

☐ County Collection

☐ Land Tract

☐ Vital Statistics

☐ Nightingale Interface

☐ Rural Water

☐ Sewer

☐ Social Welfare

Tax Web Access

☒ Tax & Values

☒ Tax Statements

☒ Valuation Notices

☒ TNT Notices

☐ Appraisal Summary

Attachment A System Prices

System	Conversion	Purchase	Installation Cost*
Real-estate Tax System -Includes Sales Ratio, LandCalc, Delinquent, Mobile Home, and GA modules.	\$8,000	\$50,000	\$3,640
Comp Aided Mass App (CAMA)	N/A	\$5,000	\$1560
CAMA Mobile	N/A	\$3,000	Agency IT Installation
Human Resources	N/A	\$8,000	\$520
Payroll	\$2,000	\$2,500	\$1,560
Payroll Web Access	N/A	\$3,250	\$520
IFS Financial (support only)	N/A	N/A	\$1,040
CostRite - Highway	N/A	\$12,000	\$2,600
Capital Assets	N/A	\$1,500	\$520
Hourly Rates	2024	2025	2026
Program Specialist	\$135	\$140	\$145
Support Specialist	\$115	\$120	\$125

❖ Installation does not include mileage, meals, or lodging.

Attachment B

Flat Fee Schedule

Monthly Maintenance Per County

System	2024	2025	2026
Real-estate Tax System	\$3,774	\$3,887	\$4,004
CAMA <5000 Parcels	\$312	\$321	\$331
CAMA >5000 Parcels	\$365	\$376	\$387
Land Calc w/out CAMA	\$121	\$124	\$128
CAMA Mobile	\$121	\$124	\$128
Planning and Zoning	\$121	\$124	\$128
Human Resources	\$363	\$374	\$385
Payroll	\$282	\$290	\$299
Payroll Web Access	\$168	\$173	\$178
Financial (IFS) -Support only	\$239	\$246	\$254
Cash Register	\$121	\$124	\$128
CostRite – Highway	\$666	\$686	\$707
Capital Assets	\$121	\$124	\$128
Treasurer Financial	\$121	\$124	\$128

Attachment C

Optional Programs

Monthly Maintenance Per County

CPT Tax Web Access – Any increases for these would be subject to board approval			
Tax & Values	\$120		
Tax Statements	\$50		
Valuation Notices	\$50		
TNT Notices	\$50		
Appraisal Summary	\$50		

System	2024	2025	2026
County Collection	\$82	\$85	\$87
Social Welfare	\$82	\$85	\$87
Sewer	\$164	\$169	\$174
Land Tract	\$110	\$114	\$117
Vital Statistics	\$107	\$110	\$114
Nightingale Interface	\$74	\$76	\$79
Rural Water	\$258	\$265	\$273



Steele County Agenda Item

Subject: 2024 Budget/Levy Resolution

Department: Finance

Committee Meeting Date: September 26, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt the Resolution to set the 2024 Preliminary Tax Levy at \$29,590,603

Background(Including Budget Impact):

Attached is the resolution to set the 2024 Preliminary Tax Levy to \$29,590,603 - a 5.6% increase from the prior year's levy and the Budget to \$69,012,848. This resolution also sets the date for the public hearing for the final budget and tax levy to December 12, 2023 at 6 p.m.

Attachments:

Resolution

Resolution Preliminary Net Tax Levy 2024

BE IT RESOLVED, that the preliminary net tax levy for 2024 be set at \$29,590,603 and the preliminary total budget be set at \$69,012,848.

BE IT FURTHER RESOLVED That the County Board set the time, date and location of the County Board meeting at which the final budget/tax levy will be discussed on December 12, 2023 at 6 p.m. This meeting will be held in the Steele County Administration Board Room.

Upon the vote being taken, ____ Commissioners voted aye, ____ Commissioners voted nay, and ____ Commissioners were absent and not voting.

September 26, 2023

CHAIRMAN

ATTEST: _____
AUDITOR

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 26th day of September, 2023.

Steele County Auditor



Steele County Agenda Item

Subject: Access Variance Request – CSAH 48/Bixby Rd.: Stadheim Properties, Parcel ID 17-177-0003

Department: Highway

Committee Meeting Date: September 14, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Consideration

Recommendation:

Consider a variance for a proposed private access on CSAH 48 for Parcel 17-177-003.

Background (*Including Budget Impact*):

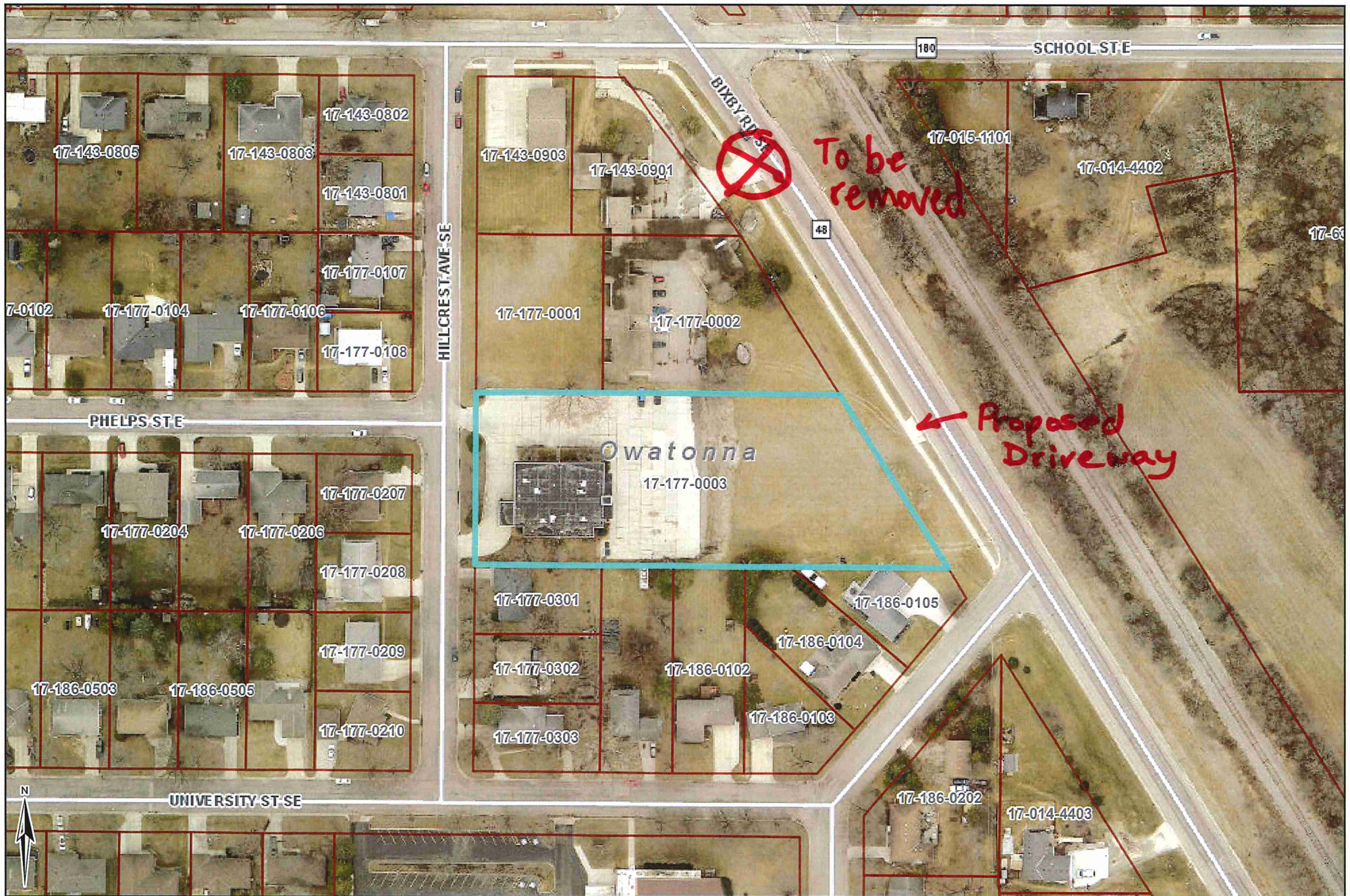
CSAH 48 (Bixby Rd.) is functionally classified as an urban minor arterial with a speed limit of 40 mph. The Steele County Access Management Policy further classifies this section of CSAH 48 as a “Fully Developed Urban Minor Arterial” and does not allow private access unless there is no alternative. CSAH 48 has an average daily traffic (ADT) count of 4,200.

The parcel is served by two driveways from Hillcrest Ave SE. Currently the parcel has a curb cut and driveway apron on CSAH 48, the purpose of which is not clear to staff. The property owner is in the process of redeveloping three parcels just to the north of this parcel and will remove one private access from CSAH 48 as part of that redevelopment. The property owner indicates the tenants in the building on this parcel wish to have greater visibility to traffic on CSAH 48. As part of that he has indicated he would be installing business signage/monument.

The location of the current curb cut on CSAH 48 conflicts with the northbound left turn lane for School St. The curb cut is at the beginning of the taper for the turn lane and traffic proposed to turn left into the parcel would be in a gore area, which is the yellow striped area where there should be no traffic.

Staff has reviewed this application but does not recommend approval given the alternative access to the city street which has served the parcel for more than twenty years.

Attachment: Aerial Image



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

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Stadheim Properties

September 11, 2023 of 183





Steele County Agenda Item

Subject: Resolution – Approve MnDOT Contract No. 1053976 and Authorize the Chair and Administrator to Execute the Contract.

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: September 26, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Adopt Resolution - Approve MnDOT Contract No. 1053976 and authorize the Chair and Administrator to execute the agreement.

Background (*Including Budget Impact*):

MnDOT Professional and Technical Services Contract No. 1053976 is a contract for Phase I and II Architecture-History and Archaeological Investigations for the eastside corridor environmental assessment worksheet with MnDOT and Westwood Professional Services, Inc. By using the MnDOT contract, federal highway funds pay 80% of the costs of the investigations.

The scope of work to be performed is outlined starting on page 18 of the Contract. MnDOT will administer the contract. The total contract amount is \$99,277.24, Steele County's share of the cost is \$19,855.45.

Attachments:

Resolution
MnDOT Contract No. 1053976

RESOLUTION AUTHORIZING EXECUTION OF MNDOT CONTRACT NO. 1053976

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance, and operation of state and local roads; and

WHEREAS, the parties wish to conduct Phase I and II Architecture-History and Archaeological Investigations for the eastside corridor environmental assessment worksheet.

NOW THEREFORE, BE IT RESOLVED by the County Board of Commissioners of Steele County, Minnesota:

That the County of Steele hereby approves MnDOT Contract No. 1053976 with the State of Minnesota, acting through its Commissioner of Transportation, and Westwood Professional Services, Inc.

BE IT FURTHER RESOLVED, the Chairman and the Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into the contract with the Commissioner of Transportation prescribing the terms and conditions of said Phase I and II Architecture-History and Archaeological Investigations as set forth and contained in “Minnesota Department of Transportation Professional and Technical Services Contract No. 1053976“, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

STEELE COUNTY
BOARD OF COMMISSIONERS

Greg Krueger, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the above is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 26th day of September 2023, as shown by the minutes of said meeting in my possession.

Steele County Auditor



MnDOT Contract Number: 1053976

**MINNESOTA DEPARTMENT OF TRANSPORTATION
PROFESSIONAL AND TECHNICAL SERVICES CONTRACT**

Federal Project Number: STBG 8824(056)

State Project Number (SP): 074-070-009/8816-3550

Trunk Highway Number (TH): CSAH 8

Project Identification: Phase I and Phase II Architecture-History and Archaeological Investigations

This contract is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), **Steele County**, Address: 630 Florence Avenue, Owatonna, MN 55060-0890 and **Westwood Professional Services, Inc.**, Address: 12701 Whitewater Drive, #300, Minnetonka, MN 55343 ("Contractor"). State, County, and Contractor may be referred to jointly as "Parties."

Recitals

1. State is in need of Contractor to complete a Phase I and II Architecture- History and Archaeological Investigations for the CSAH 8 Realignment in Steele County, MN.
2. This contract is funded in whole or in part with federal dollars from CFDA #20.205.

Accordingly, the Parties agree as follows:

Contract

1. Term of Contract.

- 1.1. **Effective date.** This contract will be effective on the date that all required signatures are obtained by State, pursuant to Minnesota Statutes Section §16C.05, subdivision 2. The Contractor must not begin work under this Contract until this Contract is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.
- 1.2. **Expiration date.** This contract will expire on **July 31, 2024**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Exhibits.

- 2.1. The following Exhibits are attached and incorporated into this Contract. In the event of a conflict between the terms of this Contract and its Exhibits, or between Exhibits, the order of precedence is first the Contract, and then in the following order:
 - Exhibit A: Contract Terms and Conditions**
 - Exhibit B: Insurance Requirements**
 - Exhibit C: Specifications, Duties, and Scope of Work**
 - Exhibit D: Compensation and Payment**
 - Exhibit E: Budget Details**
 - Exhibit F: Travel Regulations**
 - Exhibit G: Invoice Form**
 - Exhibit H: Progress Report Form**
 - Exhibit I: Contractor Payment Form**

3. Contractor's Duties.

- 3.1. The Contractor, who is not a State employee, will perform all duties described in **Exhibit C** to the satisfaction of the State.

4. Representations and Warranties.

- 4.1. State represents and warrants that is empowered by Minnesota Statutes §15.061 and §16C.03, subdivision 3, and other applicable law, to engage such assistance as deemed necessary.
- 4.2. Contractor represents and warrants that it possesses the legal authority to enter into this Contract and that it has taken all actions required by its procedures, by-laws, and applicable laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Contract, or any part thereof, and to bind Contractor to its terms.

5. Time.

- 5.1. The Contractor must comply with all the time requirements described in this Contract. In the performance of this Contract, time is of the essence.

6. Consideration and Payment.

- 6.1. The State will pay for performance by the Contractor under this Contract in accordance with **Exhibit D**.

7. Authorized Representatives.

- 7.1. The State's Authorized Representative (or their successor or delegate) is:

Name: Debbie Anderson
Company: Minnesota Department of Transportation
Address: 395 John Ireland Boulevard, St. Paul, MN 55155
Telephone Number: 651-315-6313
E-Mail Address: debbie.k.anderson@state.mn.us

The State's Authorized Representative has the responsibility to monitor the Contractor's performance and the authority to accept or reject the services provided under this contract.

- 7.2. The State's Project Manager (or their successor or delegate) is:

Name: Andrew Kurth
Company: Minnesota Department of Transportation
Address: 395 John Ireland Boulevard, St. Paul, MN 55155
Telephone Number: 612-263-5188
E-Mail Address: andrew.kurth@state.mn.us

The State's Project Manager has the responsibility to monitor Contractor's performance and progress. State's Project Manager will sign progress reports, review billing statements, make recommendations to State's Authorized Representative for acceptance of Contractor's good or services and make recommendations to State's Authorized Representative for certification for payment of each invoice submitted for payment.

- 7.3. The County's Authorized Representative (or their successor or delegate) is:

Name: Greg Ilkka
Company: Steele County
Address: 3000 Hoffman Drive, Owatonna, MN 55060
Telephone Number: 507-444-7671
E-Mail Address: gregory.ilkka@SteeleCountyMN.gov

- 7.4. The Contractor's Authorized Representative (or their successor) is:

Name: Ryan Grohnke
Company: Westwood Professional Services, Inc.
Address: 12701 Whitewater Drive, Suite 300, Minnetonka, MN 55343
Telephone Number: 952-906-7403
E-Mail Address: ryan.grohnke@westwoodps.com

If the Contractor's Authorized Representative changes at any time during this Contract, the Contractor must immediately notify the State.

- 7.5. Contractor's key personnel specified by name and title in this Contract will be considered essential to the work being performed. If, for any reason, substitution of a key person becomes necessary, Contractor must provide two weeks' advance written notification of the substitution to State's Authorized Representative, if possible. The written notification must include the proposed successor's name and a resume of the successor's qualifications. State's Authorized Representative will have the right to reject the proposed successor based upon reasonable grounds.

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1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed:
Date:

2. CONTRACTOR

Contractor certifies that the appropriate person(s) have executed the Contract on behalf of Contractor as required by applicable articles, bylaws, resolutions or ordinances.

Signed:  Rob Copouls
Title: Senior Vice President, PI
Date: 9/14/2023

5. DEPARTMENT OF TRANSPORTATION

(With delegated authority)

Signed:
Date:

6. COMMISSIONER OF ADMINISTRATION

Signed:
Date:

3. STEELE COUNTY

Signed: _____
Title: Chairman
Date: _____

Signed: _____
Title: Administrator
Date: _____

1. **Assignment, Amendments, Waiver, Contract Complete, Electronic Records and Signatures.**

- 1.1. **Assignment.** The Contractor may neither assign nor transfer any rights or obligations under this Contract without the prior consent of the State and a fully executed assignment agreement, executed and approved by the same parties who executed and approved this Contract, or their successors in office.
- 1.2. **Amendments.** Any amendment to this Contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved this Contract, or their successors in office.
- 1.3. **Waiver.** If the State fails to enforce any provision of this Contract, that failure does not waive the provision or State's right to enforce it.
- 1.4. **Contract Complete.** This Contract contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.
- 1.5. **Electronic Records and Signatures.** The Parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

2. **Termination.**

- 2.1. **Termination for Convenience.** The State or Commissioner of Administration may cancel this Contract at any time, with or without cause. Upon termination for convenience, the Contractor will be entitled to payment, determined on a pro rata basis, for services or goods satisfactorily performed or delivered.
- 2.2. **Termination for Insufficient Funding.** The State may immediately terminate this Contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Contract. Termination must be by written notice to the Contractor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available. The State will not be assessed any penalty if the Contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Contractor notice of the lack of funding. This notice will be provided within a reasonable time of the State's receiving notice.

3. **Force Majeure.**

- 3.1. A "force majeure event" is an event beyond Contractor's reasonable control that prevents Contractor from performing its obligations under this contract. Contractor will use all reasonable efforts to plan for foreseeable force majeure events and to mitigate the duration and consequences of any delay resulting from a force majeure event. Contractor will give State's Authorized Representative prompt notice of the occurrence of any force majeure event and, upon written request from Contractor, State's Authorized Representative and Contractor will negotiate an adjustment to the project schedule of this contract.

4. **Indemnification, Standard of Care, Liability for Work and Deliverable Standards.**

- 4.1. In the performance of this Contract, and to the extent permitted by law, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:
 - 4.1.1. Intentional, willful, or negligent acts or omissions; or
 - 4.1.2. Actions that give rise to strict liability; or
 - 4.1.3. Breach of contract or warranty.
- 4.2. The Indemnifying Party is defined to include the Contractor, Contractor's reseller, any third party that has a business relationship with the Contractor, or Contractor's agents or employees. The indemnification obligations of this section do not apply if the claim or cause of action is the result of the State's sole

negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Contract.

- 4.3. Nothing within this Contract, whether express or implied, will be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This extends to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.
- 4.4. **Standard of Care.** In the performance of its professional services, Contractor will use that degree of care, knowledge and skill ordinarily exercised by other reputable professionals in the field under like circumstances within the state of Minnesota.
- 4.5. **Liability for Work.** Contractor will be responsible for any damages incurred as a result of its failure to comply with the standard of care or other failure to comply with contract requirements, and for any loss or cost to repair or remedy such non-compliance, however, Contractor will not be liable for consequential or punitive damages, including, but not limited to, those arising from loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital. State acknowledges its duty to mitigate damages.
- 4.6. **Deliverable Standards.** All services provided by the Contractor pursuant to this contract, which do not meet the requirements of this Article 4.6, will be considered defective work. All services provided by Contractor pursuant to this contract must be in accordance with (1) the requirements and specifications set forth in this contract; (2) the required standard of care; (3) applicable state and federal standards, specifications, policies and practices; and (4) applicable federal, state, and local, laws, ordinances, rules, and regulations.
 - 4.6.1. **Rejection and Correction of Defective Work.** State has the authority to reject services that do not meet the requirements of the contract. Contractor will be responsible for promptly making such revisions, repairs, or corrections to its work and deliverables as are necessary to meet the contract requirements. Such revisions, repairs, and corrections will be made without additional compensation.
 - 4.6.2. **No Waiver.** Acceptance of Contractor's services by State is not a waiver of any provision of this contract and does not relieve Contractor of the responsibility for correcting a subsequently-discovered failure to conform to the requirements of the contract.
 - 4.6.3. **Effect of Acceptance.** It is understood by the parties that State will rely on the professional performance and ability of Contractor. Any examination by State or the federal government, or any acceptance or use of the work product of Contractor, will not be considered to be a full and comprehensive examination and will not be considered an approval of the work product of Contractor which would relieve Contractor from any liability or expense that could be connected with Contractor's sole responsibility for the propriety and integrity of the professional work to be accomplished by Contractor pursuant to this contract.]
 - 4.6.4. **Consultation Concerning Deliverables.** Contractor must, at no additional cost to State, confer with State at any time during construction, or any phase of work performed by others based on deliverables provided by Contractor, when necessary for the purpose of interpreting or clarifying such deliverables. Contractor must give immediate attention to these requests so there will be minimal delay to the construction or other work as referenced. State will notify Contractor of any request for interpretation, clarification, or correction. Notification may be in writing, or by telephone and confirmed in writing. Contractor must respond to such notice within three business days and must promptly perform the necessary services to minimize any delays to State. Contractor may be required to make a field review of the project site, if directed by State's Authorized Representative, and Contractor may be required to send personnel to the appropriate State district office as part of performing the necessary services.
 - 4.6.5. **Subsequent Corrections.** If State determines that additional field or office work may be required due to Contractor's failure to comply with the contract requirements and the standards set forth

in this Article, then Contractor must perform such additional work as may be necessary to bring the work into compliance with such requirements and standards. Contractor must prepare any and all plans or data needed to correct its deliverables without additional compensation, even though Contractor may already have received final payment. Contractor must give immediate attention to these changes so there will be minimal delay to the construction or other work as referenced.

- 4.6.6. **Reliance on State-Furnished Data.** The parties understand and agree that Contractor must rely on documents, drawings, specifications, and studies provided to Contractor by State and others on its behalf in making its opinions of conformity to specifications and standards. Contractor will not be entitled to rely on such documents, drawings, or specifications that Contractor knows to be incorrect or incomplete, unless it has first brought such concerns to the attention of State and has been directed to proceed notwithstanding such concerns.

5. Governing Law, Jurisdiction, and Venue.

- 5.1. Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

6. Subcontracting and Subcontract Payment.

- 6.1. A subcontractor is a person or company that has been awarded a portion of the Contract by Contractor. Only subcontractors that have been approved by the State's Authorized Representative can be used for this Contract.
- 6.2. After the effective date of the Contract, the Contractor will not, without prior written approval of the State's Authorized Representative, subcontract for the performance of any of the Contractor's obligations that were not already approved for subcontracting when the Contract was awarded. During this Contract, if an approved subcontractor is determined to be performing unsatisfactorily by the State's Authorized Representative, the Contractor will receive written notification that the subcontractor can no longer be used for this Contract.
- 6.3. The provisions of the Contract will apply with equal force and effect to all approved subcontractors engaged by the Contractor. Notwithstanding approval by the State, no subcontract will serve to terminate or in any way affect the primary legal responsibility of the Contractor for timely and satisfactory performances of the obligations contemplated by the Contract.
- 6.4. Contractor's subcontracts must contain all appropriate terms and conditions of this Contract. Contractor must require subcontractors' invoices to follow the same format and contain the same information as State requires of Contractor. Contractor must submit a copy of all subcontracts exceeding \$10,000.00 to State's Authorized Representative no later than 30 calendar days after executing the subcontract and prior to beginning work under the subcontract. Upon request by State, a copy of any executed subcontract under \$10,000.00 must be sent to State's Authorized Representative.
- 6.5. Contractor must pay its subcontractors in accordance with Minn. Stat. § 16A.1245.

7. Data Disclosure.

- 7.1. Under Minn. Stat. § 270C.65, subd. 3 and other applicable law, the Contractor consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, already provided to the State, to federal and state agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the Contractor to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

8. Government Data Practices.

- 8.1. The Contractor and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 as it applies to all data provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Contractor under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Contractor or the State. If the Contractor receives a request to release the data referred to in this clause, the Contractor must immediately notify and consult with the State's Authorized Representative as to how the Contractor should respond to the request. The Contractor's response to the request will comply with applicable law.

9. **Intellectual Property Rights.**

- 9.1. **Definitions.** For the purpose of this Section, the following words and phrases have the assigned definitions:
- 9.1.1. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this Contract.
 - 9.1.2. "Pre-Existing Intellectual Property" means intellectual property developed prior to or outside the scope of this Contract and any derivatives of that intellectual property.
 - 9.1.3. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. "Works" includes Documents.
- 9.2. **Ownership.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks, in the Works and Documents created and paid for under this Contract. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Contractor upon completion or cancellation of this Contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Contractor assigns all right, title, and interest it may have in the Works and the Documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.
- 9.3. **Pre-existing Intellectual Property.** Each Party will retain ownership of its respective Pre-Existing Intellectual Property. The Contractor grants the State a perpetual, irrevocable, non-exclusive, royalty free license for Contractor's Pre-Existing Intellectual Property that are incorporated in the products, materials, equipment, deliverables, or services that are purchased through the Contract.
- 9.4. **Obligations.**
- 9.4.1. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees and subcontractors, in the performance of this Contract, the Contractor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.
 - 9.4.2. **Representation.** The Contractor must perform all acts, and take all steps necessary, to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Contractor represents and warrants that the

Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities.

- 9.4.3. **Indemnification.** Notwithstanding any other indemnification obligations addressed within this Contract, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises, or in the Contractor's or the State's opinion is likely to arise, the Contractor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

10. Copyright.

- 10.1. The Contractor must save and hold harmless the State of Minnesota, its officers, agents, servants, and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Contract.

11. Contractor's Documents.

- 11.1. Any licensing and maintenance agreement, or any order-specific agreement or document, including any pre-installation, linked, or "click through" agreement that is allowed by, referenced within, or incorporated within the Contract whenever the Contract is used for a State procurement, whether directly by the Contractor or through a Contractor's agent, subcontractor or reseller, is agreed to only to the extent the terms within any such agreement or document do not conflict with the Contract or applicable Minnesota or Federal law, and only to the extent that the terms do not modify, diminish or derogate the terms of the Contract or create an additional financial obligation to the State. Any such agreement or document must not be construed to deprive the State of its sovereign immunity, or of any legal requirements, prohibitions, protections, exclusions or limitations of liability applicable to this Contract or afforded to the State by Minnesota law. A State employee's decision to choose "accept" or an equivalent option associated with a "click-through" agreement does not constitute the State's concurrence or acceptance of terms, if such terms are in conflict with this section.

12. State Audits.

- 12.1. Under Minn. Stat. § 16C.05, subd. 5, the Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Contract.

13. Diverse Spend Reporting.

- 13.1. If the total value of the Contract may exceed \$500,000, including all extension options, Contractor must track and report, on a quarterly basis, the amount paid to diverse businesses both: 1) directly to subcontractors performing under the Contract, and 2) indirectly to diverse businesses that provide supplies/services to your company (in proportion to the revenue from this Contract compared to Contractor's overall revenue). When this applies, Contractor will register in a free portal to help report the Tier 2 diverse spend, and the requirement continues as long as the Contract is in effect.

14. Publicity and Endorsement.

- 14.1. **Publicity.** Any publicity regarding the subject matter of this Contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, information posted on corporate or other websites, research, reports, signs, and similar public notices prepared by or for the Contractor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.
- 14.2. **Endorsement.** The Contractor must not claim that the State endorses its products or services.

15. Debarment by State, its Departments, Commissions, Agencies, or Political Subdivisions.

- 15.1. Contractor certifies that neither it nor its affiliates is presently debarred or suspended by the Federal government, the State, or any of the State's departments, commissions, agencies, or political subdivisions. Contractor's certification is a material representation upon which the Contract award was based. Contractor will provide immediate written notice to the State's Authorized Representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances. Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

16. Federal Funds.

- 16.1. **Compliance with Federal Requirements.** Federal money will be used or may potentially be used to pay for all or part of the goods, construction or services under the Contract. The Contractor is responsible for compliance with all federal requirements imposed on the funds and accepts full financial responsibility for any requirements imposed by the Contractor's failure to comply with federal requirements.
- 16.2. **Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.** Federal money will be used (or may potentially be used) to pay for all or part of the work under this contract; therefore, this contract is a covered transaction for purposes of 48 Code of Federal Regulations (CFR) Subpart 9.4 and 2 CFR part 180. As such, Contractor, by signing and submitting this contract, certifies that none of Contractor or its affiliates (as defined by 48 CFR 9.403), are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded by the federal government or a federal agency. Contractor is required to comply with this certification throughout the period of this contract. Contractor must include the requirement to comply with 48 CFR 9.403 in any lower tier covered transaction it enters into. The certification in this clause is a material representation of fact relied upon by State. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to remedies available to State, the Federal Government may pursue available remedies, including, but not limited to, suspension and/or debarment.

17. Contingency Fees Prohibited.

- 17.1. Pursuant to Minn. Stat. § 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

18. Certification of Nondiscrimination (in accordance with Minn. Stat. § 16C.053).

- 18.1. If the value of this Contract, including all extensions, is \$50,000 or more, Contractor certifies that it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.

19. **Non-discrimination (in accordance with Minn. Stat. § 181.59).**

19.1. The Contractor will comply with the provisions of Minn. Stat. § 181.59.

20. **E-Verify Certification (in accordance with Minn. Stat. § 16C.075).**

20.1. For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

21. **Affirmative Action Requirements**

The State intends to carry out its responsibility for requiring affirmative action by its contractors.

21.1. **Covered Contracts and Contractors.** If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principal place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600.

21.2. **General. Minn. R. 5000.3400-5000.3600 implements Minn. Stat. § 363A.36.** These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. 5000.3400-5000.3600 including, but not limited to, Minn. R. 5000.3420-5000.3500 and 5000.3552-5000.3559.

21.3. **Disabled Workers.** The Contractor must comply with the following affirmative action requirements for disabled workers.

AFFIRMATIVE ACTION FOR DISABLED WORKERS

21.3.1. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

21.3.2. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

21.3.3. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. § 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

21.3.4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

21.3.5. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. § 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

21.4. **Consequences.** The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this Contract by the Commissioner or the State.

21.5. **Certification.** The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

22. Equal Pay Certification.

22.1. If required by Minn. Stat. §363A.44, the Contractor must have a current Equal Pay Certificate prior to Contract execution. If Contractor's Equal Pay Certificate expires during the term of this Contract, Contractor must promptly re-apply for an Equal Pay Certificate with the Minnesota Department of Human Rights and notify the State's Authorized Representative once the Contractor has received the renewed Equal Pay Certificate. If Contractor claims to be exempt, the State may require Contractor to verify its exempt status.

23. IT Accessibility Standard.

- 23.1. Contractor acknowledges and is fully aware that the State of Minnesota (Executive branch state agencies) has developed IT Accessibility Standard effective September 1, 2010. The standard entails, in part, the Web Content Accessibility Guidelines (WCAG) and Section 508 which can be viewed at: <https://mn.gov/mnit/government/policies/accessibility/>.
- 23.2. The Standards apply to web sites, software applications, electronic reports and output documentation, training delivered in electronic formats (including, but not limited to, documents, videos, and webinars), among others. The Standards do not apply to designs, plans, layouts, maps and similar documents. As upgrades are made to the software, products, or subscriptions available through this Contract, the Contractor agrees to develop functionality which supports accessibility. If any issues arise due to nonconformance with the above-mentioned accessibility Standards, the Contractor agrees to provide alternative solutions upon request at no additional charge to the State.
- 23.3. When updates or upgrades are made to the products or services available through this Contract, the Contractor agrees to document how the changes will impact or improve the product's or service's accessibility and usability. This documentation, upon request, must be provided to the State in advance of the change, occurring within an agreed upon timeframe sufficient for the State to review the changes and either approve them or request a remediation plan from the Contractor. Contractor warrants that its Products comply with the above-mentioned accessibility Standards and agrees to indemnify, defend, and hold harmless the State against any claims related to non-compliance of Contractor's Product with the above-mentioned accessibility Standards. If agreed-upon updates fail to improve the product or service's accessibility or usability as planned, the failure to comply with this requirement may be cause for contract cancellation or for the State to consider the Contractor in default.

24. Nonvisual Access Standards.

24.1. Pursuant to Minn. Stat. § 16C.145, the Contractor must comply with the following nonvisual technology access standards to the extent required by law:

- That the effective interactive control and use of the technology, including the operating system applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired; and
- Executive branch state agencies subject to Section 16E.03, subdivision 9, are not required to include nonvisual technology access standards developed under this Section in contracts for the procurement of information technology.

These standards do not require the installation of software or peripheral devices used for nonvisual access when the information technology is being used by individuals who are not blind or visually impaired.

25. AASHTOWare Activities.

- 25.1. For contracts that involve the use of AASHTOWare; AASHTOWare activities conducted by Contractor must adhere to the software license agreement(s) that State has executed with the American Association of State Highway and Transportation Officials (AASHTO). The license agreement and any supplemental agreements can be found on State's Consultant Services website, under the AASHTOWare Access Provisions section, at: <http://www.dot.state.mn.us/consult/consultantcorner.html>.

26. Title VI/Non-discrimination Assurances.

- 26.1. Contractor agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Contractor will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Contractor's compliance with this provision. The Contractor must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Contractor staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

27. Telecommunications Certification.

- 27.1. By signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.

28. Plain Language; Accessibility Standards

- 28.1. **Plain Language.** Except for designs, plans, layouts, maps and similar documents, Contractor must provide all deliverables in "Plain Language". Executive Order 14-07 requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined in Executive Order 14-07, Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, Contractor will take the following steps in the deliverables:

- Use language commonly understood by the public;
- Write in short and complete sentences;
- Present information in a format that is easy-to-find and easy-to-understand; and
- Clearly state directions and deadlines to the audience.

28.2. **Accessibility Standards.** Except for designs, plans, layouts, maps and similar documents, Contractor agrees to comply with the State of Minnesota's Accessibility Standard

(https://mn.gov/mnit/assets/Stnd_State_Accessibility_tcm38-61585.pdf) for all deliverables under this contract. The State of Minnesota's Accessibility Standards entail, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. Contractor's compliance with the State of Minnesota's Accessibility Standard includes, but is not limited to, the specific requirements as follows:

- All videos must include closed captions, audio descriptions and a link to a complete transcript;
- All documents, presentations, spreadsheets and other material must be provided in an accessible format. In addition, Contractor will provide native files in an editable format. Acceptable formats include InDesign, Word and Excel; and
- All materials intended for downloading and printing such as promotional brochures, must be labeled as such and the content must additionally be provided in an accessible format.

29. **Survival of Terms.**

29.1. The following clauses survive the expiration or cancellation of this Contract: Indemnification, Standard of Care, Liability for Work and Deliverable Standards; State Audits; Government Data Practices; Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure. Any other Contract term that expressly states or by its nature must survive, will survive.

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1. Notice to Contractor.

- 1.1. The Contractor is required to submit Certificates of Insurance acceptable to the State as evidence of insurance coverage requirements prior to commencing work under this Contract.
- 1.2. Contractor will not commence work under the Contract until they have obtained all the insurance described below and the State has approved such insurance. Contractor will maintain such insurance in force and effect throughout the term of this Contract, unless otherwise specified in this Contract.
- 1.3. The failure of the Contractor to provide a Certificate of Insurance for the policies required under this Contract or renewals thereof, or failure of the insurance company to notify the State of the cancellation of policies required under this Contract, will not constitute a waiver by the State to the Contractor to provide such insurance.
- 1.4. The State reserves the right to immediately terminate this Contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor. All insurance policies must be open to inspection by the State, and copies of policies must be submitted to the State's Authorized Representative upon written request.

2. Notice to Insurer.

- 2.1. The Contractor's insurance company(ies) waives its right to assert the immunity of the State as a defense to any claims made under said insurance.
- 2.2. Insurance certificate holder should be addressed to the Agency's Authorized Representative.

3. Additional Insurance Conditions.

The following apply to the Contractor, or the Contractor's subcontractor:

- 3.1. Contractor's policy(ies) will be primary insurance to any other valid and collectible insurance available to the State with respect to any claim arising out of Contractor's performance under this Contract.
- 3.2. If Contractor receives a cancellation notice from an insurance carrier affording coverage herein, Contractor agrees to notify the State within five business days with a copy of the cancellation notice, unless Contractor's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty days advance written notice to the State;
- 3.3. Contractor is responsible for payment of Contract related insurance premiums and deductibles;
- 3.4. If Contractor is self-insured, a Certificate of Self-Insurance must be attached;
- 3.5. Contractor's policy(ies) must include legal defense fees in addition to its policy limits with the exception of professional liability.
- 3.6. Contractor's insurance companies must either (1) have an AM Best rating of A- (minus) and a Financial Size Category of VII or better, and be authorized to do business in the State of Minnesota or (2) be domiciled in the State of Minnesota and have a Certificate of Authority/Compliance from the Minnesota Department of Commerce if they are not rated by AM Best.
- 3.7. An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the Contract.

4. Coverages.

Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

- 4.1. **Commercial General Liability Insurance.** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the Contract. Insurance minimum limits are as follows:
 - \$2,000,000 – per occurrence
 - \$2,000,000 – annual aggregate
 - \$2,000,000 – annual aggregate – applying to Products/Completed Operations

The following coverages must be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- State of Minnesota named as an Additional Insured, to the extent permitted by law

- 4.2. **Commercial Automobile Liability Insurance.** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this Contract, and in case any work is subcontracted the Contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance minimum limits are as follows:

- \$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included: Owned, Hired, and Non-owned Automobile. Evidence of Subcontractor insurance must be filed with the Contractor.

- 4.3. **Workers' Compensation Insurance.** Statutory Compensation Coverage. Except as provided below, Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State, including Coverage B, Employer's Liability. Insurance minimum limits are as follows:

- \$100,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements.

If during the course of the Contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the State with a certificate of insurance.

- 4.4. **Professional Liability, Errors, and Omissions.** This policy will provide coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Contractor's professional services required under the Contract. Insurance minimum limits are as follows:

- \$2,000,000 - per claim or event
- \$2,000,000 - annual aggregate

Any deductible will be the sole responsibility of the Contractor and may not exceed \$50,000 without the written approval of the State. If the Contractor desires authority from the State to have a deductible in a higher amount, the Contractor will so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that the State can ascertain the ability of the Contractor to cover the deductible from its own resources.

Exhibit B: Insurance Requirements

The retroactive or prior acts date of such coverage must not be after the effective date of this Contract and Contractor must maintain such insurance for a period of at least three years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by Contractor to fulfill this requirement.

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Exhibit C: Specifications, Duties, and Scope of Work**Background**

Contractor will complete a Phase I and Phase II Architecture-History and Archaeological Investigations for the CSAH 8 Realignment Project in Steele County, MN (Project). The Archaeological Review Area (ARA) will consist of planned improvements to a 3.4 mile segment of CSAH 8 from Southeast 18th Street to existing Kenyon Road. The 0.5 mile stretch of NE 26th Street west of its junction with Kenyon Road will also be improved as part of the Project. A preliminary area of potential effects has been defined as 150 feet either side of centerline along SE 18th Street and NE 26th Street and 375 feet to either side of centerline for the new alignment (new right-of-way (R/W) 150 feet in width, plus 300 feet to each side). The ARA has been preliminarily defined by State as the construction limits, all areas of anticipated land acquisitions or easement, plus an additional 50 feet from the outside edge of the anticipated R/W. This area serves as the archaeological Area of Potential Effects (APE). The APE for the Phase I-II architecture-history investigations encompasses the ARA (APE for direct effects) and also an approximate 500 foot buffer around the ARA to account for indirect effects. The indirect APE will be generally limited to parcels adjoining the ARA.

Project Tasks**Task 1: Project Management (Communication and Meetings)**

- 1.1.1. Contractor will meet with State Cultural Resource Unit (CRU) to ensure Contractor's approach will satisfy the cultural resources survey and reporting documents.
- 1.1.2. Throughout the course of the Project, Contractor will provide Project updates via email to State's Project Manager on a bi-weekly or monthly basis. Daily or weekly updates, as needed, may be provided during fieldwork.
- 1.1.3. The preliminary survey results and recommendations for Phase II Investigation will be provided by Contractor within one week of completion of the fieldwork.
- 1.1.4. In advance of fieldwork, Contractor will coordinate with State's Project Manager to verify areas for survey and receive shapefile data of the Project layout.
- 1.1.5. Any requisite access to the survey corridors will be coordinated by State prior to initiation of field surveys, although it is anticipated that the architecture-history fieldwork will be conducted from the public R/W.

Task 2: Research and Context

- 2.1.1. Contractor will conduct a cultural resources literature search for a Study Area that encompasses the ARA and surrounding one-mile buffer. This review will develop an inventory of previously recorded architecture-history resources and cultural resource investigations that have been conducted with the Study Area. Additional research will lend insight into the post-settlement and development historic contexts around the Project, as well as aid in assessing the ages of historic resources within the architecture-history APE.
- 2.1.2. Contractor will initiate background research with a database request to the State Historic Preservation Office (SHPO) in St. Paul, MN. This request will yield information about previous cultural resources investigations and an inventory of architecture-history resources that have been recorded in the Study Area. Review of applicable reports and site inventory forms will lend insight into the historic building stock, local history, and development patterns in the vicinity of the Project. The locations of previously recorded resources located within the Architecture-History APE for indirect effects will be plotted using GPS and verified using historical maps and aerial imagery.
- 2.1.3. Historical sources to be examined include the Bureau of Land Management (BLM) General Land Office (GLO) surveys, Andreas' 1874 Illustrated Atlas of Minnesota, Steele County plat maps, aerial photography, and local histories. Digitized maps and photography will be viewed online at repositories including the University of

Exhibit C: Specifications, Duties, and Scope of Work

Minnesota, Minnesota Historical Society, and Library of Congress. The results of the literature review will be incorporated into the Phase I Architecture-History Investigations Report.

- 2.1.4. The Literature Review will include review of existing local, regional, and statewide historic contexts that are applicable to the Project and Study Area. Additional contexts that are specific to the Project will also be developed using information gathered during the literature review. The property uses, building types, and ages of the survey population may also inform the context development. Historic Context discussion and development will be included in the Phase I Architecture-History Investigations Report. During the Phase II Investigation, resources that are recommended potentially eligible will be evaluated within these contexts for their eligibility for listing in the National Register of Historic Places (NRHP).

Task 3: Phase I Architectural History Survey

- 3.1. Following completion of the literature review, Contractor will prepare a Phase I Architecture-History Investigation of the APE for Indirect Effects, which is generally limited to the parcels adjoining the ARA. The survey population will consist of resources (buildings, structures, objects, districts, sites) that are at least 45 years of age. Dates of construction and alterations will be informed by city and county parcel property information, historical maps, and aerial photography. The locations of historic-age and previously inventoried resources within the indirect APE will be plotted in maps using GIS and documented in the field using GPS software. Streetscapes showing the Project R/W and resources in the indirect APE will also be photographed during the Phase I survey.
- 3.2. The survey methodology will be a reconnaissance survey of the indirect APE. Using GPS, each property will be recorded with at least one property overview photographs and two photographs of each individual resource. Other attributes collected include address, architectural style, form and massing, roof type, materials, alterations, and integrity. Following fieldwork and before completion of the Final Report, the information gathered in the field will be added to new or updated site inventory forms and submitted to SHPO for review. Within two weeks of the completion of the survey, Contractor will provide State a memo report summarizing the results and recommendations for intensive investigation.

Task 4: Phase II Evaluation, as recommended

- 4.1. Properties that are associated with events or people important to the past, are architecturally distinctive, and/or were determined eligible more than ten years ago will be recommended for Phase II evaluations. Each resource's NRHP eligibility will be evaluated within the applicable historic contexts identified and developed during previous tasks. Evaluations are guided by the National Register Bulletin *How to Apply the National Register Criteria for Evaluation* (1990, rev. 1997). Additional research will be conducted to identify original and historic landowners, as well as potential associations between each resource and events or people important to the past.
- 4.2. Properties that are presently listed in the NRHP or have been determined eligible in the past 10 years will also be addressed in the Phase II Report. While they do not necessarily require re-evaluation for the NRHP eligibility, their designation requires that the Project's potential indirect effects on them be assessed.
- 4.3. The Phase II Evaluations will include an Assessment of Effects for properties listed in, eligible for, or recommended eligible for the NRHP. If Contractor identifies a property that may be adversely impacted by the Project, Contractor will notify State's Project Manager before completion of the draft report.

Task 5: Draft Report

- 5.1. Reporting will follow the guidelines and formatting provided in the State CRU *Project and Report Requirements* (2017) and the SHPO *Historic and Architectural Survey Manual* (rev. 08/2017). The results of the literature review, historic context, and survey results will all be included as part of the Phase I portion of the report.

Exhibit C: Specifications, Duties, and Scope of Work

- 5.2. The Phase II portion of the report will include the results of the intensive investigation and NRHP evaluations. The report will conclude with an Assessment of Effects for properties listed in, eligible for, or recommended eligible for the NRHP. It is anticipated that the report will have a final recommendation of *No Adverse Effects* to Historic Properties in the indirect APE.
- 5.3. Contractor will submit the draft Architecture-History Investigations report to State's Project Manager in Word format within 60 days following the completion of fieldwork. One sample architecture/history form will be submitted along with the draft report, as will the GIS data that conforms to State's CRU standards.

Task 6: Final Report

- 6.1 Within 30 days of receipt of comments and/or acceptance of the draft report, Contractor will revise and submit the final report. The final report will be submitted as one unbound hard copy original, one electronic file in Microsoft WORD or a compatible format, and one electronic file in Adobe Acrobat (.PDF). An electronic file (.PDF) of each architecture-history site form will be submitted with the final report.

Phase I Archaeological Investigations**Task 1: Project Management (Communication and Meetings)**

- 1.1 As part of Project kickoff, Contractor and State will meet to ensure Contractor's approach will satisfy the cultural resources survey and reporting requirements. Throughout the course of the Project, Contractor will provide Project updates via email to State's Project Manager on a bi-weekly or monthly basis. Daily or weekly updates, as needed, may be provided during fieldwork.
- 1.2 The preliminary survey results and recommendations will be provided within one week of completion of the fieldwork. In advance of fieldwork, Contractor will coordinate with State to verify areas for survey and receive shapefile data of the Project layout. Access to the survey corridors will be coordinated by State prior to initiation of field surveys.

Task 2: Background Research and Project Preparation

- 2.1 Contractor will conduct a cultural resources literature search for a Study Area that encompasses the ARA and surrounding one-mile buffer. This review will develop an inventory of previously recorded archaeological resources and cultural resource investigations that have been conducted within the Study Area. Additional research will lend insight into both Indigenous and post-settlement histories and development around the Project, as well as aid in assessing levels of disturbance within the ARA.
- 2.2 Contractor will perform background research utilizing the online Portal maintained by the OSA and through data obtained from the SHOP in St. Paul, MN. Cultural resource survey reports will be reviewed, when possible, to determine if the area has been previously surveyed for cultural resources. Archaeological and architecture-history site files will be examined to compile an inventory of previously recorded cultural resources with the Project and a one-mile buffer. Historical sources to be examined include BLM GLO surveys, Andreas' 1874 Illustrated Atlas of Minnesota, county plat maps, aerial photography, and local histories. Digitized maps and photography will be viewed online at repositories including the University of Minnesota, Minnesota Historical Society, and Library of Congress. The results of the literature review will be incorporated into the final Phase I Archaeological Investigations Report.

Task 3: Phase I Archaeological Fieldwork

- 3.1 Following the literature review, Contractor will perform a Phase I Archaeological Investigation of the ARA that includes all locations with potential ground disturbing activities. A Phase I license will be obtained in advance of the Project from OSA. The survey methodology will be visual inspection, pedestrian survey if possible and

Exhibit C: Specifications, Duties, and Scope of Work

supplemented with subsurface shovel testing. Areas that are located in wetlands, on a significant slope (> 20 percent), or in an obviously disturbed context will only be examined visually and will not be included in formal survey. The locations of archeological sites will be mapped using GPS equipment.

- 3.2 The visual inspection/pedestrian survey will include a walkover of the entire ARA on 15-meter interval transects examining the ground surface for artifacts or surface features as well as to ascertain levels of disturbance. Soil probes may be utilized to check for soil disturbance. Pedestrian survey is most effective in locations with sufficient ground surface visibility (GSV; > 25 percent) such as cultivated fields and may be of limited use in this setting.
- 3.3 Shovel tests are excavated for potential archaeological resources if there are locations where GSV is less than 25 percent. Only certain areas will require shovel testing as significant portions of the ARA are in open agricultural fields or cleared R/W as visible in the maps-data provided by State's Project Manager. Shovel testing consists of hand-dug tests that are approximately 35 centimeters in diameter and are excavated to culturally sterile sub-soil (generally no more than one meter). All materials excavated from shovel tests will be screened through ¼ inch hardware mesh. All excavated tests will be backfilled. Artifacts recovered during shovel testing will be collected and returned to the laboratory to be cleaned, cataloged, and analyzed. Following analysis, any artifacts will be returned to State. The location of cultural resource sites and shovel test excavations will be mapped using GPS equipment.
- 3.4 A review of the AREA in the provided maps-data suggests the Project along CSAH 8 will have sufficient GSV and not require extensive shovel testing. There are portions that appear to go through wooded residential areas that may need targeted shovel tests. In particular, the corridor crosses Maple Creek in the northern extent of the project and appears to be completely wooded. This is a moderate-to-high location for archaeological resources based on its proximity to a permanent water source.
- 3.5 Contractor estimates that up to 100 shovel tests may be needed in the various segments of the ARA that will be subject to pedestrian survey. If archaeological resources are encountered through shovel testing, these sites will be delineated in cardinal directions and Phase II recommendations will be provided to State.
- 3.6 Archeological resources fieldwork will be conducted during good weather conditions (e.g., dry, frost-free and snow-free ground) and optimum GSV. It is assumed the Project layout (once available) will not change appreciably after the field survey is complete. If the Project layout changes after the completion of the fieldwork, additional survey and report preparation effort may become necessary if those areas fall outside the evaluated construction corridor or ARA. GPS and GIS mapping will be used to confirm surveyed areas. Access to the survey corridors will be coordinated by State prior to initiation of field surveys. Daily or weekly updates, if deemed necessary, will be provided via email to State's Project Manager.

Task 4: Analysis, Reporting, GIS Deliverables

- 4.1 After fieldwork, Contractor will prepare a Phase I Cultural Resource Investigation Report that follows SHPO report guidelines and summarizes the historical background, previous investigations, site conditions, field methodology, survey results, conclusions, and recommendations. Site photographs and mapping will be included.
- 4.2 The draft report will be submitted to State's Project Manager in PDF format and revised as necessary based on returned comments. If an unavoidable or potentially significant archeological resource site is identified during the survey, Contractor will recommend a subsequent evaluation to determine the site's eligibility for the NRHP or offer preliminary recommendations for archeological resource site avoidance of impact minimization. A site evaluation will be covered under a separate work scope upon State Project Manager's approval.
- 4.3 The final report will be delivered in hard copy and electronic format.

Exhibit C: Specifications, Duties, and Scope of Work**Task 5: Phase II Archaeological Evaluation, as needed**

- 5.1 If necessary, and upon State Project Manager's approval, Contractor will perform Phase II evaluations of one archaeological site with the assumption that up to five, one-by-one-meter units will need to be excavated. This scope assumes the excavation of up to 300 small artifacts.
- 5.2 Phase II Cultural Resource Investigations are required to evaluate the significance and integrity of an archaeological site according to SHPO guidelines and the standards set forth in National Park Service National Register Bulletin: How to Apply the National Register Criteria for Evaluation. This is used primarily to provide firm eligibility recommendations for the NRHP by accurately characterizing the content of a given site. It also makes it possible to identify archaeologically sensitive portions in a site to facilitate project discussions regarding corridor reroutes, construction monitoring plans, and avoidance strategies.
- 5.3 As part of the Phase II license to OSA, Contractor will submit a research design that has also been approved by State. This research design will be torted to address the archaeological site being evaluated and encompass broader paradigms of studies in the region. Common components of Phase II research designs include general queries about hunter and gatherer mobility patterns (e.g., residential vs. logistical mobility), but can also be tailored to specific questions regarding regional cultural histories. The features and artifact assemblages identified during the Phase I survey will help drive questions asked in the Phase II research design.
- 5.4 Another part of the Phase II license is outlining the proposed methodology for fieldwork and subsequent analysis. Contractor will initially place one-by-one-meter units in areas of concentrated artifacts or features identified during the Phase I survey with the assumption that these aggregations are expressions of larger, subsurface archaeological components. Unit placement will also be driven by questions in the research design. Archaeological units can be expanded to explore the extent of features or artifacts found during excavation.
- 5.5 Unit placement and excavation will follow standard archaeological methods. Contractor will accurately map a corner of each excavation unit using GPS technology that is enhanced to submeter accuracy with Bad Elf receivers if OSA, SHPO, and State agree that the tool is of sufficient accuracy for the Project. If not, a datum will be placed, and units will be tied to that location. Units will be placed in a north-south orientation and lain out with tape measures following Pythagorean's Theorem. Unless informed differently by the Phase I survey, one unit corner will serve as the datum for vertical control and units will be excavated in 10-centimeter arbitrary levels. All materials recorded will be documented from these levels, and if determined necessary, horizontally plotted relative to unit walls on graph paper. Similar to shovel tests, all soils and sediments will be screened through ¼ inch hardware mesh. Smaller screens (e.g., 1/8 inch) may be used to excavate the matric of features, but this would be determined on a case-by-case basis.
- 5.6 Artifact analysis and sample processing will be structured around questions proposed in the research design of the Phase II license. At a base level, standard attributes will be recorded for all diagnostic prehistoric and historic artifacts in a standard catalog to Minnesota Historical Society guidelines. These will include, but not be limited to, comments on artifact dimensions, weight, material type, use-wear patterns, and a discussion of function. Samples to be processed may consist of artifacts for blood residue analysis, radiocarbon samples, and/or bulk soil for flotation. Specialized forms of analysis may occur depending on the assemblage recovered and the type of research questions asked in the Phase II license.
- 5.7 Contractor will summarize the results of the Phase II studies in a report that may be a chapter within the existing Phase I report. The results will be organized around the Phase II license with the objective of answering questions outlined in the research methodology. The goal is to provide substantive, new archaeological data that provides insight into the cultural history of the region and to offer a conclusive recommendation to the NRHP eligibility of the site.
- 5.8 Any site form produced for the site will be updated with the results of the Phase II evaluation.
- 5.9 Artifacts will be curated with the Minnesota Historical Society.

Exhibit C: Specifications, Duties, and Scope of Work**Anticipated Project Schedule**

The following is an anticipated summary of the project schedule by task.

Architecture-History	Anticipated Schedule
Task 1 – Project Management	Continual
Task 2 – Research and Context	2-4 weeks
Task 3 – Phase I Architecture-History Survey	1-2 weeks
Task 4 – Phase II Evaluations, as recommended	1-2 weeks
Task 5 – Draft Report	2-4 weeks
Task 6 – Final Report	1 week
Archaeology	
Task 1 – Project Management	Continual
Task 2 – Background Research and Project Preparation	1-3 weeks
Task 3 – Phase I Archaeological Fieldwork	1-2 weeks
Task 4 – Analysis, Reporting, and GIS Deliverables	3-4 weeks
Task 5 – Optional Phase II Archaeological Evaluation	6-8 weeks

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1. Compensation and Payment.

1.1. **Consideration.** State will pay for all services performed by Contractor under this Contract as follows:

1.1.1. **Compensation.** Contractor will be paid on a Cost Plus Fixed Fee (profit) basis as follows:

Direct Labor Costs:	\$29,588.00
Overhead Costs:	\$50,299.60
Fixed Fee Costs:	\$ 8,787.64
Direct Expense Costs:	\$10,602.00

1.1.2. **Overhead Rate.** For all work except drilling, overhead rates are not to exceed MnDOT's Overhead Rate Cap. Drilling rates should be determined by Audit. The overhead rate of **170%** of Direct Salary Costs will be used on a provisional basis, determined by State's Office of Audit, and will not exceed 170%. For the purposes of contract close out, MnDOT Audit will apply the most current MnDOT approved overhead rate to direct labor costs, in years where a MnDOT approved overhead rate is not available.

1.1.3. **Fee.** The fee rate of **11%** of Direct Salary and Overhead Costs will be used. The final fee amount distributed will be capped at 15% of actual Direct Salary and Overhead Costs incurred at the close of the Contract, as determined by MnDOT's Office of Audit.

1.1.4. **Overtime.** State will not pay overtime rates for any overtime worked by Contractor or a subcontractor unless State's Authorized Representative has specifically authorized overtime, in writing. If this contract expressly provides for the use of overtime and includes associated classifications, rates and costs, then this contract will serve as written approval. If those items are not included in the contract, then the Contractor must request and receive written approval from the State's Authorized Representative before performing the overtime. The State's Authorized Representative will maintain the documentation in the contract file.

1.1.5. **Direct Costs.** Allowable direct costs include project specific costs listed in **Exhibit E**. Any other direct costs not listed in **Exhibit E** must be approved, in writing, by State's Authorized Representative prior to expenditure.

1.1.6. **Budget Details.** See **Exhibit E** for budget details on Contractor.

1.1.7. **Travel Expenses.** Contractor will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Minnesota Department of Transportation Travel Regulations". Contractor will not be reimbursed for travel and subsistence expenses incurred outside the state of Minnesota unless it has received prior written approval from State for such out of state travel. The state of Minnesota will be considered the home base for determining whether travel is "out of state". See **Exhibit F** for the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

1.1.8. **Total Obligation.** State will pay eighty percent of the project costs (up to \$79,421.79). The County will pay twenty percent of the project costs (up to \$19,855.45). The total obligation for all compensation and reimbursements to Contractor under this Contract will not exceed **\$99,277.24**.

1.2. Payment

1.2.1. **Invoices.** Contractor must submit invoices electronically for payment, using the format set forth in **Exhibit G**. Contractor will invoice the State and the County directly **On a Monthly Basis**. Invoices will detail the total cost of the project, and also identify the 80% State and 20% County amount due.

1.2.2. **Progress Reports.** Contractor must submit a monthly progress report, using the format set forth in **Exhibit H** showing the progress of work in work hours according to the tasks listed in the Specifications, Duties, and Scope of Work.

1.2.3. **State's Payment Requirements.** State will promptly pay all valid obligations under this Contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Contractor's invoices and progress reports for services performed. If an

invoice is incorrect, defective or otherwise improper, State will notify Contractor within 10 days of discovering the error. After State receives the corrected invoice, State will pay Contractor within 30 days of receipt of such invoice.

- 1.2.4. **All Invoices Subject to Audit.** All invoices are subject to Audit, at State's discretion.
- 1.2.5. **Invoice Package Submittal.** Contractor must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to State's Consultant Services Section, at ptinvoices.dot@state.mn.us and to the County's Authorized Representative, Greg Ilkka at gregory.ilkka@SteeleCountyMN.gov. Invoices will not be considered "received" within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by State's Consultant Services Section and by the County's Authorized Representative.
 - 1.2.5.1. Each invoice must contain the following information: MnDOT Contract Number, Contractor's invoice number (sequentially numbered), Contractor's billing and remittance address, if different from business address, and Contractor's signature attesting that the invoiced services and costs are new and that no previous charge for those services and goods has been included in any prior invoice.
 - 1.2.5.2. Except for Lump Sum contracts, direct nonsalary costs allocable to the work under this Contract, must be itemized and supported with invoices or billing documents to show that such costs are properly allocable to the work. Direct nonsalary costs are any costs that are not the salaried costs directly related to the work of Contractor. Supporting documentation must be provided in a manner that corresponds to each direct cost.
 - 1.2.5.3. Except for Lump Sum contracts, Contractor must provide, upon request of State's Authorized Representative, the following supporting documentation:
 - Direct salary costs of employees' time directly chargeable for the services performed under this Contract. This must include a payroll cost breakdown identifying the name of the employee, classification, actual rate of pay, hours worked and total payment for each invoice period; and
 - Signed time sheets or payroll cost breakdown for each employee listing dates and hours worked. Computer generated printouts of labor costs for the project must contain the project number, each employee's name, hourly rate, regular and overtime hours and the dollar amount charged to the project for each pay period.
- 1.2.6. **Subcontractors.** If Contractor is authorized by State to use or uses any subcontractors, Contractor must include all the above supporting documentation in any subcontractor's contract and Contractor must make timely payments to its subcontractors. Contractor must require subcontractors' invoices to follow the same form and contain the same information as set forth above.
- 1.2.7. **Retainage.** Under Minnesota Statutes §16C.08, subdivision 2(10), no more than 90% of the amount due under this Contract may be paid until State's agency head has reviewed the final product of this Contract. The balance due will be paid when State's agency head determines that Contractor has satisfactorily fulfilled all the terms of this Contract.
- 1.2.8. **Federal Funds.** If federal funds are used, Contractor is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Contractor's failure to comply with federal requirements.

2. **Conditions of Payment.**

- 2.1. All services provided by Contractor under this Contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration

requirements of the Office of the Secretary of State. Contractor will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law.

3. **Contractor Payment Form Requirement.**

- 3.1. Contractors making payments to subcontractors, regardless of their tier or **Disadvantaged Business Enterprise (DBE)** status, are required to complete **Exhibit I**, the “Contractor Payment Form”, and submit it to State’s Office of Civil Rights (OCR) until final payment is made. Contractor must include payments to subcontractors, service providers, sub-consultants and independent contractors. Failure to comply with this form and Minnesota’s prompt payment law may cause progress payments to Contractor to be withheld. Contractor must submit one copy of this form to State’s OCR and one to State’s Project Manager, no later than 10 days after receiving a payment from State.

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Exhibit E: Budget Details**Direct Labor Costs**

	Classification	Hours	Hourly Rate	Cost
<u>Phase I</u>				
Project Mgmt & Quality Control	Cultural Resources Project Manager	25	\$55.00	\$1,375.00
Cultural Resources	Cultural Resources Specialist	176	\$44.00	\$7,744.00
	Cultural Resources Specialist	86	\$32.00	\$2,752.00
	Cultural Resources Principal Investigator	146	\$46.00	\$6,716.00
	Senior GIS Specialist	10	\$44.00	\$440.00
<u>Phase II</u>				
Project Mgmt & Quality Control	Cultural Resources Project Manager	27	\$55.00	\$1,485.00
Cultural Resources	Senior Cultural Resources Specialist	22	\$44.00	\$968.00
	Cultural Resources Specialist	50	\$32.00	\$1,600.00
	Cultural Resources Principal Investigator	130	\$46.00	\$5,980.00
	Senior GIS Specialist	12	\$44.00	\$528.00
Total Direct Labor Costs:				\$29,588.00
Overhead Rate Costs @ 170%:				\$50,299.60
Fixed Fee Rate Costs @ 11%:				\$8,787.64

Direct Expense Costs

	Description	Units	Unit Rate	Cost
	Rental Car and Fuel or Mileage at IRS rates			\$2,750.00
	Travel			\$5,052.00
	Airfare			\$2,200.00
	Artifact Curation			\$475.00
	Miscellaneous			\$125.00
Total Direct Expenses				\$10,602.00

TOTAL CONTRACT AMOUNT **\$99,277.24**

MINNESOTA DEPARTMENT OF TRANSPORTATION
2021-2023 Commissioner's Plan Reimbursement Rates for Travel Expenses*

Subject	Conditions/Mileage	Rate
Personal Car	(1)	Federal IRS reimbursement rate
Commercial Aircraft	(2)	Actual cost
Personal Aircraft	(1)	Federal IRS reimbursement rate
Rental Car	(2)	Actual cost
Taxi	(3)	Actual cost
Subject	Meals	Rate
Breakfast	(1) (5) (7)	\$10.00
Lunch	(1) (5) (7)	\$13.00
Dinner	(1) (5) (7)	\$19.00
Subject	Lodging	Rate
Motel, Hotel, etc.	(2) (4) (6)	Actual cost
Laundry/Dry Cleaning (After seven continuous days in Travel Status)	(1) (3)	\$16.00 each week
Telephone, Personal	(1)	As of July 1, 2022, no reimbursement of costs

Travel Status

- More than 35 miles from Home Station and/or stay overnight at commercial lodging (motel, etc.).
- Leave home in travel status before 6 a.m. for breakfast expense that day or away from home overnight.
- In travel status after 7 p.m. for supper expense that day or is away from home overnight.
- On travel status and/or more than 35 miles from Home Station for lunch expense that day.

Restrictions

1. A maximum rate shown or a lesser rate per actual reimbursement to an employee.
2. Include receipt or copy of receipt when invoicing. (Coach class for aircraft, Standard card size, and standard room.)
 - a. Lodging costs should be reasonable and consistent with facilities available.
3. Include receipt or copy of receipt when more than \$10.00.
4. Reasonable for area of stay.
5. The gratuity is included in the maximum cost.
6. To be in Travel Status and at a commercial lodging.
7. Meal reimbursements for high-cost localities as identified by the IRS, the maximum reimbursement will be Breakfast \$12.00, Lunch \$15.00, and Dinner \$23.00.

*The above expense rates are based on the 2021-2023 Commissioner's Plan contract and are subject to change with subsequent contract updates.

INVOICE NO. _____

Estimated Completion: ____%

Final Invoice? ☐ Yes ☐ No**Invoice Instructions:**

Contractor must:

1. Complete the invoice and, if applicable, the progress report, in their entirety
2. Sign the invoice and progress report
3. Attach supporting documentation
4. Scan the entire invoice package*, **in the following order**:
 - a. Completed, Signed Invoice Form
 - b. Completed, Signed Progress Report Form (if applicable)
 - c. Supporting Documentation

Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size

5. E-mail the invoice package, in .pdf, to ptinvoices.dot@state.mn.us

MnDOT Contract Number: 1053976

Billing Period*: From _____ to _____

Contract Expiration Date: July 31, 2024

Invoice Date: _____

SP Number: 074-070-009/8816-3550 TH Number: 8

	Total Contract Amount	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1. Direct Labor Costs: (Attach Supporting Documentation)	\$29,588.00			
2. Overhead Costs: Rate = 170% (Direct Labor*Overhead Rate)	\$50,299.60			
3. Fixed Fee (Profit) Costs: Rate = 11% (Fixed Fee = \$ * Percent Complete)	\$8,787.64			
4. Direct Expense Costs: (Attach Supporting Documentation)	\$10,602.00			
Net Earning Totals:	\$99,277.24			
Total Amount due this invoice:				\$
<i>*If your billing period includes costs to and after June 30, provide a "Billed This Invoice" split of cost through June 30, and costs after.</i>				

State's 80% Portion: _____

County's 20% Portion: _____

Contractor: Complete this table when submitting an invoice for payment

Source Type	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1071			
Total			

I certify that the statements contained on this invoice, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim, or used a false or fraudulent record in connection with this Invoice. I understand that this invoice is subject to audit.

Contractor: **Westwood Professional Services, Inc.**

Signature: _____

Print Name: _____

Title: _____

If you are unable to support electronic submission of Invoices, you must contact the Authorized Representative for possible alternatives.

For Invoice No.: _____

Progress Report Instructions:

1. Contractor must complete the progress report form, in its entirety.

2. Contractor must sign the progress report.

3. Contractor must include the completed, signed progress report as part of the invoice package, and submit it as instructed (see Contract and/or invoice form for further details).
- (Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.)

MnDOT Contract No. 1053976

Contract Expiration Date: July 31, 2024

SP Number: 074-070-009/8816-3550 TH Number: CSAH 8

Billing Period: from _____ to _____

From: Westwood Professional Services, Inc.

Task	% of Total Contract					Hours Budget	Hours Accrued This Period	Total Hours Accrued To Date	*% of Budget Hours Used
		% Work Completed This Period	% Work Completed To Date	Weight % Completed This Period	Weight % Work Completed to Date				
1	2	3	4	5	6	7	8	9	10
Phase I Project Mgmt and Quality Control						25			
Phase I Cultural Resources						418			
Phase II Project Mgmt and Quality Control						27			
Phase II Cultural Resources						214			
TOTALS:	100					684			

*Note: If Budgeted Hours Used for any task exceeds 100%, Contractor must attach an explanation to the invoice package.

I certify that the above statement is correct, and certify that I have not knowingly made a false statement or used a false record in the preparation of this form:

Contractor’s Project Manager

Date

Exhibit I: Contractor Payment Form

State Project Number:	Payment Reporting Period:	to	Prime Contractor:
Invoice Number:	Date Paid by State:		Subcontractor:

Submittal Instructions: Contractors making payments to subcontractors, regardless of their tier or DBE status, are required to complete and submit this form to State's Office of Civil Rights (OCR) until final payment is made. Contractor must include payments to subcontractors, service providers, sub-consultants and independent contractors. Failure to comply with this form and Minnesota's prompt payment law may cause progress payments to the Prime Contractor to be withheld. Contractor must submit one copy of this form to State's OCR (at Joyce.Brown-Griffin@state.mn.us); State's Project Manager, Consultant Services (at ptinbox@state.mn.us) no later than 10 days after receiving a payment from State.

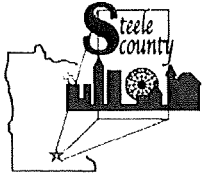
(A) Contractor's Name, Address & Telephone Number		(B) Total Contract Amount	(C) Committed DBE %	(D) Actual DBE % to Date
Name:				
Address:				
Phone:				
(E) Name of Subcontractor(s)/Supplier(s)	(F) DBE? (Indicate)	(G) Description of Work	(H) Subcontract Amount	
1.		1.		1.
2.		2.		2.
3.		3.		3.
(I) Amount of Current Payment	(J) Date Subcontractor Payment Issued	(K) Amount Paid to Date	(L) % Paid to Date	(M) Final Payment? (Yes or No)
1.	1.		1.	1.
2.	2.		2.	2.
3.	3.		3.	3.
(N) Company Official's Signature, Title & Contact Info		(O) Date Signed	(P) Name, Title & Contact Info for the Individual Completing the Report	
Signature:			Signature:	
Title:			Title:	
Phone Number:			Phone Number:	Fax Number:

(This form may be submitted in an alternate format)

Contractor Payment Form Instructions:

- (A) **Contractor's Name, Address & Telephone Number:** Enter the Prime Contractor's Information
- (B) **Total Contract Amount:** Enter the Total Contract Amount of the contract, as a whole
- (C) **Committed DBE %:** Enter the DBE requirement, as certified by the Prime Contractor in their proposal, which is the minimum percentage to be met.
- (D) **Actual DBE % To Date:** Enter the DBE percentage that have been met to date.
- (E) **Name of Subcontractor(s)/Supplier(s):** Enter the name of each subcontractor and/or supplier being used under the contract (add lines if necessary).
- (F) **DBE?:** Indicate whether each subcontractor and/or supplier is a DBE, or not.
- (G) **Description of Work:** Enter a description of the service(s) each subcontractor and/or supplier is providing under the contract.
- (H) **Subcontract Amount:** Enter the amount each subcontractor and/or supplier has been contracted for.
- (I) **Amount of Current Payment:** Enter the amount each subcontractor and/or supplier is being paid in this reporting period.
- (J) **Date Subcontractor Payment Issued:** Enter the date that the Prime issued payment to the Subcontractor.
- (K) **Amount Paid to Date:** Enter the amount each subcontractor and/or supplier has been paid to date, including the current payment.
- (L) **% Paid to Date:** Enter the percentage of total payments each subcontractor and/or supplier has received to date, in comparison to their contracted amount.
- (M) **Final Payment?** (Yes or No): Indicate whether the payment for each subcontractor and/or supplier, for the current payment, is the final payment or not.
- (N) **Company Official's Signature and Title:** A company official must sign each Contractor Payment Form submitted – include their title for reference.
- (O) **Date Signed:** Enter the date the Contractor Payment Form was signed by the company official.
- (P) **Name & Title of Individual Completing the Report:** Enter the Name and Title of the person who actually completed the Contractor Payment Form.

If you have any questions regarding this form, call the Office of Civil Rights at 651-366-3073



Steele County Agenda Item

Subject: Solid Waste Assessment

Department: Planning & Zoning

Committee Meeting Date: September 19, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends bringing item to the full Board

Background (*Including Budget Impact*):

The County has contracted with Thompson Sanitation to collect recyclables placed curbside in urban areas and at drop sites in the rural areas. This contract reflects the increase in costs associated with the recycling program and the decrease in commodity values that we have seen in recent years. Historically the collection has been paid for by an assessment on real and personal residential property in the County with those provided collection curbside paying a higher assessment than those that would that need to use the drop sites. We will need to increase the assessments to pay for these increased costs. The last time the assessment was raised was in 2016

Attachments:

Assessment Figures

Draft Resolution

Solid Waste Assessment

		<u>Expenditures</u>	<u>Assessment Revenue*</u>				
		Recycling Curbside Contract	URBAN Units 12768	RURAL Units 2736	Total	over / (under)	
2023	current year	\$728,226	\$44	\$26	\$632,928	(\$95,298)	
			** % increase				
2024		\$893,825	40%	\$62 \$64	\$890,112 \$915,648	(\$3,713) \$21,823	
2025		\$911,701		\$64 \$36	\$915,648	\$3,947	
2026		\$929,935		\$64 \$36	\$915,648	(\$14,287)	
2027		\$948,534		?			
2028 (estimated)		\$964,290		?			

*Additional revenue from SCORE Grant (approx - \$120,000)

** % rounded to even number for tax assessment / collection purposes

County has additional expensed for HHW, Education, Admin

Solid Waste Assessment Comparison

	County assessment		collection costs	comments
	<u>Urban</u>	<u>Rural</u>		
Steele	\$44.00	\$26.00		organized collection
Freeborn	\$64.00	\$55.00		organized collection similar to Steele Co.
Dodge	\$28.00	\$28.00	rate determined by hauler	private collection /county run transfer station
Rice	\$40.00	\$40.00	rate determined by hauler	private collection /county run transfer station
Waseca	\$26.26	\$26.26	rate determined by hauler	private collection /county run transfer station
Mower	\$68.00	\$52.50		fee is also assessed on business

Solid Waste Assessment History

	<u>Urban</u>	<u>Rural</u>
1993	\$22.00	\$18.00
1999	\$26.00	\$20.00
2010	\$30.00	\$22.00
2013	\$38.00	\$24.00
2014	\$42.00	\$26.00
2016	\$44.00	\$26.00

Resolution
Solid Waste Management Service Fee Schedule

WHEREAS, Steele County adopted a Solid Waste Ordinance in 1998 that contained a service fee provision to collect for solid waste management costs; and

WHEREAS, the annual service fee to owners of real and personal residential property of \$44.00 for each urban household and \$26.00 for each rural household was adopted in 2016; and

WHEREAS, the costs of the recycling program have increased;

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners hereby adopts the following revised the solid waste management service fee schedule, effective beginning in 2024:

\$ _____ for each urban household

\$ _____ for each rural household

Adopted: _____, 2023

STEELE COUNTY BOARD OF COMMISSIONERS

By: _____
Chairman

ATTEST:

Steele County Auditor

CERTIFICATION

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

County Auditor
County of Steele

(Seal)



Steele County Agenda Item

Subject: Tax Forfeited Properties

Department: Auditor's Office

Committee Meeting Date: September 19, 2023

Board Meeting Date: September 26, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve Resolution and authorize sale of Tax Forfeited Properties

Background (*Including Budget Impact*):

SUBJECT: Approval of basic sale price and authorization of public sale of tax-forfeited land listed on List of Tax-Forfeited Land on October 17, 2023.

BACKGROUND: M.S. 282.01 provides for the classification, appraisal, and sale of land becoming the property of the State of Minnesota for nonpayment of real property taxes. The parcel on the List of Tax-Forfeited Land forfeited to the State for nonpayment of taxes. This parcel was released by the City of Blooming Prairie for public sale.

Notice of sale will be published once a week for two consecutive weeks, with the last publication not less than 10 days before the sale of tax-forfeited land by public auction. In addition, notice of sale will be mailed to all owners of land adjoining the parcel being sold. An appraisal was made by the Steele County Assessor's Department. The parcel listed on the List of Tax-Forfeited Land is non-waterfront land.

The sale is scheduled for 10:00 a.m. on Tuesday, October 17, 2023. The sale will be held in the Steele County Auditor's office at the Steele County Administration Center, 630 Florence Avenue, Owatonna, Minnesota.

Attachments:

Resolution & Notice of sale

**RESOLUTION
AUTHORIZING SALE OF
TAX FORFEITED PROPERTY**

WHEREAS, The County Board of Commissioners of the County of Steele, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited for non-payment of taxes; and

BE IT RESOLVED, that the parcel of tax forfeited land listed below be classified as non-conservation land; that the basic sale price of the parcel, which is on file with the Clerk of the County Board, be approved and authorization for a public sale of this land be granted, pursuant to Minn. Stat. §282.01; that the sale will be held at 10:00 a.m. on Tuesday, October 17, 2023, by the Interim Steele County Auditor at the Steele County Auditor's Office, Administration Center, 630 Florence Avenue, Owatonna, Minnesota for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth herein.

BE IT FURTHER RESOLVED that the terms of the public sale shall be for CASH OR APPROVED CHECK.

City of Blooming Prairie	PID	Basic Sale Price	Assessments Before Forfeiture
217 2 nd St SE Specials after forfeiture: Basic sale price:	14-106-0205	\$ 17,000.00 + 330.00 \$ 17,330.00	\$ 1,224.94

Upon the vote being taken _____ Commissioners voted in favor thereof, and _____ Commissioners voted against.

Dated this _____ day of September, 2023

STEELE COUNTY BOARD OF COMMISSIONERS

By: _____
Chairman

ATTEST: _____
Interim Steele County Auditor



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

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

Wednesday, September 13, 2023, at 8:00 a.m. – Board Room

Attendees: Commissioner Gnemi, Commissioner Glynn, Sheriff Lon Thiele, EM&S Director Kristen Sailer, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Amber Aaseth, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the renewal of the Equitable Sharing Agreement.
2. Committee recommends approving the Minnesota Snowmobile Safety Enforcement Grant Program 2024-2025.
3. Committee recommends approving the renewal of the Radiological preparedness Grant – 2024/2025

Department Head Reports

Community Corrections: Discussion regarding high-risk clients that have taken up more time than normal.

Emergency Management: During the fair they talked with over 3000 people about emergency preparedness plan. Signed up 10 volunteers. Working on completing the hazard mitigation plan which is updated every 5 years.

Public Health: Welcome to Ethan who is from AmiCorps program. Homecare did a great job as they just completed their Medicare audit. Preparing for the flu season. Looking at having some drive through clinics.

Administration: Rezoning was approved last night for CCA building and the variance for the Sheriff's Office was approved.



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

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

Thursday, September 14, 2023, at 8:00 a.m. – Public Works Conference Room

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

Consent:

1. Committee recommends adopting Resolution Approving Final Payment for Contract No. 232305;CP 074-023-005 in an amount of \$411.46 to Safety Signs.

General:

2. Access Variance Request – CSAH 48/Bixby Rd.: Stadheim Properties, Parcel ID 17-177-0003.
Darren Stadheim spoke to the committee about his variance request for PID # 17-177-0003 regarding driveway access from Bixby Rd to the Professional building. There were discussions regarding this request and the safety of through road traffic. The Commissioners requested item go to full Board for discussion.

Department Head Reports

Four Seasons: Foundation grant has been turned in for the second Zamboni machine followed by information on how the grant works if received and how that information is incorporated into the budget. The west ice is up and running. East rink has some final dry floor events then the ice will be installed. Ice advertising is sold out this year. Power washing on the building has started. Currently winterizing Beaver Lake Park. Community Center will be turned over to the Four-Season crew for an anticipated date of January 1st, 2024. Discussion on the use of the center by the 4H groups, Extension office and other County groups/functions and if there will be fees assessed. Renters will need to obtain a certificate of liability for \$1.5M and further discussions regarding a deposit and a clean up fee are being discussed.

Landfill: Looking at increasing the demo rates as demo is moving to the MSW(mixed solid waste) hill. For this construction of the new cell, all cells at the landfill will be lined. Because the demo cell will need to be moved a discussion regarding the demo air space of the fill/density was discussed along with a brief conversation about grinders that can be purchased that can grid all materials. Whatever is decided, there needs to be some public education on the cost increases from Demo site to Mixed Solid Waste.

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

Capital Improvement Plan is slightly behind. They are planning to set the public hearing for the CIP at the first meeting in October for the public hearing to be held at the first Board meeting in November. This will allow the plan to go for acceptance at the last meeting in November. The Roundabout on Bixby is starting to make some forward progress with 3 of the required 4 permits from the Railroad approved. The eastside leg is still being held up with the Railroad. Hwy 49 has a completion date of 10/15 and the Eastside (29th St) corridor feasibility study is progressing. Still waiting for results.



STEELE COUNTY
LAND USE & RECORDS COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

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

Tuesday, September 19, 2023 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Gnemi, Commissioner Krueger, Planning & Zoning Director Dale Oolman, County Recorder Rick Kvien, Interim Auditor Brenda Blood, and Administrator Scott Golberg.

Consent:

1. Committee recommends adopting the Le Sueur River Watershed Comprehensive Watershed Management Plan by resolution.
2. Committee recommends approving renewal of Professional Services Agreement with Counties Providing Technology for 2024 - 2026

General:

3. Committee recommends bringing Solid Waste Assessment & Resolution to the full board.
The recommended increase in services is a function of the industry cost increases. The county is mandated to provide recycling to the residents. Difference between the rural and the city fee, the city receives curbside service, rural does not. All residents can use the drop sites.
4. Committee recommends bringing the Tax Forfeited Properties (1 property) to the full board.

Department Head Reports

Recorder: Passports are quite busy. Still looking at 13 weeks for a passport. Number of passport requests nationwide has doubled. State of Minnesota was under construction which slowed down the process which is part of the reason for the extended time to receive a passport. The state is now taking more appointments which will help passport time.

Auditor: Went to Medford to train them for their standalone election. Training within the department on the cash drawer. The Auditor department will proceed to train other departments on how to use Cash Drawer. This process will save a couple of steps.

Planning & Zoning: Construction for their area is being completed. Looks great.